



UNIVERSITY COLLEGE  
OF ESTATE MANAGEMENT

REAL ESTATE  
APPRENTICESHIPS



17/18

Information for Employers  
Apprenticeships



# About UCEM apprenticeships

## Apprenticeships available

- Surveying Technician – Level 3 leading to AssocRICS.
- Chartered Surveyor – Level 6 (degree apprenticeship) leading to MRICS

UCEM apprenticeship programmes are delivered through blended learning, comprised of a combination of supported online learning and face-to-face elements.

Our apprenticeships are based upon the new Approved Apprenticeship Standards for surveying that were developed in 2015 by a consortium of surveying sector employers. The Surveying Technician apprenticeship includes the AssocRICS professional qualification and the Chartered Surveyor apprenticeship includes the profession MRICS qualification.

We have been involved in the delivery of the new surveying apprenticeships from the beginning – initially through our ongoing partnership with the Chartered Surveyors Training Trust (CSTT), and more recently through a new partnership Eastleigh College. Through these partnerships, we now have more than 300 surveying apprentices studying with us. UCEM is now on the Register of Apprenticeship Training Providers and through this our apprenticeships offer will continue to grow.

## Learning

- Our apprentice students complete much of their off-the-job training online through the UCEM Virtual Learning Environment (VLE). The VLE is accessible to apprentices wherever they are, provided they are connected to the internet. Each programme includes structured weekly learning activities and our highly-experienced tutors are on-hand to support their learning experience. In addition to VLE study, off-the-job training also includes some attendance at face-to-face workshops, participation in webinars and forums and other activities such as workplace shadowing.

## Support

- Each apprentice is assigned their own Apprenticeship Officer. The Apprenticeship Officer's primary role is monitor and support the apprentice's overall progress and to work with the employer to coordinate the on- and off-the-job training. Progress reviews are carried out with the apprentice and their employer at 10-12 week intervals.
- Our academic team provides the guidance and support apprentices need to complete their coursework and prepare for assessment. As well as subject specific support, the academic team also provides general study support to maximise achievement and success.
- Our team of dedicated, trained Student Advisers monitor our Student Central portal where apprentices can ask any questions that they may have. Student Central also contains over 400 FAQs.
- Our Disability and Wellbeing Team provides guidance and support to apprentices that have declared a health condition, disability or learning difficulty.

*\*For full details about our apprenticeship offer please see pages 4 and 7.*

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## Introduction to Apprenticeships

Apprenticeships are getting even better! The first of a range of new high quality apprenticeship standards was introduced in 2014. The new Apprenticeship Standards are designed by employers for employers, to ensure that apprenticeships are relevant and support businesses to grow and prosper. At UCEM we offer Level 3 (A Level equivalent) and Level 6 (Bachelor's degree) apprenticeships and, subject to eligibility, they are open to anyone from age 16 upwards. Apprenticeships can be used either to develop existing members of your workforce — if they will be undertaking a different job role — or to recruit new members of staff.

### What is different about the new Apprenticeship Standards?

The employer-designed apprenticeship standards set out what an apprentice will be able to do on completion of their apprenticeship. These new apprenticeships assess an apprentice through an independent, rigorous end-point assessment which ensures that the apprentices are competent. All apprenticeships offered by UCEM include professional body assessment (Royal Institution of Chartered Surveyors) as the end-point assessment. On passing the Assessment of Professional Competence (APC), the apprentice becomes a Member of the RICS (MRICS).



## Why take on an apprentice?

Apprenticeships are good for business.

There has never been a better time to employ an apprentice.

Employing apprentices affords a range of potential business benefits including:

- the opportunity to shape the skills of your apprentice around the current needs of your business
- an effective way of meeting both current and future skills demands of your business
- a means of attracting the best quality recruits by being able to offer a job that includes on and off-the-job training, leading to professional recognition
- the chance to raise your organisation's profile. Customers typically view organisations who employ apprentices more favourably and organisations that invest in training apprentices are often viewed as an employer of choice
- a means of increasing diversity in the workforce
- since April 2016 employers do not pay secondary Class 1 (employer) national insurance contributions for apprentices under 25 earning up to the Upper Earning Limit (UEL)
- In England the government will make an incentive payment of £1,000 per apprentice to some employers of apprentices aged 16-18. This incentive payment will also be made for apprentices aged 19-24 who have previously been in care or who have a Local Authority Education, Health and Care plan. Further information on apprenticeship funding is given on pages six and seven

### Key Apprenticeship Facts

The following facts are taken from the National Apprenticeships Service's National Apprenticeship Week 2017 toolkit:

- Apprenticeships boost productivity to businesses by on average £214 per week
- Apprenticeships enable businesses to grow their skills base resulting in increased profits, lower prices and better products
- 87% of employers said they were satisfied with their apprenticeship programme
- 76% of employers say that productivity has improved
- 75% of employers reported that apprenticeships improved the quality of their product or service.

