

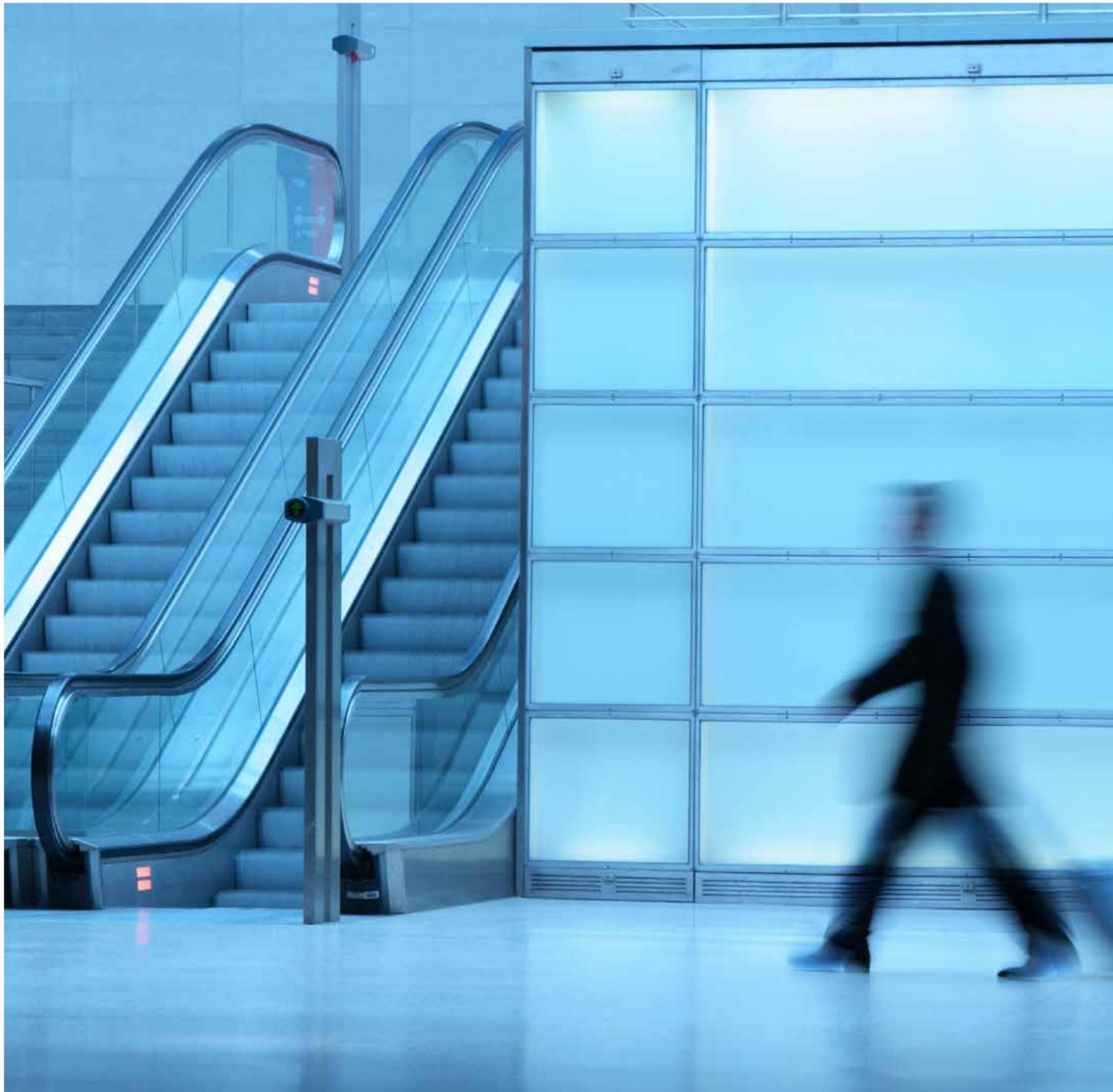
UCEM

UNIVERSITY COLLEGE
OF ESTATE MANAGEMENT



Information for Employers - Apprenticeships





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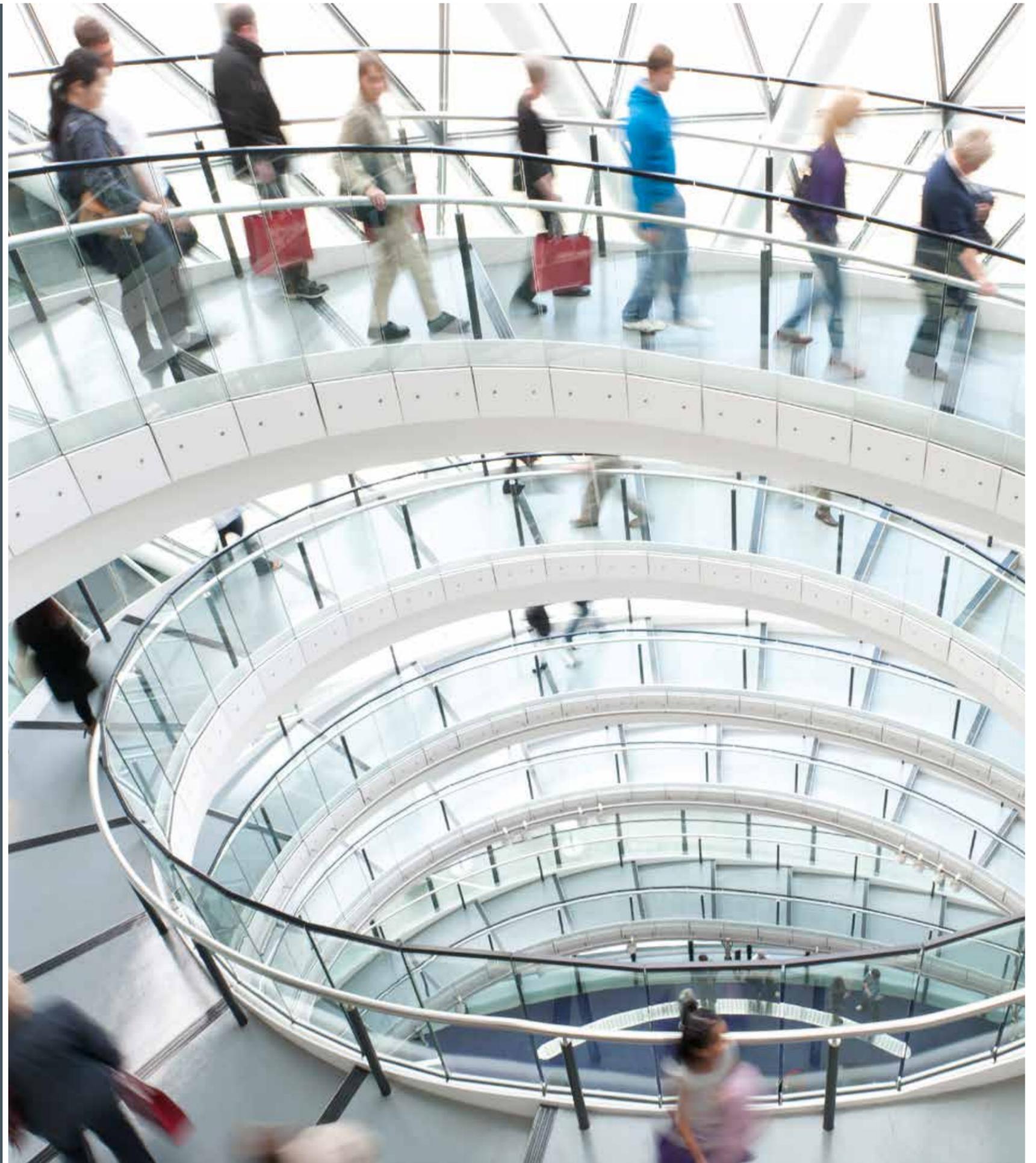
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University College of Estate Management is the largest provider of Degree Apprenticeships within the Built Environment with 56% of new degree apprentices in the industry in 2016/17. We work with more than 120 employers to deliver their apprenticeship training to more than 650 apprentices on our apprenticeship programmes.

