

APEX online guide



Chartered
Institute of
Housing

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APEX online guide

1. Introduction to Apex online

What is APEX online?

APEX online provides a route to chartered membership that requires you to complete an online programme independently at your own pace. Once registered, you will be given access to course materials for 3 months. The programme is arranged in two sections, and within each section there are materials for you to read and reflect on as well as some activities for you to engage with and complete.

(For further details about the APEX online programme see section 2)

Am I eligible for APEX online?

In order to register for APEX online, you will need:

- to have completed a programme covering the academic requirements for chartered membership of CIH (CIHCM) at an accredited centre
- to have spent at least 12 months working in housing at the point of registration

Those who have completed the academic requirement at a university where APEX has been incorporated into the course are NOT required to undertake the APEX online programme.

(If you are unsure please email education at validations@cih.org)

How do I become a chartered member?

Chartered membership of CIH enables you to use the designatory letters CIHCM and is a standard which indicates that you are a qualified and skilled housing professional. It is recognised across the UK and beyond and throughout all sectors in housing.

Completion of an accredited academic qualification plus APEX leads to full chartered membership of CIH. There are various qualifications that are recognized by CIH, which lead to achieving chartered membership.

This can be illustrated in the following diagram and a full course listing can be viewed on the CIH website.

Academic requirement	Plus	
Undergraduate programme Foundation degree; BA and BSc	APEX online	Courses developed from September 2007 will include APEX (Apart from full time courses with no placement)
Postgraduate programme MA, MSc, Postgraduate diploma	APEX online	Courses developed from September 2007 will include APEX (Apart from full time courses with no placement)

Please note that to retain your CIH chartered membership status after completing Apex, you will be expected to pay the remainder of the subscription year.

2. What is involved in completing APEX online?

We want to set a benchmark for Chartered membership which demonstrates that a Chartered member not only has relevant and up to date knowledge but can use this by applying a range of appropriate skills and behaviours in a professional manner. This includes working to the CIH code of conduct and ethics and committing to a programme of continuing professional development (CPD).

By completing the APEX online programme, you will have achieved the following learning outcomes:

Learning outcome 1

A housing professional must demonstrate an understanding of professional conduct and the role of CIH as the professional body for people who work in housing.

Learning outcome 2

A housing professional must be able to critically reflect upon their own professional development.

The programme covers the following areas and is delivered online:

- Introduction to the role and purpose of CIH and what chartered membership means
- Professionalism:
 - The code of ethics
 - The code of conduct
- Continuing Professional Development (CPD):
 - What do we mean by CPD?
 - Personal and professional development planning
 - Maintaining your CPD

3. How do I register for APEX online?

The cost of the programme is **£175** and includes free student membership and relevant member benefits for the duration of the programme. Please note that this fee is non-refundable and non-transferrable; please see terms and conditions for more information.

To apply for Apex online, please fill in the [application form](#).

Please note to guarantee your place you must submit a copy of your pass certificate or a letter from the university verifying that you have successfully completed your course.

Booking information

- For applications to be processed, applicants must have submitted evidence of completion of the academic requirement of the professional qualification
- Please fully complete all details on the application form (linked above)
- Please keep a note of your booking details for your own records
- Once you have submitted your application form you will receive an automated acknowledgement
- You will also receive further correspondence from CIH about the programme
- This booking is subject to the usual CIH terms & conditions (see below)

4. APEX online advice & support

If you have any queries about APEX express and your eligibility please email the membership services team on membership.services@cih.org or call us on 024 7685 1700.

Promoting equality of opportunity for learners

The CIH education service is committed to the development of a clear, coherent and comprehensive framework of learning and qualifications for the housing industry. The CIH education service believes that central to this development is the recognition of the needs of all people involved in housing related activities whether employed or voluntary and the importance of ensuring they all achieve their full potential.

Equal opportunities

CIH is fully committed to the provision of equal opportunities and actively opposes all unlawful or unfair discrimination in the provision of learning and development for all its students. CIH regularly monitors and reviews all EO policies and procedures to ensure that they comply with the spirit of any relevant legislation.

Terms & conditions

- All cancellations must be made in writing to membership.services@cih.org
- The £175 fee to access the course is non-refundable and non-transferrable
- Once registered, you will be given 3 months to complete the programme, an administration fee of £20 will be charged to reinstate disabled access to the programme for one further month

Data Protection Act 1998

In making this booking your contact details will be stored on our database. We will use this data for the purposes of processing your booking, and to contact you in the future with information about other CIH events and products that may be of interest to you. Please let us know if you would prefer not to be informed of CIH products. Your data will be processed in accordance with the Data Protection Act 1998.

Limitation of liability

- Under no circumstances shall CIH be liable for any indirect, incidental, special, consequential or exemplary damages arising from this terms and conditions, including loss of profits or lost revenues, business interruption or loss of business information or otherwise, even if it has been advised of the possibility of such damages. The limitations of this section do not apply to the extent damages or losses which are caused by CIH's intentional or grossly negligent conduct
- In all cases in which CIH is liable to pay damages, CIH's aggregate, cumulative liability under or in connection with this terms and conditions shall not exceed the total amount of the delegate fee
- Delegates are responsible for taking care of their own property
- CIH accepts no responsibility for any loss incurred whilst using material or information gained during the programme