Source: [www.gov.uk/government/topical-events/national-apprenticeship-week-2017](http://www.gov.uk/government/topical-events/national-apprenticeship-week-2017)

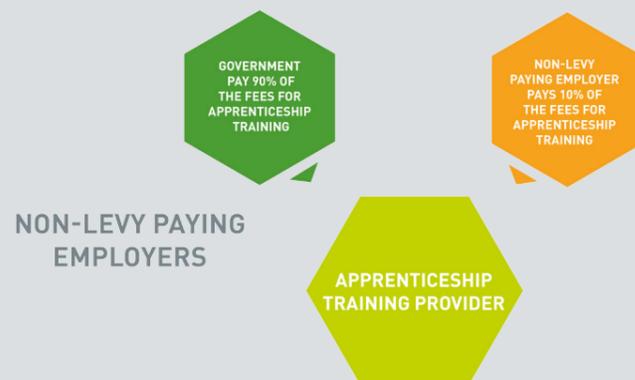
# Apprenticeship Funding Overview

Since 6 April 2017, all UK employers with a payroll greater than £3 million per annum (and connected companies) are required to pay the apprenticeship levy.

UK employers with a payroll bill greater than £3m per annum (and connected companies) are required to pay the apprenticeship levy at a rate of 0.5% of their total payroll per company. A new funding system for apprenticeships will be introduced in England on 1st May 2017. These pages provide an overview of the apprenticeship funding arrangements from 1st May 2017.



\* England only



## Levy paying employers

- Levy-paying employers (and connected companies) must register for an Apprenticeship Service account and link their payroll(s) to the account before they can pay for apprenticeship training using their levy funds.
- Levy-paying employers receive a £15,000 annual levy allowance to offset against their levy liability. Only one allowance is given but it can be spread across linked payroll schemes and/or connected companies if applicable and if required.
- Every month, each employer will inform HMRC (via their PAYE returns) whether they need to pay the apprenticeship levy and if so, the return will include the levy payment.
- The amount of an employer's levy payment that is available for them to spend on apprenticeships in England is based upon the percentage of their workforce that live and work in England.
- The English government will top-up the employer's monthly levy payment by 10% e.g. if an employer pays £1,000 per month, they will have £1,100 per month in their account to spend.
- Once an employer has declared and paid the levy to HMRC, they will be able to access funding for apprenticeships in England through their Apprenticeship Service account.
- For levy-paying employers employing 49 people or less, the government will fund all of the apprenticeship training costs, up to the maximum value of the funding band for the apprenticeship, if on the first day of the apprenticeship, the apprentice is:
  - aged between 16 and 18 years old (or 15 years old if the apprentice's 16th birthday is between the last Friday of June and 31 August); or
  - aged between 19 and 24 years old and either has an Education, Health and Care plan provided by the local authority, or has been in the care of the local authority.
- In England, levy funds can only be spent on training and assessment that directly relates to, and is required by, an approved apprenticeship and can only be spent on individuals that are eligible for apprenticeship funding.
- Where an employer has sufficient funds in their Apprenticeship Service account, the employer pays the full cost of the apprenticeship.
- Where an employer does not have sufficient funds in their Apprenticeship Service account to fully pay for an apprenticeship, the employer is required to pay 10% of the extra cost and the government will pay 90% of the extra cost. A payment schedule is agreed between UCEM and the employer.
- Levy-paying employers will receive a £1,000 payment from the government to support the employer in training the apprentice where on the first day of the apprenticeship, the apprentice is:
  - aged between 16 and 18 years old (or 15 years old if the apprentice's 16th birthday is between the last Friday of June and 31 August); or
  - aged between 19 and 24 years old and either has an Education, Health and Care plan provided by the local authority, or has been in the care of the local authority.

## Non-levy paying employers

Employers who do not pay the levy, won't need to use the Apprenticeship Service to pay for apprenticeship training and assessment until at least 2018.

Typically, non-levy-paying employers are required to make a 10% contribution to the cost of this training and government will pay the rest (90%), up to the maximum amount of government funding available for that apprenticeship. As both the employer and the government make a payment, this is called 'co-investment'.

Employers pay their 10% co-investment contribution directly to the training provider and are able to spread the cost over the duration of the apprenticeship.

For employers employing 49 people or less, the government will fund all of the apprenticeship training costs, up to the maximum value of the funding band for the apprenticeship, if on the first day of the apprenticeship, the apprentice is:

- aged between 16 and 18 years old (or 15 years old if the apprentice's 16th birthday is between the last Friday of June and 31 August); or
- aged between 19 and 24 years old and either has an Education, Health and Care plan provided by the local authority, or has been in the care of the local authority.

Additionally, non-levy paying employers will receive a £1,000 payment from the government to support the employer in training the apprentice where on the first day of the apprenticeship, the apprentice is:

- aged between 19 and 24 years old and either has an Education, Health and Care plan provided by the local authority, or has been in the care of the local authority.

For further information and guidance on apprenticeship funding for levy paying and non-levy paying employers please contact [apprenticeships@ucem.ac.uk](mailto:apprenticeships@ucem.ac.uk)

## Available Apprenticeships

### Surveying Apprenticeships available at Level 3:

- Surveying Technician - Commercial Property Management Route
- Surveying Technician - Valuation Route
- Surveying Technician - Building Surveying Route

### Surveying Apprenticeships available at Level 6:

- Chartered Surveyor - Commercial Property Practice Route
- Chartered Surveyor - Valuation Route
- Chartered Surveyor - Building Surveying Route

The following pages outline the Surveying apprenticeships currently available for our 17/18 intake. For details of all available apprenticeships delivered by UCEM go to [www.ucem.ac.uk/apprenticeships](http://www.ucem.ac.uk/apprenticeships)

## Surveying Technician Apprenticeship – Commercial Property Management

### Key facts

- This apprenticeship develops the technical, interpersonal and behaviour skills, knowledge and competence required to work as a commercial property management surveying technician
- Level 3 (A Level equivalent)
- The Surveying Technician Diploma includes specialist real estate management units
- Diploma assessment is through portfolio of coursework evidence
- Includes RICS Associate Assessment (AssocRICS) – Commercial Property Management Pathway as the end-point assessment
- Successful completion allows direct progression to the L6 Chartered Surveyor degree apprenticeship

### Programme entry opportunities

UCEM offers one programme entry point in early October each year for this programme. Applications can be made at any time during the year, but must be received at least one month prior to the programme start date.

