

# Housing / Property Management apprenticeship:

## Level 4: Senior Housing Officer



### Introduction to Housing Apprenticeships

The Level 4 Senior Housing/Property Management apprenticeship standard has been agreed by the housing sector as the appropriate standard required to undertake a range of senior housing roles. To demonstrate the standards, apprentices will need to undertake and complete a CIH qualification (not mandatory, but recommended), a Portfolio of evidence, and a Project which is of relevance to their job role and of value to the organisation. They will also need to demonstrate they have achieved Level 2 Functional skills at Maths and English.

### Who is the Level 4 Housing apprenticeship for?

The roles associated with this Higher apprenticeship can vary but includes Neighbourhood Housing Manager, Voids/Lettings Manager, Assets Manager, Incomes Manager, Resident Involvement Manager, Supported Housing Manager, Leasehold Manager. It differs from the Level 3 Housing Apprenticeship in that the senior housing/property manager manages a specific function and/or associated team(s) whilst working with the wider organisation/team, communities and external partners. The Level 4 programme incorporates people, budget and project management.

This apprenticeship, when combined with the CIH Level 5 Diploma is primarily suitable for learners that already have a suitable level 4 qualification, experience of working in a management role in housing and are part of the employers senior management team.

### What is the length of the apprenticeship programme?

This Level 4 housing Higher apprenticeship programme usually takes 21 months to complete. Apprentices will be undertaking learning and development for the first 18 months of the programme and the last three months will be preparation for their End Point Assessment (EPA).



### Programme Delivery

We deliver this programme using a variety of support and delivery mechanisms and will include:

- Interactive workshops – Teams based learning. Face to face options potentially available
- E portfolio and e-learning.
- Tutorials and one-to-one mentoring
- Additional learning and training arranged by the employer: this may include job shadowing/in house training courses relevant to the standards
- Regular meetings with a Kingdom Academy Apprenticeship Training Co-ordinator (ATC) to discuss progress and development



## CIH Level 5 Diploma in Housing:

The workshops will include delivery of the Units for your CIH qualification.

These include:

- Professional Practice Skills for Housing
- Strategic and Business Planning for Housing Organisations
- Leadership and Management in Housing
- Ethical practice in Housing
- Housing in context
- Managing relationships in Housing

## Journey to Success: Going through Gateway to End Point Assessment

To pass through Gateway, apprentices will need to:

- Successfully complete a CIH Level 5 qualification\*
- Achieve Level 2 Functional Skills Maths and English
- Satisfy their Kingdom Academy ATC and organisation that the quality of their portfolio of evidence is of a satisfactory standard
- Satisfy their Kingdom Academy ATC and organisation that their completed project meets the necessary apprenticeship standards

When these requirements are met, we will apply to the End point Assessment Organisation (EPAO) for apprentices to progress through Gateway to End Point Assessment (EPA).

*\*not mandatory, but recommended*

End Point Assessment: this is where the Apprenticeship work will be assessed and graded by the End Point Assessment Organisation (EPAO). This will involve:

- The work based project will be assessed by the EPAO
- Apprentices will undertake a professional discussion with an End Point Assessment Panel about their project and apprenticeship journey and this will be chaired by a representative of the EPAO
- The chair of the Panel will grade the apprenticeship



## Support with your Apprenticeship

We identify key milestones throughout the learner journey which will include submission dates of CIH assignments, completion dates for reflective logs for the portfolio, submission and acceptance of the project brief, and completion of Project and Portfolio.

Apprentices will be assigned a ATC from Kingdom Academy Associates who will support them from commencement of the programme all the way through to End Point Assessment (EPA). They will support apprentices in meeting these milestones and getting to EPA. They will be a qualified trainer and have experience of working in the housing sector.



## Contact Us

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