

# THE NEW HOUSING APPRENTICESHIPS EXPLAINED



## Housing apprenticeships - what are they all about?

The government's new apprenticeship standards bring with them some great news for housing and property management. In the past, the range of apprenticeship standards on offer has covered generic sectors and topics, but with this change they become much more tailored, specific and relevant.

The new-look apprenticeships come in three levels, targeted at specific job roles at varying levels.

For the first time, the same apprenticeship can be applied to housing management in social housing and property management in the private rented sector. Essentially, the standard is a job description outlining the knowledge, skills and behaviours the apprentice will have gained by the end of the apprenticeship. The three levels are:

- Housing/property management assistant - a 12 to 18 month apprenticeship leading to roles like resident involvement assistant, customer services assistant or letting assistant
- Housing/property management officer - an 18 to 24 month apprenticeship leading to roles like neighbourhood officer, tenancy officer or negotiator
- Senior housing/property officer - an 18 to 24 month apprenticeship leading to roles such as neighbourhood housing manager, property manager or lettings manager

With these specific apprenticeships, an organisation can now offer much more relevant programmes designed to upskill the apprentice and support their progression into a career in housing or property management.

The new apprenticeships focus on learning in the workplace rather than assessment in the workplace. This requires a level of support and buy-in from the employer as a learning programme must be put in place before the apprentice starts.

Employers select and work with a lead training provider to develop a programme to support the apprentice. The training provider must be approved by the Education and Skills Funding Agency (ESFA) to receive government funding. Employers can use the Register of Apprenticeship Training Providers (RoATP) to identify approved training providers. This can be found at <https://roatp.apprenticeships.sfa.bis.gov.uk>

Successful completion of the apprenticeship will be determined by an independent end-point assessment.

## So what does the end-point assessment look like?

Think of the new apprenticeship like learning to drive, with the end-point assessment as the final practical examination and a qualification acting as the theory test.

The end-point assessment requires completion of a project or case study that allows the apprentice to demonstrate that they can combine knowledge, skills and behaviours to complete a real world task. The apprentice will then attend an interview with a panel made up of the employer, training provider and independent housing and property management professional appointed by the assessment body, to discuss the project/case study. This will allow the panel to ensure that the work is the apprentice's own and fill any gaps that weren't fully covered within the submission. The project task will vary depending on

the individual's role and the needs of the employer. The project brief will be signed off as fit for purpose by the assessment body before the apprentice begins work on it.

## How much will my organisation pay under the levy and how do I access the funding?

If your pay bill is more than £3 million a year you will have started paying the apprenticeship levy from 6 April 2017.

The levy is collected monthly by HMRC via PAYE and is charged at 0.5% based on gross pay – which is basic salary and bonuses.

All employers will receive an offset allowance of £15,000 – equivalent to 0.5% on a payroll of £3 million. The allowance reduces the amount of apprenticeship levy you have to pay by £15,000 across the year. This means that only employers with an annual pay bill of more than £3 million will pay the levy.

An example based on an employer with an annual pay bill of £5 million would be:

Levy sum:  $0.5\% \times £5,000,000 = £25,000$

Minus allowance:  $£25,000 - £15,000 =$  Annual payment of £10,000

Levy paying organisations create an account on the apprenticeship service to receive levy funds to spend on apprenticeships and pay their selected government-approved training provider.

You can find more information on the levy at

[www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work](http://www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work).

## Non levy-paying employers

If you're not a levy-paying employer, you won't be able to register for an apprenticeship service account until at least 2018.

More guidance for non-levy paying employers can be found at

<https://www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work#non-levy-paying-employers>

### How can CIH help?

At CIH we can support your apprenticeship programme in a number of ways both in terms of practical delivery and advice and support.

Our Housing Academy is a registered, government-approved training provider for the new housing apprenticeships and will be happy to work with you to develop and deliver your apprenticeship programmes.

CIH is an approved end-point assessor. If you already have a training provider in place our experienced practitioners can provide this vital assessment function for you.

We can also provide both training and assessment for your apprentices. These functions will be provided completely independently for quality assurance, but you will have the convenience of dealing with the same lead contact throughout and the peace of mind of knowing that your apprentices are being trained and assessed by the professional body for housing.

For more information email [apprenticehips@cih.org](mailto:apprenticehips@cih.org)