

Housing and property management (Level 3)

Creating and sustaining successful tenancies in the private and social rented housing sectors

The basics

Qualification level	3
Equivalent to	A level
Typical duration	18 months
Apprenticeship category	Sales, marketing and procurement
Maximum funding	£7,000

Apprentices must spend at least 50% of their working hours in England and must have the right to work in England.

You can read the details of the content of this apprenticeship standard here: <https://www.instituteforapprenticeships.org/apprenticeship-standards/housing-and-property-management-v1-1>

Upon successful completion of your apprenticeship, you'll receive a certificate to confirm it. By doing your apprenticeship via Upkeep, you will also receive qualifications from the Chartered Institute of Housing (CIH) and the Awarding Body of the Built Environment (ABBE).

What is a modern apprenticeship?

Modern Apprenticeships give anyone over the age of 16 the opportunity to work in a paid job while undertaking workplace training in order to gain new and enhanced skills and recognised qualifications.

All the Modern Apprenticeship frameworks are developed by the industry or sector in which they will be implemented and cover all the skills you require to become a craftsman, technician, officer, or manager in that area. Modern Apprenticeship frameworks can also be used as the basis for training older or more established employees.

As a Modern Apprentice you will be employed from the very start of your training and will receive a wage from your employer. You will then be given the chance to develop expertise and knowledge through on-the-job assessment, as well as gaining vital skills such as teamwork and problem solving. Many Modern Apprentices also attend colleges or training centers to study the theory relating to their chosen occupation. At Upkeep we are proud to have developed training and support for apprentices via virtual systems; we use Zoom/Teams, an online Learner Management System (LMS), phone, email and other modern technology to make your off the job training as efficient and effective as possible.

How do I become an apprentice?

You must:

- be 16 or over
- not already be in full-time education
- live in England

You can start an apprenticeship whether you're starting your career, want a change or you're upskilling in your current job. You can have a previous qualification (like a degree) and still start an apprenticeship.

As an apprentice you will:

- learn and train for a specific job
- get paid and receive holiday leave
- get hands-on experience in a real job
- study for at least 20% of your working hours – in our case, mainly with Upkeep
- complete assessments during and at the end of your apprenticeship
- be on a career path with lots of future potential

What about the money?

Funding the apprenticeship

An apprenticeship is funded from contributions made by the government and your employer. Employers must set up an apprentice service account in order to access funding: <https://www.apprenticeships.gov.uk/employers/create-apprenticeship-service-account>

An employer with a pay bill of more than £3 million is required to pay the apprenticeship levy. They can manage funds using the government's apprenticeship service and spend it on training and assessing apprentices.

The government will apply a 10% top up to the funds the employer has in their account.

If your employer does not pay the apprenticeship levy

Smaller employers who do not pay the apprenticeship levy will need to reserve funds for apprenticeship training in the 'finance' section of their apprenticeship service account. They can also give the training provider permission to reserve funds on their behalf.

Wages

The employer is responsible for paying their apprentice for their normal working hours and any training they do as part of the apprenticeship. Apprentices must be paid at least the National Minimum Wage rate, depending on their age and the year of apprenticeship training they're in.

The content of your apprenticeship with Upkeep

Each apprenticeship has a level and an equivalent education level, this one is at Level 3. At the end of this level 3 apprenticeship, you'll achieve the equivalent of an A level.

Literacy and numeracy

You will require English or maths GCSE (or O Level). If you don't have this, or can't get hold of your certificates, you will need to undertake separate study to achieve them during your apprenticeship.

Apprentices must be given time to study for this within their normal working hours. Studying for English and maths is not counted as part of the 20% minimum off-the-job training requirement.

During your apprenticeship, you'll be assessed to make sure you're achieving the knowledge, skills and behaviours needed for your chosen apprenticeship and this will be via two different types of training:

1. 'Off-the-job' training

This is delivered by a training provider during your normal working hours. This will teach the knowledge, skills and behaviours set out in the apprenticeship standard so they can achieve occupational competence. A lot of this will be delivered by

Upkeep, but you might also attend in-house or external short training courses run by your employer, or by other training providers that your employer uses. Apprentices must spend at least 20% of their working hours completing off-the-job training. It can be flexible and doesn't have to mean 1 day out of the workplace every week. For example, training could take place:

- online
- at the apprentice's place of work
- at a college or university or with a training provider or, it could be a combination of these options.

The frequency can vary, for example:

- 1 day a week
- Part of a working day
- Blocks of time

At Upkeep, we run our training in modules/units, with assessment between teaching sessions.

2. 'On-the-job' training

This will be delivered by the employer. They need to give the apprentice training and supervision to help them perform the job they've been hired for.

Evidence

You will build a portfolio of evidence of the work and learning that you do during your apprenticeship, and you will also produce a project on a work-based subject. Your project will be agreed by you, your employer, Upkeep and the EPAO (see below for explanation of EPAO).

End Point Assessment

Apprenticeships also include an end-point assessment. It's an assessment at the end of your apprenticeship to make sure you're fully competent in your specific occupation with the knowledge, skills and behaviours you need for your job. Your end-point assessment, known as an EPA, is carried out by an independent organisation known as an end-point assessment organisation (EPAO). It will include a panel discussion or interview that demonstrates your learning and your ability to do your chosen occupation.

Upkeep has appointed DSW Consulting to be the EPAO for our apprenticeship offer.

We will guide you towards the EPA, will tell you what to expect, and when the assessment will take place.

You will only get the apprenticeship certificate after you have passed all the elements of the EPA, including the required standards of English and maths.

When you pass the assessment, you'll receive a certificate, meaning you have completed your apprenticeship successfully. The certificate is requested by the EPAO from the government's Education and Skills Funding Agency (ESFA).

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Signing up

An **apprenticeship agreement** is used to confirm individual employment arrangements between the apprentice and the employer. It includes:

- How long the apprentice will be employed for
- The training they'll receive
- Their working conditions
- The qualifications they are working towards

The employer and apprentice must also sign an apprenticeship commitment statement with the training provider. It must include:

- the planned content and schedule for training
- what is expected and offered by the employer, the training organisation and the apprentice
- how to resolve queries or complaints We can supply these forms.

Contact us to discuss your apprenticeship and how we can help:

info@upkeeptraining.co.uk

0208 123 0804

<https://www.upkeeptraining.co.uk>