### Cost

The cost for this apprenticeship is £9,000.

### Structure of UCEM Level 3 Surveying Technician Diploma Building Surveying Pathway

| This table indicates the units included in the Diploma and the order of delivery. | Year   |   | Personal Effectiveness |
|---|--|---|------------------------|
|   | Where considered necessary to do so at any stage, UCEM may seek to make variations to programme content, entry requirements and methods of delivery, and to discontinue, merge or combine programmes. This is subject to consultation with relevant students and other stakeholders, setting out the reasons for the proposed amendment(s), and compliance with the requirements of the UCEM Code of Practice on Programme Monitoring, Amendment, Review and Discontinuation. Should such an eventuality occur during the admissions and registration process, applicants will be informed immediately of any change and the alternative arrangements that have been put in place. | 1   |                        |
|   | 2  | Economics, Costing, and Pricing<br>Building Pathology<br>Tendering, Procurement and Contracts   |                        |
|   |  | <span style="display: inline-block; width: 10px; height: 10px; background-color: #333; margin-right: 5px;"></span> Core Units <span style="display: inline-block; width: 10px; height: 10px; background-color: #90EE90; margin-left: 20px; margin-right: 5px;"></span> Specialist Units |                        |

### Entry Requirements

#### Standard programme entry

For standard entry applicants must have:

- Five GCSEs at Grade C (or at grade 4 under the new grading system) or higher, including maths and English (Functional skills at level 2 will be accepted as equivalent for GCSE Maths and English); **or**
- equivalent recognised qualifications meeting or exceeding the above, including the requirements above for maths and English; **or**
- completion of an intermediate apprenticeship (Level 2) in a construction or property related discipline, with evidence of meeting the requirements above for maths and English.

#### Non-standard programme entry.

Applicants that have achieved five GCSEs at Grade C / Grade 4 and above but without either Maths or English (but not both), will be considered for entry, will be required to achieve Level 2 Functional Skills in maths or English as appropriate within one month of the commencement of the programme.

# Surveying Technician Apprenticeship - Valuation Route

## Key facts

- This apprenticeship develops the technical, interpersonal and behaviour skills, knowledge and competence required to work as a valuation surveying technician
- Level 3 (A Level equivalent)
- 30-month duration (including a 24-month taught diploma programme)
- The Surveying Technician Diploma includes specialist real estate management units
- Diploma delivery is via a combination of fully supported online study and eight one-day face-to-face workshops per year
- Diploma assessment is through portfolio of coursework evidence
- Includes RICS Associate Assessment (AssocRICS) – Quantity Surveying and Construction Pathway as the end-point assessment
- Employers can opt to provide the required AssocRICS counsellor resource or this can be provided by UCEM
- Successful completion allows direct progression to the L6 Chartered Surveyor degree apprenticeship

## Programme entry opportunities

UCEM offers one programme entry point in early October each year for this programme. Applications can be made at any time during the year, but must be received at least one month prior to the programme start date.

## Cost

The cost for this apprenticeship is £9,000.

## Entry Requirements

### Standard programme entry

For standard entry applicants must have:

- Five GCSEs at Grade C (or at grade 4 under the new grading system) or higher, including maths and English (Functional skills at level 2 will be accepted as equivalent for GCSE Maths and English); **or**
- equivalent recognised qualifications meeting or exceeding the above, including the requirements above for maths and English; **or**
- completion of an intermediate apprenticeship (Level 2) in a construction or property related discipline, with evidence of meeting the requirements above for maths and English.

### Non-standard programme entry.

Applicants that have achieved five GCSEs at Grade C / Grade 4 and above, but without either maths or English (but not both) will be considered for entry, will be required to achieve Level 2 Functional Skills in maths or English as appropriate within one month of the commencement of the programme.

## Structure of UCEM Level 3 Surveying Technician Diploma Real Estate Pathway

| Year   | October Semester   | April Semester  |
|--|--|---|
|  | 1  | Legal Studies<br>People and Organisational Management   |
| 2  | Financial and Resource Management<br>Property Law  | Building, Environment, Technology and Framed Structures<br>Economics of Property and Construction |
| 3  | Developing Process & Appraisal<br>Planning Policy and Practice                             | Valuation Context and Principles<br>Valuation Core Methods  |
| Work Based Learning Project (Part 01)  |  |   |
| 4  | Commercial Property Management   | Applied Valuations  |
|  | Elective modules (choose one from):<br>Construction Law<br>Professional Surveying Practice | Elective modules (choose one from):<br>Investment<br>Statutory Valuations                         |
|  | Work Based Learning Project (Part 02)  |   |
| <span style="display: inline-block; width: 10px; height: 10px; background-color: #333; margin-right: 5px;"></span> Core Modules <span style="display: inline-block; width: 10px; height: 10px; background-color: #4CAF50; margin-left: 10px; margin-right: 5px;"></span> Elective Modules <span style="display: inline-block; width: 10px; height: 10px; background-color: #FFEB3B; margin-left: 10px; margin-right: 5px;"></span> Project Modules |  |   |



