



---

The Home Inspection Training Academy

# Home Inspection Course

Training Manual Guide





Copyright 2003-2020 by the author, GMR Lourens. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic mechanical, photocopying, recording, or otherwise without the prior written permission of the author.

**Acknowledgement to:**

National Home Builders Registration Council of South Africa: Parts of the NHBRC Manual, Parts 1, 2 & 3 have been reproduced verbatim.

South African Bureau of Standards: Parts of the SABS0400 have been reproduced verbatim.

American Society of Home Inspectors ("ASHI"): Special thanks to the American Society of Home Inspectors who have assisted greatly in the finalisation of the South African Society of Home Inspectors' Code of Ethics and Standards of Practice.

South African Society of Home Inspectors ("SASHI"): Special thanks to SASHI who have supported the industry and THITA since its inception in promoting the Model Bill and other aspects which are designed to regulate and enhance the Property Inspection Industry.

## Index

<b>Training Manual Guide:</b> Course introduction and Course overview	pg. 3
<b>Module 1:</b> Introduction to the Home Inspection Industry	pg. 6
<b>Module 2:</b> The Home Inspection Industry	pg. 7
<b>Module 3:</b> Types of Home Inspection	pg. 8
<b>Module 4:</b> Suggested Code of Ethics	pg. 9
<b>Module 5:</b> Suggested Standards of Practice	pg. 10
<b>Module 6:</b> Preparing for the Inspection	pg. 10
<b>Module 7:</b> The Equipment Required	pg. 11
<b>Module 8:</b> Important Criteria to take into Account	pg. 12
<b>Module 9:</b> Performing and Reporting on the Home Inspection	pg. 13
<b>Module 10:</b> Home Inspection as a Career	pg. 14
<b>THITA Course:</b> What the study course includes	pg. 16

## THITA Training Manual Guide: Distance Learning Course

You have chosen the Home Inspection profession as your new career and business respectively. Getting into the field was the first and easiest step. This Training Manual and the way in which you will be instructed, comprises the next and most difficult step. Forget anything you have heard or learned about the Home Inspection business and profession and clear your mind of all pre-conceptions.

Now, welcome to the start of the rest of your life. Please regard THITA as your guide to self-improvement and business success. We hope you will enjoy your period of instruction with us and that you – through your own Home Inspection business - will have the opportunity to enjoy the satisfaction of using your new skills and making money!

This Training Manual Guide will assist you during your period of self-study and thereafter – remaining as an easy to use referral guide to the profession, its guidelines, its role players, its rules, its pitfalls and its rewards.

Since we at THITA promote, as all other progressive educational bodies do, training by means of “learning outcomes”, we have designed this guide to list our intended learning outcomes for each Module i.e. what the essence is that we expect you to glean from each particular Module. These are the new skills or knowledge that you should be able to apply upon completion of each Module.

We have designed each Module to progressively allow you to put the new skills into practice as you go along and we have also included various self-evaluation tests which we would like you to carry out at times which best suit you. Since you are paying us for the privilege of imparting this knowledge to you, we trust that you will be willing to carry out these self-evaluation tests which are designed to increase your practical application of the theoretical information that we impart to you in each Module.

Our Training Manual Guide introduces you to the attitudes and values you need to be able to meet THITA and SASHI final assessment criteria and to fulfil your role as a Home Inspector in a successful business.

The author of the THITA training material, GMR Lourens, has designed it to make provision for 10 open book written self-evaluation test papers, the results of which you should send to us at THITA so that we can keep a record of your progress along with your final examination and practical inspections that we expect you to send to us for record purposes.

We have also summarised the Training Manual Guide in a recommended study schedule, which indicates when we advise you to complete a portion of the course.

## Training Course Overview

The duration of this course should be approximately 13 weeks.

Since this is a self-study course you may set your own pace. We do recommend the timetable below in terms of which you should complete the course in 12 weeks and carry out the practical inspections at the home/s of family and friends (keeping in mind all of the gazette regulations pertaining to the Covid-19 Pandemic) in the 13th week which you will be expected to submit to THITA.

You should also carry out the self-evaluation tests after each Module has been completed. Prior to embarking on this Course, you will also be required to complete a Skills Level Evaluation questionnaire which must be submitted to THITA as soon as possible.

