

## Factsheet 15

### Housing

National Apprenticeship Service

#### Overview

Housing is one area where the needs of the community are dealt with head on. Each geographical area, from old industrial cities to sparsely populated rural areas, has a unique set of needs as housing stock and social conditions vary.

Housing professionals directly affect the living conditions of one in four households. Housing work covers a wide range of activities, depending on whether the service is being provided by the public sector, the independent and voluntary sectors or the private rented sector, and can include working with tenant groups to managing the design and development of new homes.

It is estimated that there are currently 650,000 to one million people working and volunteering in the housing and supported housing industry. Housing Associations and Registered Social Landlords, together with Local Authorities currently employ the largest number of housing staff.

Starting salary (once qualified) ranges from £14,000 - £20,000.

#### What is an Apprenticeship

An Apprenticeship is a mix of real work and learning. Apprentices earn a wage and get experience whilst working towards a number of qualifications. An Apprenticeship follows a Level 2 programme and can lead onto an Advanced Apprenticeship which is a Level 3 programme.

#### Example Job Roles as an Apprentice

- Housing Officer/Adviser
- Rent Officer
- Tenancy Support Officer
- Assistant Housing Officer
- Customer Care Officer
- Allocations Administrator

#### Apprenticeship Framework

There are a number of elements to each Apprenticeship and this is called the framework. Each Apprenticeship framework has three main strands:

- competence based element
- technical element
- skills element

The three strands are sometimes accompanied by additional qualifications to give the most relevant skills and knowledge required for the job.

## Competence Element

**Apprenticeship** – NVQ Level 2 Housing  
**Advanced** – NVQ Level 3 Housing

## Technical Element

**Apprenticeship** –  
Chartered Institute of Housing (CIH) Level 2  
Certificate in Housing  
**Advanced** –  
The Chartered Institute of Housing Level 3  
Certificate in Housing

## Skills Element

**Apprenticeship** –  
Application of Number Level 1  
Communication Level 2  
Information Technology Level 1  
**Advanced** –  
Application of Number Level 2  
Communication Level 3  
Information Technology Level 2

## Other Additional Study

Employment Rights and Responsibilities

## Apprenticeships Available

- Apprenticeship (6-12 months) ✓
- Advanced Apprenticeship (18-24 months) ✓
- Higher Apprenticeship ✗

## Progression Routes

- Advanced Apprenticeship
- Further Education
- Higher Education
- Supervisory and management positions

## Already Employed?

Are you currently employed but not working towards qualifications? Speak to your employer about converting to an Apprenticeship and ask them to call 08000 150 600 for more information.

## For more Information and to Apply

Visit:

[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

[www.assetskills.org](http://www.assetskills.org)

If you require further advice or support on Apprenticeships please contact your local Connexions or Careers Advice Service.