# Surveying Technician Apprenticeship - Building Surveying Route

## Key facts

- This apprenticeship develops the technical, interpersonal and behaviour skills, knowledge and competence required to work as a building surveying technician
- Level 3 (A Level equivalent)
- Includes a UCEM Surveying Technician Diploma with specialist building surveying units
- Diploma assessment is through portfolio of coursework evidence
- Includes RICS Associate Assessment (AssocRICS) - Building Surveying Pathway as the end-point assessment
- Successful completion allows direct progression to the L6 Chartered Surveyor degree apprenticeship

## Programme entry opportunities

UCEM offers one programme entry point in early October each year for this programme. Applications can be made at any time during the year, but must be received at least one month prior to the programme start date.

## Costs

The cost for this apprenticeship is £9,000.

## Structure of UCEM Level 3 Surveying Technician Diploma Building Surveying Pathway

| This table indicates the units included in the Diploma and the order of delivery.  |   | Year  |  | Personal Effectiveness |                                      |
|--|---|---|--|------------------------|--------------------------------------|
| Where considered necessary to do so at any stage, UCEM may seek to make variations to programme content, entry requirements and methods of delivery, and to discontinue, merge or combine programmes. This is subject to consultation with relevant students and other stakeholders, setting out the reasons for the proposed amendment(s), and compliance with the requirements of the UCEM Code of Practice on Programme Monitoring, Amendment, Review and Discontinuation. Should such an eventuality occur during the admissions and registration process, applicants will be informed immediately of any change and the alternative arrangements that have been put in place. | 1 | Construction Technology   | Law, Regulations and Health and Safety |                        | Sustainability                       |
|  | 2 | Economics, Costing, and Pricing   | Building Pathology                     |                        | Tendering, Procurement and Contracts |
|  |   | <span style="display: inline-block; width: 10px; height: 10px; background-color: #333; margin-right: 5px;"></span> Core Units <span style="display: inline-block; width: 10px; height: 10px; background-color: #90EE90; margin-left: 20px; margin-right: 5px;"></span> Specialist Units |  |                        |                                      |



## Entry Requirements

### Standard programme entry

For standard entry applicants must have:

- Five GCSEs at Grade C (or at grade 4 under the new grading system) or higher, including maths and English (Functional skills at level 2 will be accepted as equivalent for GCSE Maths and English); **or**
- equivalent recognised qualifications meeting or exceeding the above, including the requirements above for maths and English; **or**
- completion of an intermediate apprenticeship (Level 2) in a construction or property related discipline, with evidence of meeting the requirements above for maths and English.

### Non-standard programme entry.

Applicants that have achieved five GCSEs at Grade C / Grade 4 and above, but without either maths or English (but not both) will be considered for entry, will be required to achieve Level 2 Functional Skills in maths or English as appropriate within one month of the commencement of the programme.

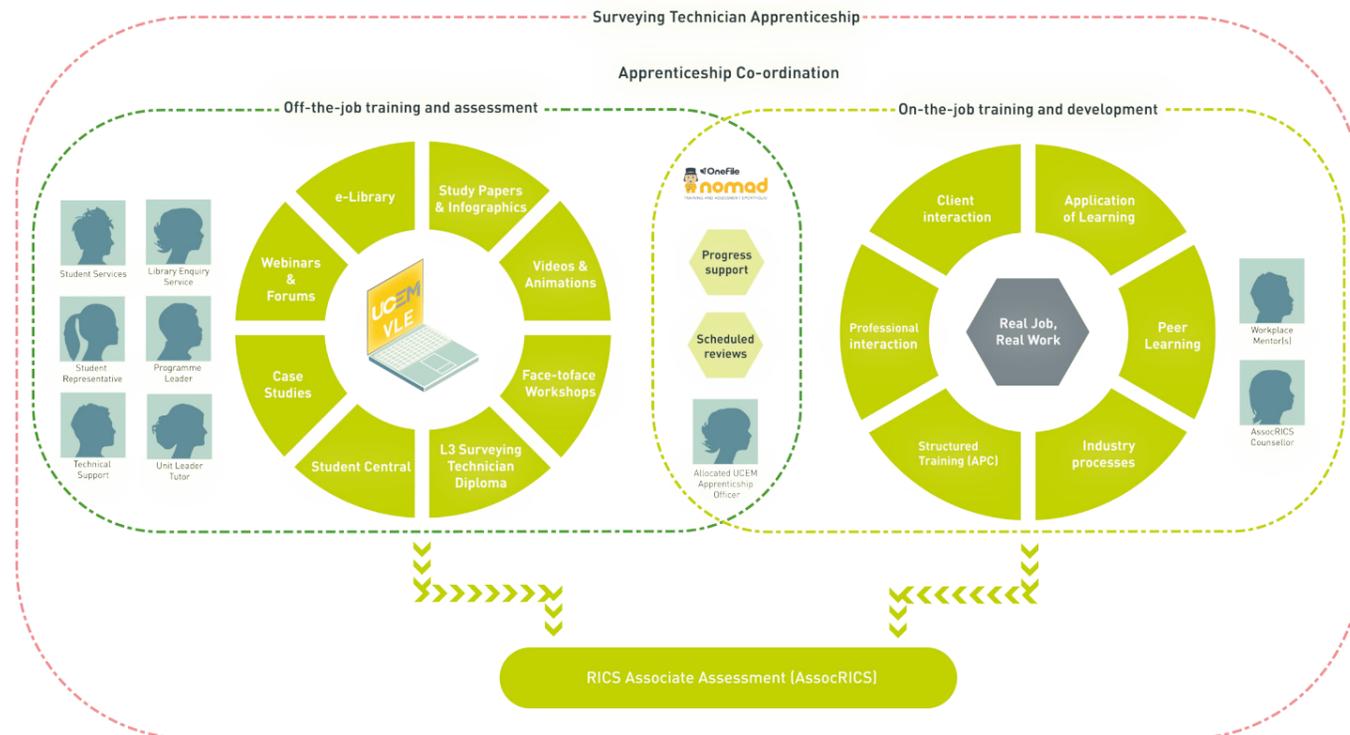
# Level 3 Surveying Technician Apprenticeship Delivery Model Overview