This questionnaire is also required for you to become a candidate member of SASHI and will be used as a measurement of your current level of skills so it is in your best interests to fill it in without resort to friends and colleagues – that would be defeating its purpose.

Below is an example of how your timetable should look for the duration of this course:

Weeks 1 & 2: Theory - Module 1: Self-Evaluation Test Paper 1

Weeks 3 & 4: Theory - Module 2: Self-Evaluation Test Paper 2

Weeks 5 & 6: Theory - Module 3: Self-Evaluation Test Paper 3

Weeks 7 & 8: Theory - Modules 4 & 5: Self-Evaluation Test Papers 4 & 5

Weeks 9 & 10: Theory - Modules 6 & 7: Self-Evaluation Test Papers 6 & 7

Weeks 11 & 12: Theory - Modules 8 -10: Self-Evaluation Test Papers 8 -10

Week 13: Practical Inspections completed on homes of family and friends

**NB: COMPLETE YOUR FINAL EXAM ANSWERS AND 3 INSPECTIONS  
AND SUBMIT THEM TO THITA.**

## Prescribed Reading

Since we can only teach you what we know and impart our expertise in the inspection field, it is important that you take note of the fact that there is prescribed material which you will have to acquaint yourself with in order to make a success as a Home Inspector.

This course provides all the prescribed material necessary to “pass” all the tests and the practical evaluation.

We have divided the THITA training Course into ten Modules, which are listed below for easy reference.

## Module 1: Introduction To The Home Inspection Industry

After completing this Module, you should be in a position to carry out the following outcomes:

### **Outcome 1: Describe the Home Inspection industry in South Africa.**

To show your competence, you should be able to:

- describe the problems that property buyers experience at present that could be solved through Home Inspections;
- give an opinion as to whether there is scope for a Home Inspection industry in South Africa; and
- explain how the *voetstoots* clause creates problems for potential buyers in South Africa.

### **Outcome 2: Describe the Home Inspection industry abroad.**

To show your competence, you should be able to:

- give a general description of the state of the Home Inspection industry abroad; and
- compare the scope of the industry abroad with the scope of the industry in South Africa.

### **Outcome 3: Explain what a Home Inspection entails.**

To show your competence, you should be able to:

- define what a Home Inspection is;
- give your considered opinion as to what the purpose of a Home Inspection is; and

- give good reasons why Home Inspection is a necessary service.

## Module 2: The Home Inspection Industry

After completing this Module, you should be in a position to carry out the following outcomes:

### **Outcome 1: Give the generally accepted definitions of terms used in the construction industry in South Africa.**

To show your competence, you should be able to:

- explain the meaning of each term and its definition; and
- explain why generally accepted construction practices are necessary if one is to achieve uniformity in the construction and related industries.

### **Outcome 2: Describe all the generally accepted building practices with regard to the construction of a home.**

To show your competence, you should be able to:

- explain the requirements with regard to each element of the superstructure of a home as well as of the systems and components surrounding the superstructure;
- give an opinion as to whether the South African SABS 0400 legislation has adequately addressed the specifications of the National Building Regulations; and
- explain why you need to know the correct construction practices with regard to a home in order to carry out a generally accepted Home Inspection.

## Module 3: Types Of Home Inspection

After completing this Module, you should be in a position to carry out the following outcomes:

### **Outcome 1: Describe the various types of Home Inspections currently performed in South Africa.**

To show your competence, you should be able to:

- explain the difference between the various types of Home Inspection;
- explain why there is a need for inspections on new homes as promulgated by the South African National Home Builders Registration Council (NHBRC);
- give a reasoned opinion as to why it is advisable to have an overall inspection methodology that can incorporate elements of the various types of inspection.

### **Outcome 2: Explain and describe the requirements relating to construction that are prescribed by the NHBRC and which you have to keep in mind when inspecting a home.**

To show your competence, you should be able to:

- summarise the acceptable building practices as required by the NHBRC with regard to each component of a home;
- explain the basic requirements with regard to construction practices when building or inspecting a home, as reproduced in this course material from the South African NHBRC Home Building Manual;
- explain how the NHBRC warranty scheme works; and
- explain why the NHBRC warranty scheme is necessary.



