LEARN WITH OLIVER · SAMPLE, NOT A REAL RECORD

AML training record

AML for estate and letting agents (Letting agency) · designed around the four points HMRC asks a training record to show

Certificate ID
SAMP-LE00-0001
Issued 4 Nov 2026

1 Who received the training

WHO

Name	Sample Learner (as entered by the learner)
Firm	Example Lettings Ltd (example)
Job role	Lettings negotiator
Sector variant	Letting agency

2 When

DATE

Course completed	4 November 2026
Started	26 October 2026
Assessment passed	4 November 2026

3 Content and format

CONTENT AND FORMAT

Online, self-paced course: about 232 minutes of lessons, letting agency examples, practice scenarios, an unscored check of understanding at the end of each module and a final scored assessment. Written from the Money Laundering Regulations, POCA, HMRC, CCAB and LSAG guidance and checked by a separate fact-checker.

#	Module	Version	Last reviewed
1	AML basics: money laundering, terrorist and proliferation financing, and your duties	2.0.5	3 Nov 2026
2	Know your client: customer due diligence, ongoing monitoring and records	2.0.2	3 Nov 2026
3	Estate agency checks in practice	1.0.2	30 Oct 2026
4	Letting agency checks: when the rules apply and who you check	1.0.2	30 Oct 2026
5	Company, trust and overseas-entity buyers, sellers and landlords	1.0.2	4 Nov 2026
6	Higher-risk clients: PEPs, high-risk countries, source of funds and wealth	2.0.2	3 Nov 2026
7	Spotting forged and fake documents	1.0.2	30 Oct 2026
8	Red flags in your work	1.2.2	3 Nov 2026
9	Estate agency risks and reporting	1.0.2	30 Oct 2026
10	Letting agency risks, sanctions and reporting	1.0.2	30 Oct 2026
11	Sanctions: checking names and what to do with a match	2.0.2	3 Nov 2026
12	Reporting a concern to your MLRO	2.0.2	3 Nov 2026
13	Tipping off: what to tell the client	2.0.2	3 Nov 2026
14	A week in a sales and lettings office	1.0.2	4 Nov 2026
15	AML update 2026: what changed	1.0.2	30 Oct 2026

Full module text for each version is kept and can be viewed at learnwitholiver.uk/course/property-agents

4 Assessment of effectiveness

ASSESSMENT

Final assessment: 25 scenario questions drawn at random from the question banks of every module in the course, for the learner's sector, with more questions from modules with more learning objectives. Pass mark 80%, and questions marked essential (such as reporting to the MLRO and tipping off) must be answered correctly to pass, whatever the score. Each retake draws new questions where possible. Every attempt is listed below.

Attempt	Date	Score	Result
1	3 Nov 2026	19 of 25 (76%)	Not passed
2	4 Nov 2026	23 of 25 (92%)	Passed

Modules completed. Each module ends with an unscored check of understanding with feedback on every answer; finishing it completes the module.

Module	Version	Completed
1. AML basics	2.0.5	26 Oct 2026
2. Know your client	2.0.2	26 Oct 2026
3. Estate agency checks in practice	1.0.2	27 Oct 2026
4. Letting agency checks	1.0.2	27 Oct 2026
5. Company, trust and overseas-entity buyers, sellers and landlords	1.0.2	28 Oct 2026
6. Higher-risk clients	2.0.2	28 Oct 2026
7. Spotting forged and fake documents	1.0.2	29 Oct 2026
8. Red flags in your work	1.2.2	29 Oct 2026
9. Estate agency risks and reporting	1.0.2	30 Oct 2026
10. Letting agency risks, sanctions and reporting	1.0.2	30 Oct 2026
11. Sanctions	2.0.2	31 Oct 2026
12. Reporting a concern to your MLRO	2.0.2	31 Oct 2026
13. Tipping off	2.0.2	1 Nov 2026
14. A week in a sales and lettings office	1.0.2	1 Nov 2026
15. AML update 2026	1.0.2	2 Nov 2026

Firm's procedures covered (entered by the learner)

MLRO (nominated officer)	Your MLRO (example)
Deputy MLRO	Your deputy MLRO (example)
How to report a concern	Your internal report form (example)
ID the firm accepts	Passport or UK photo driving licence (example)

The firm must still train staff on its own policies, controls and procedures.

Other training (for the firm to complete)

Date	Training	Format	Initials

Date	Training	Format	Initials

Sign-off

Reviewed by (MLRO)

Signed _____ Date _____

Learner declaration: I know who our MLRO is and how to report a concern to them.

Signed _____ Date _____

This record shows completion of an online course and the learner's assessment scores. It is not a qualification and does not show that the firm complies with the Money Laundering Regulations 2017. The firm remains responsible for its training under regulation 24. General information, not legal advice.

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