The Surveying Technician Apprenticeship has a 30-month duration. Off-the-job training and assessment makes up 20% of apprenticeship with on-the-job training and development making up the remaining 80%.

The focus of the off-the-job training and assessment is the achievement of a UCEM Surveying Technician Diploma. The Diploma is delivered over 24 months and delivery is via a combination of supported online learning and eight one day face-to-face workshops per year. Face-to-face workshops are held in different geographical locations to minimise travel requirements.

Ideally, the employer will arrange for a workplace mentor to support and oversee the apprentice's on-the-job training and development. Employers can opt to provide the required AssocRICS counsellor resource or this can be provided by UCEM.

Apprentice progress is tracked via UCEM's OneFile tracking system to which employers have access. Each apprentice is allocated a UCEM Apprenticeship Officer who undertakes a progress review with the apprentice and the employer/mentor at 10-12 week intervals. All progress reviews are recorded with the OneFile tracking system.



# Chartered Surveyor Apprenticeship – Commercial Property Practice Route

## Key facts

- This apprenticeship that develops the technical, interpersonal and behaviour skills, knowledge and competence required to work as a Chartered Commercial Property Practice Surveyor
- Includes an RICS accredited BSc (Hons) Real Estate Management degree
- 56-month overall duration (including a 48-month taught degree programme) – degree module exemptions are possible and where applicable, the overall duration is reduced
- The taught degree is achieved through fully supported online study with some one-day face-to-face workshops in each semester
- The taught degree assessment is through coursework, examination and a work-based project
- Includes RICS Assessment of Professional Competence (APC) – Building Surveying Pathway as the end-point assessment
- Employers can opt to provide the required APC counsellor resource or this can be provided by UCEM

## Programme entry opportunities

UCEM offers two programme entry points each year, typically early April and early October for this programme. Applications made at any time during the year, but must be received at least one month prior to the programme start date.

## Cost

The standard cost for this apprenticeship is £27,000. The cost will be reduced where degree module exemptions are agreed.

## Entry Requirements

### Standard programme entry

For standard entry applicants, must:

- have obtained 96 UCAS tariff points (2017 tariff) or an equivalent level of attainment through recognised qualifications not included in the UCAS tariff; **or**
- have completed an Advanced Apprenticeship in Surveying or an Advanced Apprenticeship in Construction Technical through which a Construction and Built Environment Diploma with a minimum DD profile was obtained or through which a Construction and Built Environment Extended Diploma with a minimum MMM profile was obtained or an equivalent qualification; **or**

- have a current RICS Associate qualification (AssocRICS) and be in relevant employment; **and**
- have GCSE Grade C or above in English and Mathematics (Grade 4 for applicants holding newly reformed GCSEs in England) or an equivalent Level 2 qualification in English and Mathematics as defined by the Regulated Qualifications Framework (RQF) in England.

### Non-standard programme entry.

If an applicant does not meet the standard entry requirements, and is over 21 years of age, UCEM will consider the application on an individual basis. In these cases, the application will be assessed by the Apprenticeships Team and the academic Programme Leader, who will give careful consideration to any professional and life experiences as well as any academic or vocational qualifications the student may hold. A letter of support from the applicant's employer will also be required.

## Structure of UCEM Chartered Surveyor apprenticeship Real Estate Pathway

| Year | October Semester   | April Semester  |
|------|--|---|
|      | 1  | Legal Studies<br>People and Organisational Management   |
| 2    | Financial and Resource Management<br>Property Law  | Building, Environment, Technology and Framed Structures<br>Economics of Property and Construction |
| 3    | Developing Process & Appraisal<br>Planning Policy and Practice   | Valuation Context and Principles<br>Valuation Core Methods  |
|      | Work Based Learning Project (Part 01)  |   |
| 4    | Commercial Property Management   | Applied Valuations  |
|      | Elective modules (choose one from):<br>Construction Law<br>Professional Surveying Practice   | Elective modules (choose one from):<br>Investment<br>Statutory Valuations                         |
|      | Work Based Learning Project (Part 02)  |   |
|      | <div style="display: flex; justify-content: space-around; align-items: center;"> <span style="width: 15px; height: 15px; background-color: #333; border: 1px solid #000; margin-right: 5px;"></span> Core Modules                 <span style="width: 15px; height: 15px; background-color: #4CAF50; border: 1px solid #000; margin-right: 5px; margin-left: 20px;"></span> Elective Modules                 <span style="width: 15px; height: 15px; background-color: #FFEB3B; border: 1px solid #000; margin-left: 20px;"></span> Project Modules             </div> |   |

This table indicates the modules included in the BSc and the structure which they follow.