## Module 4: Suggested Code Of Ethics

After completing this Module, you should be in a position to carry out the following outcomes:

**Outcome 1: Describe the similar elements of the ethical guidelines with regard to the Home Inspection industry around the world.**

To show your competence, you should be able to:

- do research on the Internet;
- identify Home Inspection companies that operate in South Africa and abroad;
- identify major Home Inspection associations or societies around the world; and
- compare the codes of ethics of some of these associations, and see what guidelines or elements they have in common.

**Outcome 2: Describe the seven guidelines with regard to the suggested Code of Ethics for Home Inspectors as promoted by SASHI.**

To show your competence, you should be able to:

- explain why each ethical guideline exists;
- give your opinion as to whether each ethical guideline is realistic or not; and
- give your opinion as to whether any further ethical guidelines need to be added to the Code of Ethics as adopted by SASHI.

## Module 5: Suggested Standards Of Practice

Once you have studied this Module you should be able to perform the outcomes listed below.

### **Outcome 1: Describe the main elements of the suggested Standards of Practice for the South African Home Inspection industry as promoted by SASHI.**

To prove competence in this outcome, you must be able to do the following:

- explain why Standards of Practice are necessary; and
- explain why it is necessary to have a formal body like SASHI, and why it is necessary for such a body to lay down Standards of Practice.

### **Outcome 2: Give a detailed description of the Standards of Practice that you should follow when carrying out a Home Inspection.**

To prove competence in this outcome, you must be able to do the following:

- list the items and components in a home that will be inspected; and
- list the items and components in a home that will not be inspected as part of a standard Home Inspection.

## Module 6: Preparing For The Inspection

After completing this Module, you should be in a position to carry out the following outcomes:

### **Outcome 1: Adhere to the unwritten rules of client etiquette when carrying out a Home Inspection.**

To show your competence, you should be able to:

- describe in all respects how you should interact with a client when you carry out a Home Inspection; and
- describe behaviours you should steer clear of when dealing with a client during the course of a Home Inspection.

**Outcome 2: Describe the steps you should take before doing an inspection.**

To show your competence, you should be able to:

- explain, step by step, how you should prepare to carry out a Home Inspection.

**Outcome 3: Prepare and use an inspection instruction form correctly.**

To show your competence, you should be able to:

- prepare the inspection instruction form.

**Outcome 4: Explain the important terms and conditions of the Home Inspection to the client before carrying it out.**

To prove your competence in this outcome, you must be able to:

- explain the relevant terms and conditions of the Home Inspection as required from THITA Inspectors which are based on those suggested by SASHI.

## Module 7: The Equipment Required

After completing this Module, you should be in a position to carry out the following outcomes:

**Outcome 1: Describe the negative and positive aspects of a home's systems and components.**

To show your competence, you should be able to:

- explain how to look for visible “symptoms” of defects and how to record these in a Home Inspection report which includes photographs.

**Outcome 2: Describe all the tools that you require to carry out an acceptable Home Inspection and to produce a Home Inspection report of an acceptable standard.**

To show your competence, you should be able to:

- explain why it is advisable to have specific tools for specific jobs when performing the Home Inspection; and
- give an opinion whether you think that a specific tool is required to carry out an acceptable Home Inspection and to produce a Home Inspection report which would comply with the standards as set by SASHI.

## Module 8: Important Criteria To Take Into Account

After completing this Module, you should be in a position to carry out the following outcomes:

**Outcome 1: Describe and detail the inspection criteria you would utilise to find out whether a home has any patent (visible) or latent defects.**

To show your competence, you should be able to:

- identify a component;
- determine whether the component is in an acceptable condition or not; and



- indicate whether, if the component is not in an acceptable condition, the defect is of a structural nature.

**Outcome 2: Describe the inspection criteria that are used on-site and off-site.**

To show your competence, you should be able to:

- explain how the SASHI Standards of Practice should be used as a guideline when carrying out an inspection; and
- explain which components of a home should and should not be inspected.

## Module 9: Performing & Reporting On The Home Inspection

After completing this Module, you should be in a position to carry out the following outcomes:

**Outcome 1: Describe the steps you need to go through when performing an inspection.**

To prove your competence in this outcome, you must be able to:

- explain what the 'clipboard' method of doing an inspection is; and
- explain the various systems, components, rooms and other items that are inspected as part of a standard Home Inspection.

