



**Chartered
Institute of
Housing**

Become an associate with CIH Housing Academy

CIH Housing Academy offers Housing and Property Management Apprenticeships at Levels 2, 3 and 4, and associates play an integral role in supporting apprentices to achieve their apprenticeship.

The role involves following the processes and procedures set out in the guidance provided in Housing Academy (HA) Policies and Procedures. This includes:

- a) Mentoring an apprentice from the start of the apprenticeship through to end point assessment
- b) Becoming proficient in the use of Ecordia, our online E - Portfolio system
- c) Providing advice and guidance on the assessment process to apprentices and their employing organisation, including agreeing individual learning plans, gathering evidence for portfolio completion, the preparation of case study or project briefs, and preparing for the end point assessment
- d) To attend up to 6 visits to the apprentice's place of work for face to face discussion depending on the level
- e) To take part in standardisation activities as required
- f) Liaising with and providing updates on progress to the apprentice's line manager
- g) Preparing the case study or project brief approval form for submission to the end point assessment organisation by the Apprenticeship Officer
- h) Reviewing the portfolio, case study or project prior to Gateway and providing feedback to the apprentice and their employers
- i) Preparing the Gateway submission form for submission to the end point assessment organisation by the Apprenticeship Officer
- j) Taking part in the professional conversation/interview, including asking questions and rating the apprentice

If you are interested in applying for a role with us please send the following information to the Training and Apprenticeships Manager at apprenticeships@cih.org

- An up-to-date CV
- A supporting statement demonstrating how you meet the essential criteria outlined below. You should provide examples of how you have responded to different situations, such as, supporting learners/apprentices who are experiencing difficulties with their studies
- Testimonials from two referees, preferably with at least one referee who can comment upon your experience of working in a learning and teaching setting (These should be supplied directly by the referee to CIH)

Successful applicants are expected to:

- be CIH members at or after appointment
- provide evidence of a basic DBS online disclosure check
- take out professional indemnity insurance

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
EXPERIENCE	
<p>Experience of working to a management level in an organisation</p> <p>Experience in coaching and/or mentoring</p> <p>Recent teaching and assessment or training experience in a learning environment such as an independent provider, further or higher education setting</p> <p>Assessing coursework and providing</p>	<p>Working in the housing and related built environment industry</p> <p>Experience of delivering apprenticeships and work based learning</p> <p>Supporting learners in an online or blended learning environment</p> <p>Using a variety of assessment methods</p>

<p>feedback</p> <p>Supporting adult learners with diverse needs</p>	
<p>EDUCATION AND PROFESSIONAL DEVELOPMENT</p>	
<p>A degree equivalent level qualification in a cognate area and/or a relevant professional qualification</p> <p>A regulated or equivalent assessment and/or teaching qualification relevant to the role*</p> <p>Evidence of continuing professional development in teaching and assessment, and the housing sector</p>	<p>Working towards a regulated or equivalent assessment and/or teaching qualification *</p>
<p>REQUIRED SKILLS, KNOWLEDGE AND CHARACTERISTICS</p>	
<p>Strong communication skills using a variety of mediums – written and verbal – with an attention to detail</p> <p>Being accessible and flexible in responding to apprentice requests</p> <p>Ability to manage own workload and set clear boundaries</p>	<p>Experience of using virtual learning platforms such as Moodle and e-portfolios</p> <p>Knowledge of the housing sector and contemporary issues facing housing practitioners</p> <p>Knowledge of the contexts in which housing organisations work</p>

Ability to motivate and support apprentices	
Confidence in using IT and working with different software applications	
Knowledge of organisation and staff development issues	
Being professional at all times	

* Qualification Requirements - Guidance for CIH Housing Academy Contractors identifies preferred qualifications. If working towards a qualification this must be completed within 12 months of starting with CIH. For further clarification please contact apprenticeships@cih.org

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