Where considered necessary to do so at any stage, UCEM may seek to make variations to programme content, entry requirements and methods of delivery, and to discontinue, merge or combine programmes. This is subject to consultation with relevant students and other stakeholders, setting out the reasons for the proposed amendment(s), and compliance with the requirements of the UCEM Code of Practice on Programme Monitoring, Amendment, Review and Discontinuation. Should such an eventuality occur during the admissions and registration process, applicants will be informed immediately of any change and the alternative arrangements that have been put in place.



# Chartered Surveyor Apprenticeship – Valuation Route

## Key facts

- This apprenticeship that develops the technical, interpersonal and behaviour skills, knowledge and competence required to work as a Chartered Valuer
- Includes an RICS and CIOB accredited BSc (Hons) Real Estate Management degree
- 56-month overall duration (including a 48-month taught degree programme) – degree module exemptions are possible and where applicable, the overall duration is reduced
- The taught degree is achieved through fully supported online study with some one-day face-to-face workshops in each semester
- The taught degree assessment is through coursework, examination and a work-based project
- Includes RICS Assessment of Professional Competence (APC) – Valuation Pathway as the end-point assessment
- Employers can opt to provide the required APC counsellor resource or this can be provided by UCEM

## Programme entry opportunities

UCEM offers two programme entry points each year, typically early April and early October for this programme. Applications can be made at any time during the year, but must be received at least one month prior to the programme start date.

## Costs

The standard cost for this apprenticeship is £27,000. The cost will be reduced where degree module exemptions are agreed.

## Entry Requirements

### Standard programme entry

For standard entry applicants, must:

- have obtained 96 UCAS tariff points (2017 tariff) or an equivalent level of attainment through recognised qualifications not included in the UCAS tariff; **or**
- have completed an Advanced Apprenticeship in Surveying or an Advanced Apprenticeship in Construction Technical through which a Construction and Built Environment Diploma with a minimum DD profile was obtained or through which a Construction and Built Environment Extended Diploma with a minimum MMM profile was obtained or an equivalent qualification; **or**

- have a current RICS Associate qualification (AssocRICS) and be in relevant employment; **and**
- have GCSE Grade C or above in English and Mathematics (Grade 4 for applicants holding newly reformed GCSEs in England) or an equivalent Level 2 qualification in English and Mathematics as defined by the Regulated Qualifications Framework (RQF) in England.

### Non-standard programme entry.

If an applicant does not meet the standard entry requirements, and is over 21 years of age, UCEM will consider the application on an individual basis. In these cases, the application will be assessed by the Apprenticeships Team and the academic Programme Leader, who will give careful consideration to any professional and life experiences as well as any academic or vocational qualifications the student may hold. A letter of support from the applicant's employer will also be required.

## Structure of UCEM Chartered Surveyor apprenticeship Real Estate Pathway

| Year | October Semester   | April Semester  |
|------|--|---|
|      | 1  | Legal Studies<br>People and Organisational Management   |
| 2    | Financial and Resource Management<br>Property Law  | Building, Environment, Technology and Framed Structures<br>Economics of Property and Construction |
| 3    | Developing Process & Appraisal<br>Planning Policy and Practice                             | Valuation Context and Principles<br>Valuation Core Methods  |
|      | Work Based Learning Project (Part 01)  |   |
| 4    | Commercial Property Management   | Applied Valuations  |
|      | Elective modules (choose one from):<br>Construction Law<br>Professional Surveying Practice | Elective modules (choose one from):<br>Investment<br>Statutory Valuations                         |
|      | Work Based Learning Project (Part 02)  |   |

■ Core Modules ■ Elective Modules ■ Project Modules



# Chartered Surveyor Apprenticeship – Building Surveying Route

## Key facts

- This apprenticeship that develops the technical, interpersonal and behaviour skills, knowledge and competence required to work as a Chartered Building Surveyor
- Includes an RICS and CIOB accredited BSc (Hons) Building Surveying degree
- 56-month overall duration (including a 48-month taught degree programme) – degree module exemptions are possible and where applicable, the overall duration is reduced
- The taught degree is achieved through fully supported online study with some one-day face-to-face workshops in each semester
- The taught degree assessment is through coursework, examination and a work-based project
- Includes RICS Assessment of Professional Competence (APC) – Building Surveying Pathway as the end-point assessment
- Employers can opt to provide the required APC counsellor resource or this can be provided by UCEM

## Programme entry opportunities

UCEM offers two programme entry points each year, typically early April and early October for this programme. Applications made at any time during the year, but must be received at least one month prior to the programme start date.

## Costs

The standard cost for this apprenticeship is £27,000. The cost will be reduced where degree module exemptions are agreed.