**Outcome 2: State the rules for generally accepted report writing and apply them when you compile a report on the various aspects of a Home Inspection.**

To prove your competence in this outcome, you must be able to:

- compile Home Inspection reports using correct terminology, spelling, sentence construction, punctuation, paragraphing and other aspects of grammar.

**Outcome 3: Specify and use the SASHI endorsed THITA templates needed to compile an acceptable Home Inspection report and to produce a Home Inspection report along the lines of the SASHI draft sample inspection report.**

To prove your competence in this outcome, you must be able to:

- list the recommended templates and various sections of the SASHI endorsed THITA sample Home Inspection report; and
- describe the communication tools used to communicate the information that you gather when carrying out an inspection.

**Outcome 4: Describe and follow the steps needed to produce the inspection report.**

To prove your competence in this outcome, you must be able to:

- call up the template for the SASHI endorsed THITA standard Home Inspection report on your computer;
- Print the template for the inspection report for use on-site as a “clipboard method” for each inspection;
- follow the step-by-step and page by page method of recording the information on the report template; and
- print the final report.

## Module 10: Home Inspection As A Career

After completing this Module, you should be in a position to carry out the following outcomes:

**Outcome 1: Describe the benefits of working as a Home Inspector for an existing company as opposed to running your own company.**

To show your competence, you should be able to:

- Explain the benefits of working for an existing Home Inspection company/franchise;
- Describe in all respects what is advisable when working with follow employees and seasoned professionals.

**Outcome 2: Describe the benefits of starting your own Home Inspection franchise/business.**

To show your competence, you should be able to:

- List the benefits of starting your own business;
- Explain the disadvantages of starting your own business;
- Describe the various forms of business that are available as an option if you choose to start your own business;
- List the facts you have to keep in mind when starting your own business;
- Explain the different marketing targets and options available; and
- Describe the various business practices to be kept in mind when starting your own business.

**Outcome 3: Describe the specific benefits of buying a franchise**

To show your competence, you should be able to:

- Explain the benefits of buying a Home Inspection franchise; and
- List the foundations on which a Home Inspection franchise should be built.

## What The Study Course Includes

- The SASHI endorsed THITA Skills Level Evaluation which is designed to tell us what your level of expertise is;
- The prescribed reading material which is intended to provide you with a solid theoretical basis for the profession;
- The learning outcomes for each Module which is designed to clarify what we intend you to learn from each Module;
- Ten test papers, which are designed to test your skills as the course proceeds;
- A practical inspection, which is performed along with one of the THITA accredited inspectors.

### **Skills Level Evaluation**

In this Training Manual Guide you will find a Skills Level Evaluation that you must complete and submit to THITA.

It is important that you complete and submit it before embarking on the training course, since it will help you to form an idea of what we expect you to know at this early stage in your course. It will not be marked, but kept on record at THITA to gauge your progress with the course.

### **Prescribed reading**

Your prescribed reading refers to the Modules you must study in order to be in a position to write a particular self-evaluation test.

It is important to work through all the prescribed reading as well as complete the self-evaluations tests before writing the final exam.



## **Learning outcomes**

Each Module contains learning outcomes, which indicate what you should be able to achieve after you have worked through the relevant Module.

## **Self-evaluation Test papers**

In this Training Manual Guide you will find ten self-evaluation test papers that are designed to test your own knowledge.

Do not attempt these self-evaluation tests until the relevant Module has been completed. These tests are designed to help you test your knowledge and to help you to evaluate your progress. Please provide THITA with your 10 tests so that we can keep them on record along with your exam and 3 practical inspections which you produce.

When you do attempt the tests, read the questions carefully to find out exactly what is being asked of you. Then answer the questions in your own words. Use the knowledge and understanding that you have gained from the relevant study material to answer the questions.

The total marks that you get for your ten written self-evaluation tests will provide an average percentage which will eventually count 50% of your course evaluation score (which remains confidential). We also allocate marks to the tests as a means to provide an indication as to the level of proficiency of each inspector that we train – whether for their own purposes or for their employer's benefit.

