

# Housing and Property Management Apprenticeship



## Housing and Property Management Level 3 Apprenticeship

A partnership of four organisations is delivering the next generation of property professionals, skilled in customer care, ethics and technical management:

- Aligned to Government Standards
- Designed with employers to ensure..
- An industry relevant qualification
- Supported learning
- Raising technical competence
- Driving up service standards and ethical behaviours
- For new starters and upskillers
- Starts January 2017

### Catch22

Award winning social enterprise, Ofsted grade Good, Government approved apprenticeships and skills provider. Will be training the candidates

### Institute of Residential Property Management (IRPM)

Professional body with 3,500 qualified members raising standards across the lease hold and build to rent sectors. Providers of learning, training, qualifications and support. Will be training the candidates

### Chartered Institute of Housing (CIH)

Home of professional standards for housing and independent voice of the sector. CIH is an approved end-point assessment organisation for the Housing and Property Management Apprenticeship at all three levels.

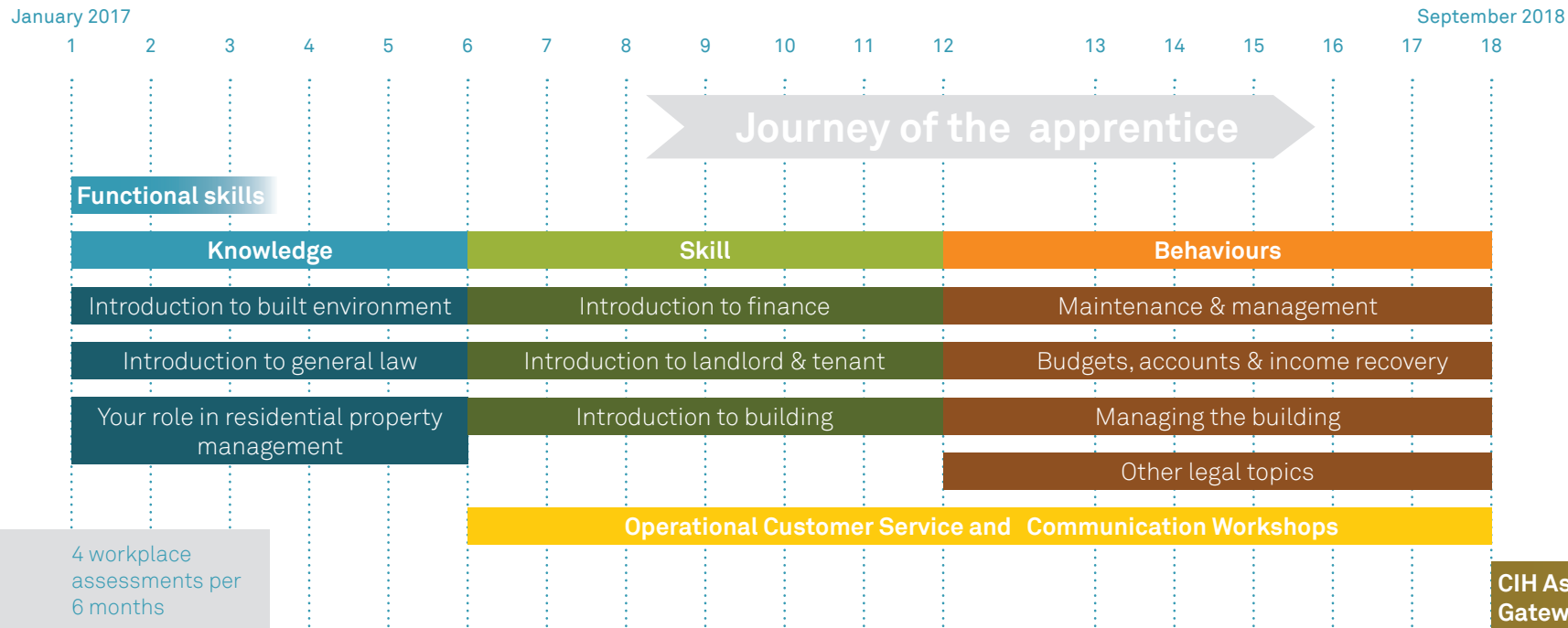
### Rendall and Ritner

Lead employer for the Housing and Property Management Apprenticeship. Privately owned residential managing agents based in London and Manchester with new offices opening nationwide.

