


Housing and Property Management ST0234/V1.4

3 Level 3

 18 - 24 Months

 3 Months

Assessment Methods

 Interview/Viva underpinned by a Project and Presentation

Gateway Requirements

- The apprentice has completed the relevant apprenticeship duration
- English and Mathematics in line with the Funding Rules
- Portfolio of Evidence Declaration
- Knowledge Principles Declaration
- Gateway and EPA Planning Form
- Site Health & Safety and Risk Assessment form if face-to-face assessments are taking place

Occupational Profile

The housing and property management occupation is customer facing and primarily responsible for the creation and sustainment of successful tenancies in the private and social rented housing sectors. This work must comply with contractual, statutory and legal regulations and approved Codes of Practice.

The work is varied and often includes addressing complex, people related matters (for example, supporting people to live independently) as well as property related responsibilities. The role incorporates a degree of lone working with minimum supervision whilst predominantly working within the wider organisation and team, communities and external partners.

Housing and property management professionals are proactive in finding solutions to problems and identifying areas for improvement. They take individual responsibility for the quality and accuracy of their work and its administration. At Level 3, some housing and property professionals may also have supervisory responsibility for other people.

The apprenticeship prepares an individual for a range of general housing and property management duties leading to operational or specialist roles.

Grading

The standard is graded overall: Fail, Pass or Distinction

End Point Assessment

Project, Presentation & Interview/Viva

The interview/viva is a structured interview between the apprentice and the Independent Assessor. The interview will be based on the project report and presentation compiled by the apprentice. It is expected to stretch both theoretical understanding and practical application of this, and in that sense, test real acquired skills and knowledge. It will be necessary to interact with colleagues and tenants in developing and executing the activity.

The project will consist of a practical activity with direct relevance to the role of Housing and Property Management V1.4. It will provide an opportunity to demonstrate the knowledge, skills and behaviours outlined in the assessment criteria for the standard. Apprentices must produce a report; the recommended word count for the project report is 5,000 words; it must not exceed 7,000 words, excluding references, appendices, and diagrams, based on a work-based project.

Apprentices must prepare and deliver a presentation based on their work-based project. The questioning will be carried out immediately after the presentation. The presentation and interview will typically last for 90 minutes; this will include a 15 – 20-minute presentation followed by questioning. The presentation and interview can be carried out remotely or face to face; however, it must be in a controlled environment, i.e., a quiet room, away from the normal place of work.

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