

# HOUSING & PROPERTY MANAGEMENT LEVEL 3



## OVERVIEW

All the knowledge, skills and behaviour modules are covered during the highlighted monthly visits and must be achieved prior to EPA (End Point Assessment).

The apprentice must be on programme for 18 months before EPA can be booked. During the apprenticeship, the apprentice will have regular 1-1s with their line manager and assessor, via a combination of personal discussion, observations, Q&A and work-based products of evidence to form a portfolio of evidence. The portfolio, along with the work-based improvement project, must be completed before they can attend a Gateway meeting with their assessor and employer. Here, the apprentice will be signed-off as ready to move forward for their final assessment (EPA).

All apprentices, must achieve Level 2 Functional skills in Maths and English, before they can attend Gateway, unless they prove exemption by prior attainment.

## EPA

### 1. Portfolio of Evidence

The portfolio of learning, needed to enter gateway, will contain the knowledge, skills and behaviours highlighted on the 'road map'.

To achieve this, you will need to evidence:

1. target setting, regular scheduled and recorded one to ones and periodic assessments.
2. collection of evidence in undertaking the role relevant to the evidence required to demonstrate competence against the standard and assessment criteria.
3. reflective learning and feedback.
4. observation in key tasks and feedback relevant to the evidence required to demonstrate competence against the standard and assessment criteria.
5. a behaviours log to assess and record the demonstration of the appropriate behaviours.

### 2. Project

The project, carrying 80% of the total grade, will consist of a practical activity with direct relevance to the role of the housing/property management role. It will provide opportunity to demonstrate the knowledge, skills and behaviours outlined in the assessment criteria outlined for the standard. It might, for example, outline the practical application of a policy or impact of legislation in the operation of a housing management function and how this is applied within the apprentice's area of work. It's expected to stretch both theoretical understanding and practical application of this and in that sense test real acquired skills and knowledge. It will be necessary to interact with colleagues and tenants in developing and executing the activity. Finally, the apprentice will be required to develop and provide a diary and report of the project activity which will be form the basis of the final assessment. It is anticipated the project would be set in the final 6 months of the apprenticeship, taking account of the skills and knowledge acquired, and will provide material for the final assessment process (outline in the table below). The project should account for 21-35 working hours, over the apprenticeship. It must be work-based; incorporating scoping, planning, managing, communicating to stakeholders, monitoring and reporting results.

## INTERVIEW BASED ON THE PROJECT

An interview/Viva, carrying 20% of the total grade and based on the project, will then be convened by the assessment panel with the apprentice which will be used to probe the skills, knowledge and behaviours acquired through the apprenticeship and demonstrated through the project. The interview/viva would commence with a short presentation by the apprentice of their project followed by a series of questions from the assessment panel. The focus of the final assessment is on the apprentice being able to prove their competence in the role of housing/property management, through the work they have completed.

Grading Criteria				
1-REFER	2-REFER	3-PASS	4-DISTINCTION	5-DISTINCTION
Significant gaps in their ability to demonstrate the standard	Minor gaps in their ability to demonstrate the standard	Fully meets the Assessment Criteria	Some examples of exceeding the standard in some areas; meets in all other areas	Consistently exceeds the standard across most of the areas