Available apprenticeships:

- Level 3 Surveying Technician (includes AssocRICS)
- Level 6 Chartered Surveyor Degree Apprenticeship (includes MRICS)
- Level 7 Senior Leader Master's Degree Apprenticeship (includes a CMI, RICS and CIOB accredited MBA and CMgr MCMJ).



Introduction to Apprenticeships

At UCEM we offer various apprenticeship programmes from A-level equivalent through to Master's. Subject to eligibility, they are open to anyone from age 16 upwards. Apprenticeships can be used either to develop existing members of your workforce or to recruit new members of staff.

“ For us, apprentices already form an important proportion of our workforce - and we believe in the value of apprenticeships for securing future talent. In light of the levy, we're partnering with University College of Estate Management to get the most value out of our levy spend. UCEM has a fantastic reputation within the built environment sector for providing high-quality online education and apprenticeships, and all programmes are designed with significant input from the industry itself. ”

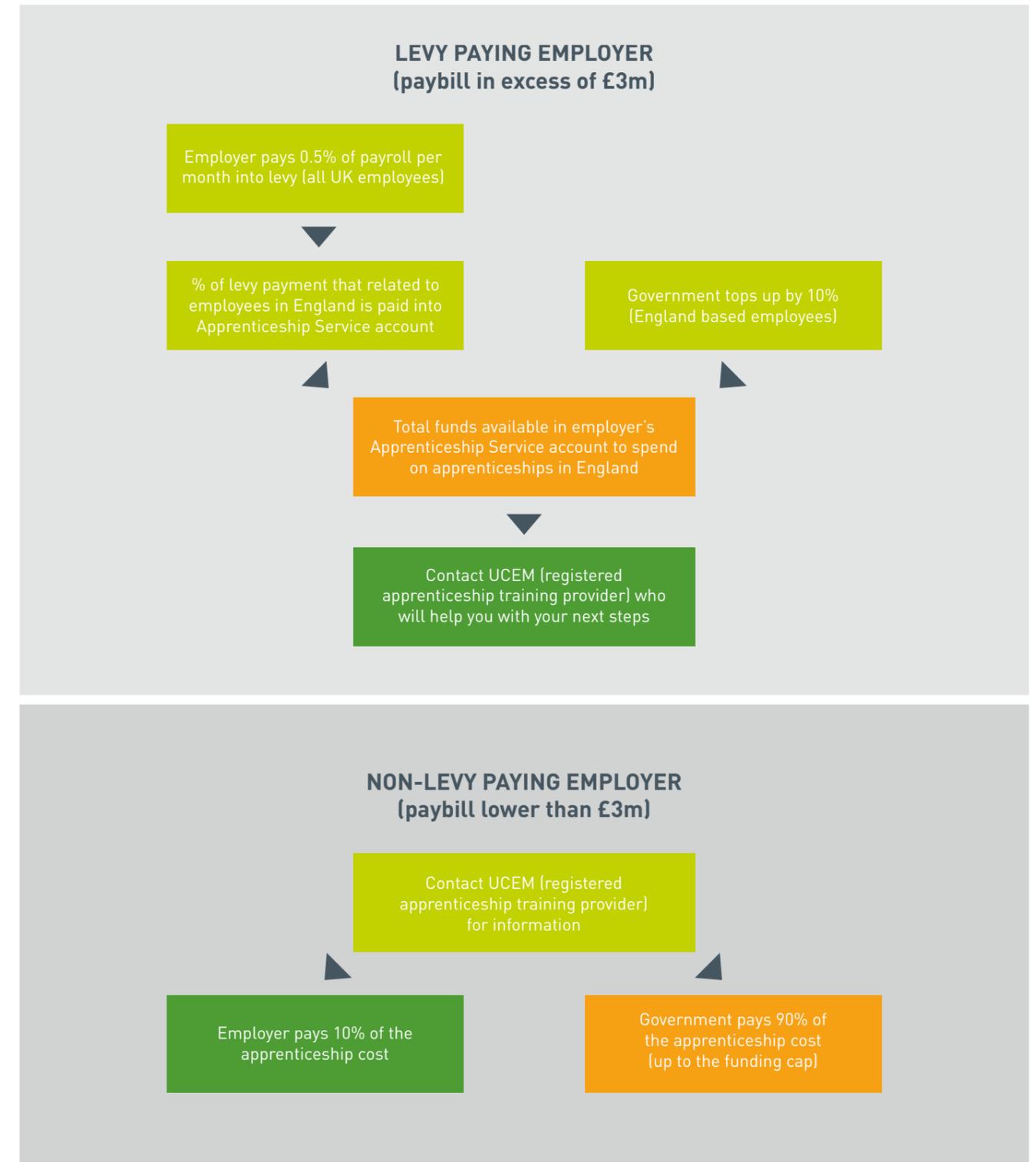
James Grinnell, Group People Director, Currie & Brown.