## Programme Costings

- £3k contribution from Employer / £6K from Government funding pre May 2017\*
- Total cost for employer £3K contribution as above plus employment costs of apprentice (wages, NI, etc), plus the cost of additional training that employer may wish to provide

\*Post May 2017 contributions maybe subject to government funding rule amendments



Successful completion of "Housing and Property Management Level 3"



Exam Exemption Point (associate member status allocated)

Appropriate status allocated\*

\*subject to ongoing assessment and attendance record

## Housing and Property Management L3 Programme Package

Element / Activity	Delivered by	Cost	Comments
Advertisement of role	Catch22	Included	*AVMS/GMFJ/Social Media/ Sector specialist partner websites including IRPM, ARMA/Catch22.
Filtering and pre selection of candidates against specification	Catch22	Included	Candidates that meet specification will be filtered/ screened and CV's sent to employer for selection and interview.
Selection of candidates for role	Employer	No recruiters or fees	Employer to select candidate/s for programme
Contract of Employment /Terms and Conditions	Employer	Employer pays salary and benefits	Employer pays recommended salary of £15-17K P/A with length of programme contract of employment with usual terms and conditions. Specimen contracts available.
Induction of candidates and enrolment onto the programme including CIH registration and IRPM registration	Catch22	Included	Inducted and Enrolled at programme delivery centre in London employer partner offices. CIH registration for end point assessment and IRPM registration for membership.
Technical Training x 12 Sessions	IRPM	Included	Delivered in London employer partner offices
Training and support employer feels appropriate	Employer	Employer	Although the training programme included in this apprenticeship is reasonably in depth, employers should be prepared to provide additional in-house training for the candidates as required.
Skills,Knowledge,Behaviours Training x 12 Sessions including 1 customer service session	Catch22	Included	Delivered in London employer partner offices. IRPM to deliver specialist customer service session.
Work Place Assessments x 12 per candidate	Catch22	Included	Every 6 weeks
Function skills training and support as required	Catch22	Included	Work place delivery
Case study support and preparation/monitoring	Catch22	Included	On-going
IAG and Pastoral Support ongoing	Catch22	Included	On-going
Programme quality/compliance/tracking	Catch22	Included	On-going
Final End Point Assessment and Panel Interview	CIH	Included	To be arranged at point of entering gateway
IRPM Associate Membership	IRPM	Free membership from start of course for two years	Subject to IRPM review and completion of programme

\*AVMS - Apprentice Vacancy Matching Service  
GMFJ - Getting My First Job

## Support and Programme Management

### Tracking Progress of Learning

Catch22 will use web based electronic portfolio and e learning materials to enable the candidates and employers to track progress.

### Ongoing Support

Catch22 will provide information, advice and guidance, pastoral support, coaching and additional English and Mathematics support (if required) to support the candidates to successfully complete their apprenticeship.

### Attendance Tracker

The Attendance Tracker will capture attendance of all candidates across all elements of the programme. This information will be available as and when required by employers, assessment and training teams.

### Quality and Compliance

Catch22 have a dedicated Assurance and Compliance Team that will provide guaranteed support to employers and candidates so that the apprenticeship meets the standards required by Government and Ofsted.

## How to Enroll

To express an interest in the programme and enrol please send an email to [apprenticeship@catch-22.org.uk](mailto:apprenticeship@catch-22.org.uk) with your company and contact details where a programme manager will be in touch within 48hrs.

## Contact

**Marcus Hook**  
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## Join us

Join us on the new Housing and Property Management Apprenticeship scheme in 2017. We are looking for companies and organisations from across the private and public sectors including leasehold, affordable and build to rent, to participate in a sector changing pilot scheme and be part of developing new property professionals.

