

Apprenticeship Standards in Housing

'Housing Assistant' apprenticeship
(Level 2)

'Housing Officer' apprenticeship
(Level 3)

'Housing Senior' apprenticeship
(Level 4)



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Apprenticeship Standards

Introduction

The Apprenticeship standards are a combination of knowledge, skills and behaviours that will be assessed through the 'formative' and 'end point assessment' processes. The Apprenticeship Standards provides details of the skills, knowledge and behaviours that the apprentice will be required to demonstrate to pass the Apprenticeship in Housing.

- **Knowledge** and theory being achieved usually through completing a CIH accredited qualification.
- **Skills** and capability for performing job roles being developed throughout the apprenticeship programme, supported by the CIH qualification additional relevant training where appropriate, and the completion of the portfolio
- **Behaviours** being developed through training and tested through the learner's organisation's performance management processes, and supported by written or videoed reflections on how the learner has responded to feedback and where identified, changed their working practices.

There are three Housing Apprenticeships:

'Housing Assistant' apprenticeship	(Level 2)
'Housing Officer' apprenticeship	(Level 3)
'Housing Senior' apprenticeship	(Level 4)

The following information offers an outline of the elements of the apprenticeship, together with a diagram of the 'learner journey' to achieve an apprenticeship. A separate information sheet is provided that sets out the standards for each Housing Apprenticeship.

The Five Components of the Apprenticeship

There are five main components of the Apprenticeship.

1. **The Regulated qualification (such as the CIH L5/L4/L3/L2)**
2. **Functional Skills (Maths and English)**
3. **Portfolio**
4. **Work based Project (which will be assessed at End Point Assessment)** For the Housing Officer' apprenticeship (Level 3) and 'Housing Senior' (L4) apprenticeship or **Case Study (which will be assessed at End Point Assessment)** 'Housing Assistant' apprenticeship (L 2)
5. **End Point Assessment (EPA)**

Components 1 – 4 are part of the **formative assessment** process – the following section briefly describes these components

Formative Assessment Components

Chartered Institute of Housing (CIH) Certificate in Housing

The knowledge and understanding elements of the programme is supported through the use of a CIH Housing qualification.

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Functional Skills

The learner will be required to undertake formal assessments of Functional Skills: English, and Maths and will be at Level 2 for 'senior' and 'officer', and at Level 1 for Housing Assistant.

Learners will be exempt from undertaking these assessments if they have already achieved Level 2, but they will need to provide evidence of achievement.

Portfolio

The portfolio provides supportive evidence for the project / case study. It is not formally assessed by the End Point Assessment Organisation for Senior and Officer, but is part of the End Point Assessment for the Administrator apprenticeship.

A portfolio is a collection of evidence which demonstrates competence against the standard and assessment criteria. It will include

- Evidence of target setting, regularly scheduled and recorded one-to-ones, periodic assessments against targets, and 360 degree appraisals.
- Evidence of reflective learning.
- Observations from key tasks and feedback relevant to the evidence which demonstrates competence against the standard and assessment criteria.
- A behaviours' log to assess and record demonstration of the appropriate behaviours.



Project (Senior and Officer Apprenticeship)

The project is a practical work based assignment, approved by the End Point Assessment Organisation (the CIH), and provides learners with the opportunity to evidence the knowledge, skills and behaviours they have gained/developed during the apprenticeship programme. It can be based on a topic or activity which they are actively engaged with or even leading on.

The learner will discuss with their Tutor, and in collaboration with employer, the project topic. Following on from these discussions a project brief will be sent to the end point assessment organisation for approval. This will be done at least 6 months into the apprenticeship to give the learner enough time to complete their work.