Funding

All UK employers (including connected companies) with a paybill greater than £3 million per annum are required to pay the apprenticeship levy at a rate of 0.5% of their total paybill per company.

In England, employers (that are not a connected company) with a paybill less than £3 million per annum are required to make a 10% contribution to the cost of apprenticeship training and assessment. The government will pay the rest (90%), up to the maximum funding cap for the apprenticeship.



Business Benefits

- 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;
- 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 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.

“Countrywide Surveyors has worked with UCEM (formerly The College of Estate Management) for a number of years. We find that online learning allows our staff the flexibility to learn whilst working, to balance work and study.

The courses are taught by tutors with experience in practice, and the support for students is excellent. We are pleased to work with UCEM as a trusted partner in helping to educate and career develop our people towards RICS Associate membership and Chartered surveyor status.”

Paul Cutbill FRICS, Head of Professional Development, Countrywide.



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 Advice and Admissions Team who can:

- determine funding arrangements and profile 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;
 - provide initial advice and guidance to both the apprentice and their employer on how the apprenticeship works and the responsibilities of each party.
- To clarify your specific requirements, please contact Business Development on businessdevelopment@ucem.ac.uk. They will be able to help you.**

Ongoing support for employers

You will have access to UCEM's online tracking system showing your apprentice's achievement and progress. The allocated Apprenticeship Coordinator 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.

“UCEM is a great supporter of the Level 6 Apprenticeship, their support is paramount to the success of the implementation of the Level 6 Apprenticeship degrees. This route into the industry is proving to be a great promotion for apprenticeships.

Jessica is already successfully operating in a substantial role and the business has been incredibly impressed by her capabilities. The apprentices have been overwhelmed with support from UCEM employees at all levels offering time and knowledge to help them develop, which is not your average distant learning provider.”

Kimberley Henry, Next Generation Recruitment and Development Manager, CBRE

Ongoing support for apprentices

Once your apprentice is on a programme they will be allocated an Apprenticeship Coordinator who will be their main point of contact at UCEM. The Apprenticeship Coordinator 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.

“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 colleagues 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



