



## ARVA SURVEYOR TRAINING

Course Code (AR04)

### Overview

This is an excellent Nationally recognised course that has been developed by Australian Retirement Village Accreditation [ARVA] and The Systems 3 Group, to provide a practical competency based Retirement Village Surveyor Training Course. The role of the ARVA Surveyor requires a high level of interpersonal communication skills and appropriate team behaviours with in a variety of settings. This course will assist in standardising the Retirement Village Industry Surveyors' skills, knowledge and expertise in auditing and report writing to better serve the industry.

In order to minimise costs and time in the classroom, the course will be 2 days in the training room with 2 additional days, one self directed learning day prior the two day course and one subsequent day after the classroom contact (a later date to be arranged for an on site observation/coaching Accreditation Survey).

The 4 day course is made up of the following:

- one day self directed learning module off site,
- two days in training room including report writing and
- one day observation/coaching survey on site with an experienced team leader on an actual survey (The Team Leader may arrange for the observer to have an additional coaching day if required).

The goal of the training is to optimise the professionalism, skills, knowledge and expertise of surveyors, as well as to develop and standardise the art of report writing, so as to assist the National Accreditation Committee (NAC) with the Accreditation decision making process.





The Pre-course Self Directed Workbook is comprised of 6 learning modules including:

- Background to the Australian Retirement Village Accreditation Scheme
- Communication in Surveying
- Overview of Management Systems
- Overview of Continuous improvement
- Risk Management
- ARVA Standards

At the completion of the self directed learning module there is a workbook Assignment which must be completed prior to the commencement of the on site training day.

The two days in the training room cover the following:

- Overview of the Survey Process and Preparation
- Survey planning by team leader
- Desk Review Audit of the Self Assessment
- Performance of the survey
- Evidence Collection
- Report Writing

Course Approvals



**Australian  
Retirement Village  
Accreditation®**

This course is approved by the Australian Retirement Village Accreditation and is essential for anyone with a desire to become a registered ARVA surveyor.