## **Examination**

Once you have written your ten self-evaluation test papers and submitted them all to THITA, you will also be expected to complete the final Examination and send it to THITA for marking. The Examination answers will be used to procure a mark with a total out of 30%.

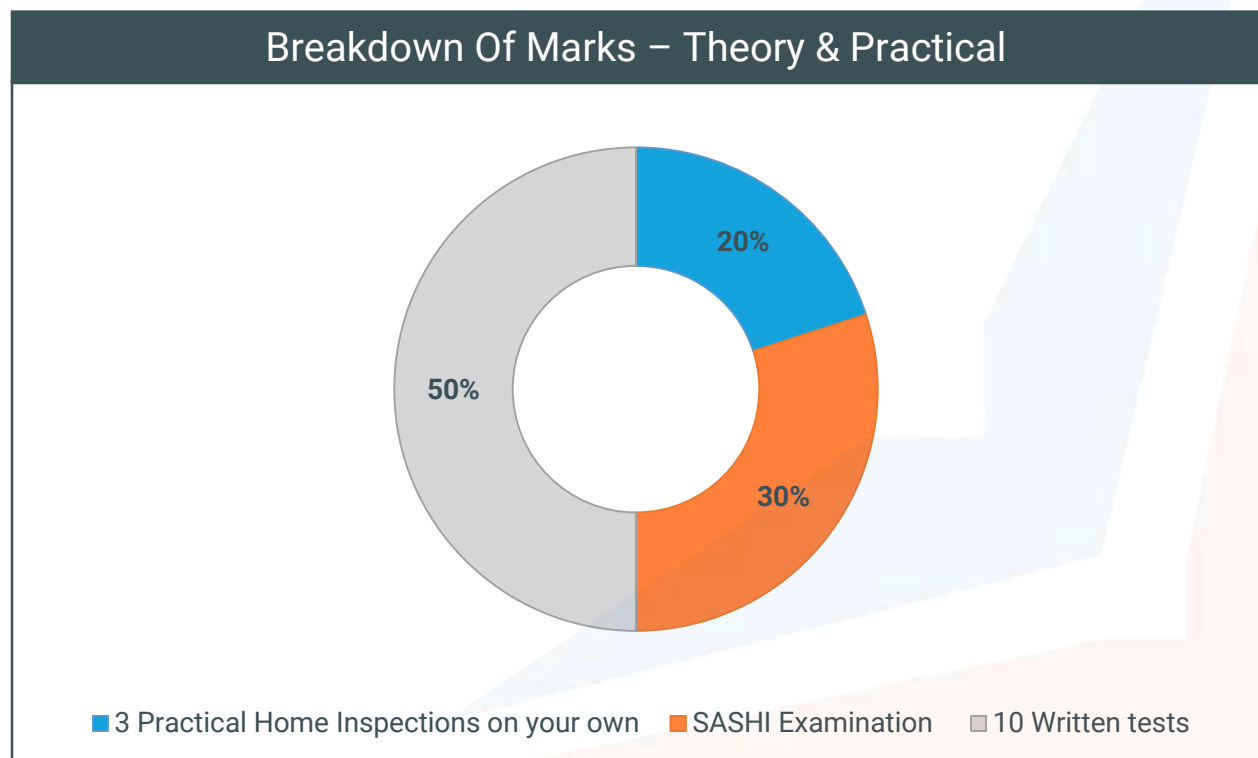
## Practical Evaluations

After writing the final Examination, you will also be expected to carry out 3 Practical Inspections on the homes of family and friends using the templates provided.

During this “practical evaluation” process, THITA will assist you were necessary to complete the inspection process on each property and produce the inspections reports in line with the Sample Inspection report provided as part of the Course material. These inspections must be completed and sent to THITA.

These inspection reports and your performance in carrying them out will be evaluated by THITA and a mark out of 20 % allocated.

Following the completion of your Course, if successful, you will receive a “Certificate of Completion” and a Membership Card and also qualify to become a full SASHI member.



If You Have A Query, Please Contact Us

**The Home Inspection Training Academy**

44 Brandwacht Street, Stellenbosch, 7600

Phone: +27 (0)83 700 5059

Fax: +27 ((0)86 77123 77

E-mail: [info@thita.co.za](mailto:info@thita.co.za)

Website: [www.thita.co.za](http://www.thita.co.za)