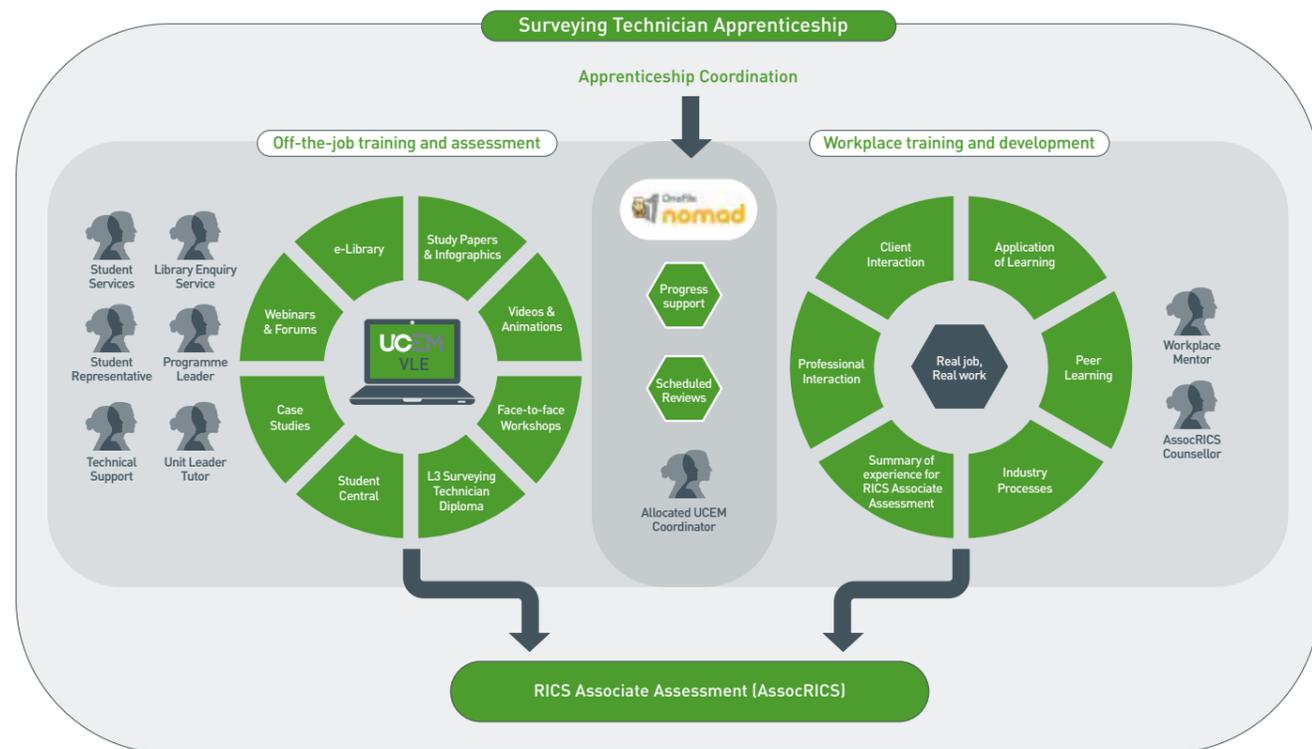
Surveying Technician apprenticeship

Available pathways:

- Commercial Property Management
- Valuation
- Building Surveying
- Quantity Surveying and Construction
- Residential Surveying and Valuation

Delivery model

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%.



Entry requirements

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 (or have an accepted equivalent maths and English qualification*); or
- have prior attainment at full Level 2* or higher and meet the requirements above for maths and English.

Cost

£9,000

Enrolment dates

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 two months prior to the programme start date.

* Please contact admissions@ucem.ac.uk for further information regarding accepted equivalent maths and English qualifications and/or what is accepted as prior attainment at full Level 2.

Non-standard applications will be considered where the applicant:

- has achieved a minimum of three GCSEs at Grade C/ Grade 4 and above (excluding maths and English), or
- has prior attainment at full Level 2** or higher (excluding maths and English) and
- has an accepted Level 2 maths or English qualification or higher and has, through initial assessment, demonstrated a working level of Level 2 or a working level of Level 1 and a diagnostic assessment score of at least 75% for the other subject.



“With UCEM I can access the majority of my programme material online, which has meant I can be more flexible with where and how I learn.”
Beth Lord, Surveying Technician Apprentice, Arcadis UK