## Structure of the UCEM BSc (Hons) Building Surveying degree programme within the Chartered Surveyor apprenticeship

| Year                                  | October Semester  | April Semester   |
|---------------------------------------|---|--|
|                                       | 1   | Legal Studies<br>People and Organisational Management  |
| 2                                     | Financial and Resource Management<br>Property Law   | Building, Environment, Technology and Framed Structures<br>Economics of Property and construction    |
| 3                                     | Planning and Conservation<br>Project and Cost Control   | Building, Environment, Technology and Complex Projects<br>Design and Structures                      |
| Work Based Learning Project (Part 01) |   |  |
| 4                                     | Building Pathology  | Building Surveying Practice  |
|                                       | Elective modules (choose one from):<br>Construction Law<br>Commercial Management in Construction<br>Commercial Property Management<br>Professional Surveying Practice | Elective modules (choose one from):<br>Construction Project Management<br>International Construction |
|                                       | Work Based Learning Project (Part 02)   |  |

Core Modules
  Elective Modules
  Project Modules

## Entry Requirements

### Standard programme entry

For standard entry applicants, must:

- have obtained 96 UCAS tariff points (2017 tariff) or an equivalent level of attainment through recognised qualifications not included in the UCAS tariff; **or**
- have completed an Advanced Apprenticeship in Surveying or an Advanced Apprenticeship in Construction Technical through which a Construction and Built Environment Diploma with a minimum DD profile was obtained or through which a Construction and Built Environment Extended Diploma with a minimum MMM profile was obtained or an equivalent qualification; **or**

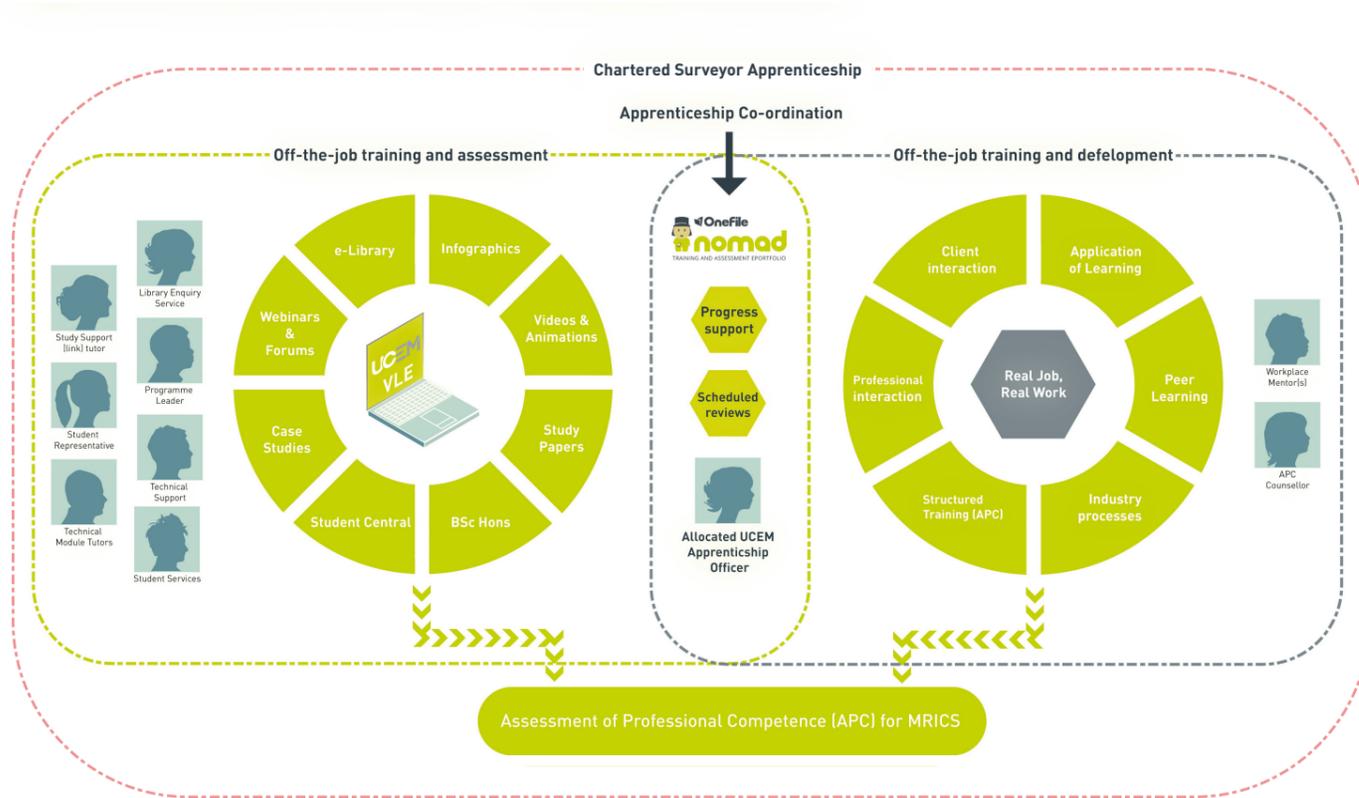
- have a current RICS Associate qualification (AssocRICS) and be in relevant employment; **and**
- have GCSE Grade C or above in English and Mathematics (Grade 4 for applicants holding newly reformed GCSEs in England) or an equivalent Level 2 qualification in English and Mathematics as defined by the Regulated Qualifications Framework (RQF) in England.

### Non-standard programme entry.

If an applicant does not meet the standard entry requirements, and is over 21 years of age, UCEM will consider the application on an individual basis. In these cases, the application will be assessed by the Apprenticeships Team and the academic Programme Leader, who will give careful consideration to any professional and life experiences as well as any academic or vocational qualifications the student may hold. A letter of support from the applicant's employer will also be required.