Case Study (Assistant)

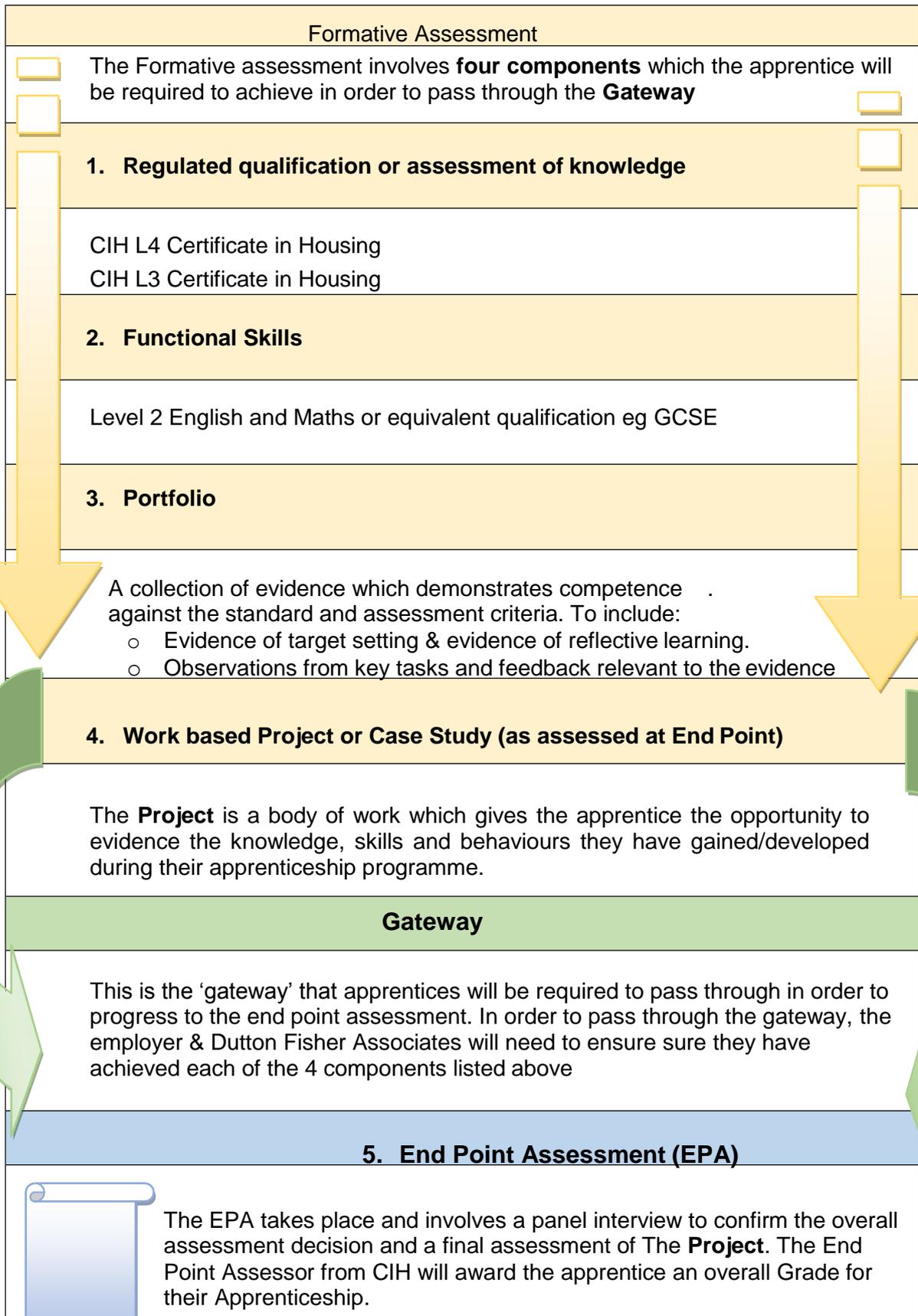
The case study or 'mini project' is a practical work based assignment, approved by the End Point Assessment Organisation (the CIH), and should be work-based and job-specific. The case study will be supported by reflections of undertaking the case study (part of the apprentices portfolio)

Summative Assessment

The **project** (Senior and Officer) or **case study / portfolio** (assistant) is formally assessed by the **End Point Assessment Organisation** (the CIH) as part of the end point assessment process and not by Dutton Fisher Associates. The learner will need to demonstrate to their employer and tutor that they are prepared to progress through 'the Gateway' and are ready for the End Point Assessment



The Learner Journey – Senior / Officer (L4 & L3)
Journey Time – Usually between 18 - 24 months



The Learner Journey – Assistant (L2)

Journey Time – Usually between 12 - 18 months

