Highfield Level 2 End-Point Assessment for Housing and Property Management Assistant

£ Government funding band – **Maximum funding, £3000**

On-programme duration – **Typically 12-18 months**

Gateway requirements – **Level 2 English and Maths, portfolio of evidence, Gateway Readiness Report.**

End-point assessment method – **Work-based case study, Portfolio of Evidence, VIVA**

Overview of the standard:

The housing and property management assistant 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 and team, communities and external partners.

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.

The apprenticeship prepares an individual for a range of general housing and property management duties leading to operational or specialist roles.

The programme's structure

Although learning, development and on-programme assessment is flexible, and the process is not prescribed, the following is the recommended baseline expectation for an apprentice to achieve full competence in line with the Housing and Property Assistant Apprenticeship Standard.

The on-programme assessment approach will be agreed between the training provider and employer. The assessment will give an ongoing indication of an apprentice's performance against the final outcomes defined in the standard. The training provider will need to prepare the apprentice for the end-point assessment, including preparation for the interview and collation of the portfolio of evidence (e.g. provision of recordings of professional discussions or workplace evidence).

The training programme leading to end-point assessment should cover the breadth and depth of the standard using suggested on-programme assessment methods that integrate the knowledge, skills and behaviour components, and which ensure that the apprentice is sufficiently prepared to undertake the end-point assessment.

Housing and Property Management Assistant
Level 2 Apprenticeship Standard

Highfield

Your apprentice's journey

Ready for training

- Initial assessment
- English and maths training
- On-programme training to meet the requirements of the standard
- Gateway readiness self-assessment

Set for assessment

End-point assessment methods are:

Work-based case study
- Consisting of a 5000- word report and diary

Portfolio of Evidence
VIVA
- Made up of a 15 minute presentation and 45 minutes Q&A.

Go further

The apprenticeship prepares an individual for a range of general housing and property management duties leading to entry level professional, management roles.

Available support

On-programme support
- Delivery resources
- Qualification mapped to standard
- Tutor support resource
- Innovative and multi-device e-learning courses

End-point assessment support
- Gateway and mock assessments
- Bespoke end-point assessment solutions
- Progression tracking system
- Staff training, standardisation and support

Need to know more:

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