# Level 6 Chartered Surveyor Apprenticeship Delivery Model Overview



The Chartered Surveyor Apprenticeship has a 56-month duration. Off-the-job training and assessment makes up 20% of apprenticeship with on-the-job training and development making up the remaining 80%. The focus of the off-the-job training and assessment is the achievement of a UCEM BSc (Hons) degree. The degree is typically delivered over 48-months and delivery is via a combination of fully-supported online learning and optional face-to-face workshops in each semester. Degree module exemptions are possible where the apprentice has relevant prior qualifications and where exemptions are granted applicable, the degree delivery period and the overall apprenticeship duration are reduced.

Ideally, the employer will arrange for a workplace mentor to support and oversee the apprentice's on-the-job training and development.

Apprentice progress is tracked via UCEM's OneFile tracking system to which employers have access. Each apprentice is allocated a UCEM Apprenticeship Officer who undertakes a progress review with the apprentice and the employer/mentor at 10-12 week intervals. All progress reviews are recorded with the OneFile tracking system.



# What's involved in taking on an apprentice?

The key requirements are outlined below:

- The minimum hours of employment for an apprentice is 30 hours per week. For under 18s, working hours should not exceed 40 hours per week.
- You are required to allow the apprentice to undertake the off-the-job training and assessment as part of their paid working hours. This means releasing the apprentice to study for 20 percent of their paid working time across the duration of the apprenticeship.
- An apprenticeship is a real job so you must ensure your apprentice is undertaking real work which is productive and provides the range of experiences and opportunities required to enable the apprentice to complete the apprenticeship and to help aid their future progression.
- You will need to provide access to the required range of work-based learning and assessment opportunities
- As the employer, you must give your apprentice an induction into their role and provide on-the-job training, support and mentoring. On-the-job training is approximately 80 percent of the apprenticeship.
- The apprentice must be paid at least the National Minimum Wage for their age unless they are in the first year of the apprenticeship, in which case the apprentice must be paid at least the National Minimum Wage for apprentices.
- Apprentices who work five days per week are legally entitled to 5.6 weeks paid holiday per year. You can include Bank Holidays as part of statutory annual leave.

Apprentices typically have the same employment rights as other employees and are entitled to the same benefits.



## Getting started – how UCEM can help

We understand that taking on an apprentice might be new to some firms and we want to make the process as easy as possible for you. That is why we have a dedicated Apprenticeship Management Team who can:

- determine funding arrangements and profiling costs for both levy paying and non-levy paying employers
- provide initial advice to help you select the most appropriate apprenticeship to meet your business needs
- provide support for the recruitment process, advising you on the job advertisement and the suitability of candidates
- guide you through the registration and sign-up process once you have secured your apprentice
- schedule a first face-to-face induction for both the apprentice and their line manager to explain how the apprenticeship works and the responsibilities of each party.

To clarify your specific requirements then please speak to your Business Development contact who will be able to help you.

## Ongoing support for apprentices

Once your apprentice is on a programme they will be allocated an Apprenticeship Officer who will be their main point of contact at UCEM. The Apprenticeship Officer will carry out scheduled 1:1 progress reviews with the apprentice and an employer representative every 10-12 weeks to ensure they are progressing well with all aspects of the apprenticeship and identify any support they need. Their progress will be recorded formally and monitored using our bespoke online progress tracking system.

## Ongoing support for employers

You will have access to UCEM's online tracking system showing your apprentice's achievement and progress. The allocated Apprenticeship Officer will also provide apprenticeship support and guidance to the employer as well as the apprentice. In addition our Business Development Team is available to assist you with new apprenticeship enquiries.

## Why choose UCEM?

UCEM has over 95 years' worth of experience in providing academic programmes to the property industry. We work very closely with the relevant professional bodies to accredit our apprenticeship programmes and to make sure that they are as up to date as possible. We give our apprentices extra support by providing them with an Apprenticeship Officer who meets with them and their employer on a regular basis ensuring that everything is going as it should be.

We aim to provide a supportive service to both employers and apprentices. You don't need to just take our word for it, hear from some of our current apprentices and employers:

"Savills are pleased to support diverse routes into the Real Estate industry and our apprenticeship strategy reflects this across the UK. Our experience with UCEM is that the calibre of education, combined with technical experience supports the development of motivated and skilled Surveyors. Delivery of Savills apprenticeship programme via UCEM in partnership with CSTT continues to be key to our talent strategy in 2017."

**Emma Saunders, Director, Human Resources  
Savills**



## What our apprentices say

"Obtaining a degree from a credible university has always been of vital importance to me. Studying with UCEM means that I qualify in 4 years with a RICS accredited degree and have 4 years' work experience too. This is undeniably an advantage not many of my colleges got to experience and one that will make me stand out in my career. The service that UCEM provide is excellent and the course content is really relevant to my job."

*Jessica Austen, Apprentice Surveyor – CBRE*

"It took me a while to get used to studying online but I much prefer it now and I think the Virtual Learning Environment is fantastic. I find that as long as I am disciplined with myself then I always have more than enough time to finish my studying during the week."

*Tom Knowles, Fox Bennet*

"I really enjoy the variety of webinars that my tutors put on and I've found the student services team really helpful. If I've ever had a query they've always responded to me really quickly and their answers have been very useful."

*Molly Dibble, Lambert Smith Hampton*



Patron: **HRH The Prince of Wales**

## Realising your potential in the Built Environment

University College of Estate Management (UCEM) is the leading provider of supported online learning for the Built Environment; with over 95 years' experience in providing high quality learning opportunities for the industry. At any one time, we have over 3,500 students from approximately 100 countries benefiting from our degrees taught by tutors with extensive industry experience.

For further information please contact:

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