



# HOUSING PROPERTY MANAGEMENT

# Apprenticeship

## All you need to know



## Housing Property Management Apprenticeship

The housing/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 / team, communities and external partners.

### What's Involved?

- *Legislation and regulation*
- *Organisation background information*
- *Assets*
- *Customers*
- *Ranges of Services*
- *Respond to vulnerability*
- *Trust and integrity*
- *Administration*
- *Adaptability*
- *Team work*

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/property professionals may also have supervisory responsibility for other people.

Access training will work with you to design a training package covering all the essential skills, behaviours and knowledge to provide a Housing professional qualification.

Apprentices will gain a good understanding of the key responsibilities and skills needed to work successfully in this role including:

#### *CIH Level 3 Certificate in Housing Practice*

- *Housing Provision and Housing Organisations*
- *Customer Care in Housing*
- *Developing Skills for Working in Housing*
- *Careers and Opportunities in Housing*
- *Maths and English Functional skills to level 2 \**

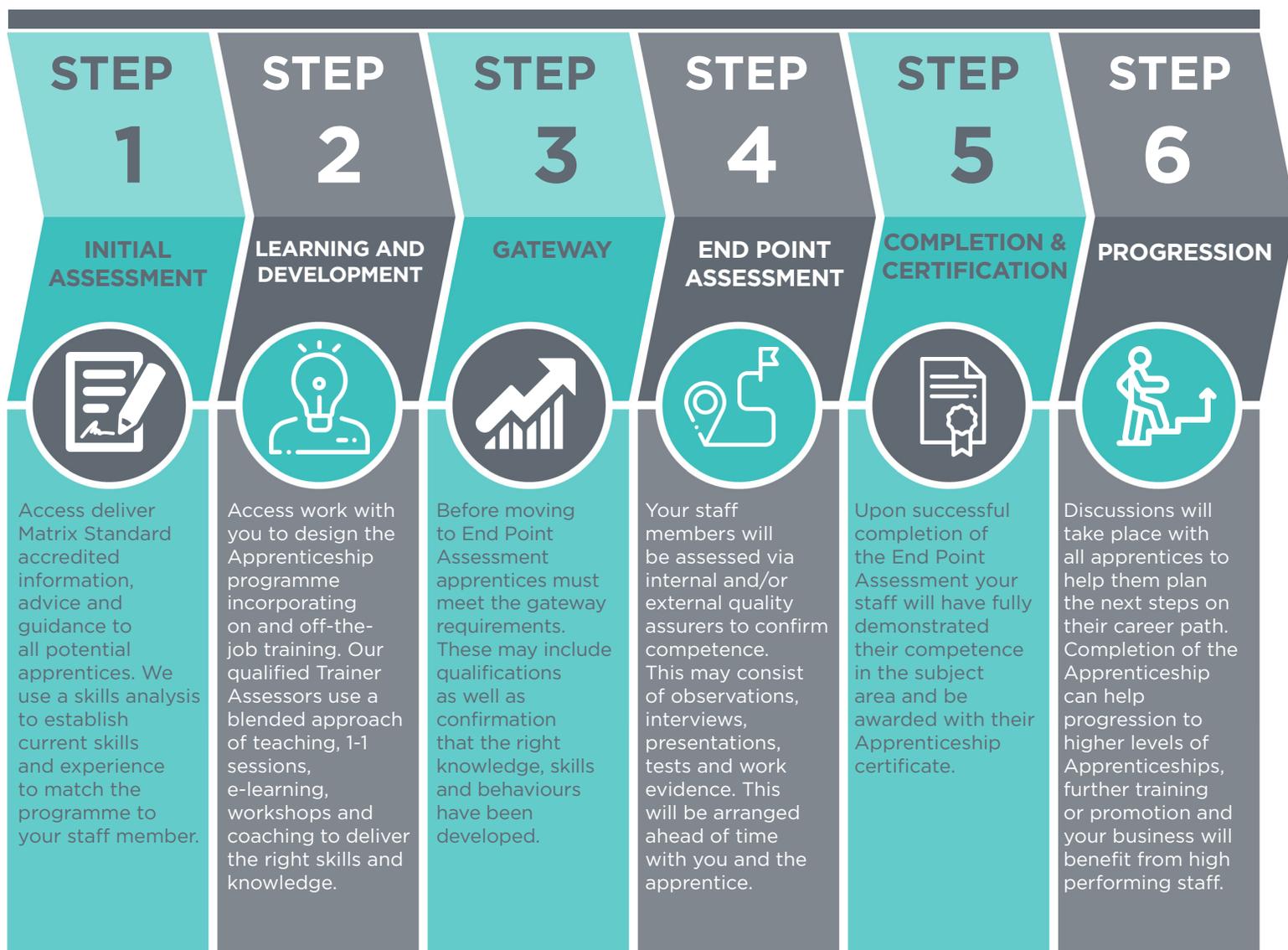
*\*if not already achieved*

# More about Apprenticeships

An Apprenticeship is a real job with an accompanying skills development programme. It is a way to earn while they learn and gain valuable skills and knowledge in a specific job role.

They must spend at least 20% of their time on off-the-job training which will consist of a wide mix of learning in the workplace, workshops, e-learning, mentoring, self-study and the opportunity to practise new skills at work. Apprenticeships typically last between 15 – 21 months and our roll-on, roll-off model means there is no waiting for course start dates.

## THE 6 STEP APPRENTICESHIP JOURNEY



Contact us for more information:

Tel: 0330 002 6266

Email: [info@atem.co.uk](mailto:info@atem.co.uk)

[www.atem.co.uk](http://www.atem.co.uk)