Chartered Surveyor Degree Apprenticeship

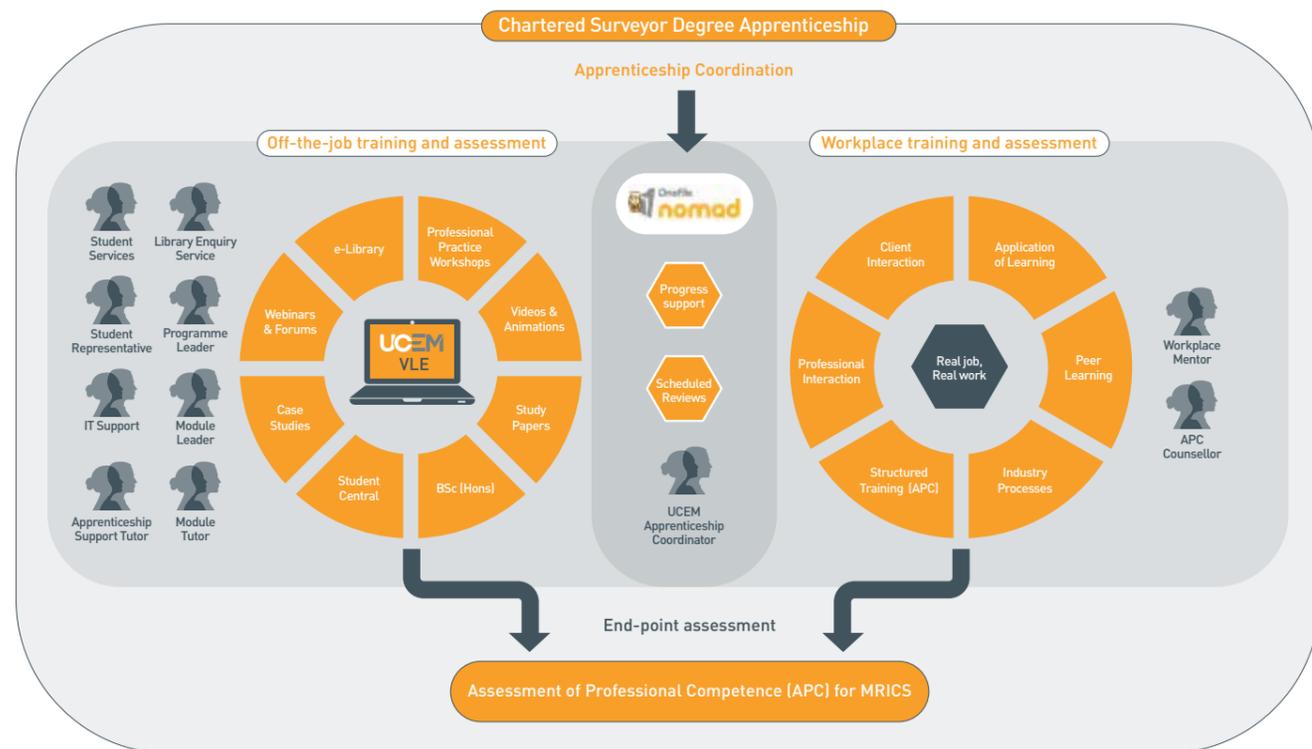
Available pathways:

- Building Surveying
- Quantity Surveying and Construction
- Project Management
- Commercial Property Practice
- Valuation
- Residential

Delivery model

The Chartered Surveyor Apprenticeship has a 57-month duration. Off-the-job training and assessment makes up 20% of the 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 face-to-face workshops in each semester. Degree module exemptions are possible where the apprentice has relevant prior qualifications and where exemptions are granted, the degree delivery period and the overall apprenticeship duration are reduced.



Entry requirements

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 have an accepted maths and English qualification* or evidence via initial and diagnostic assessment that maths and English skills at Level 2 exist.

For 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.

Cost

£27,000

Enrolment dates

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 two months prior to the programme start date.

* Please contact admissions@ucem.ac.uk for further information regarding accepted equivalent maths and English qualifications.

“ Studying with UCEM allows me to complete an RICS accredited degree as well as work full time as an Apprentice Quantity Surveyor, managing several live subcontractors. I have now been working for Costain for a year and a half and am in my second year studying with UCEM. My progression wouldn't have been possible without the support of UCEM and the Virtual Learning Environment which provides excellent programme content and can be accessed while I am at work. ”



Yehya Hawila, Assistant Quantity Surveyor, Costain

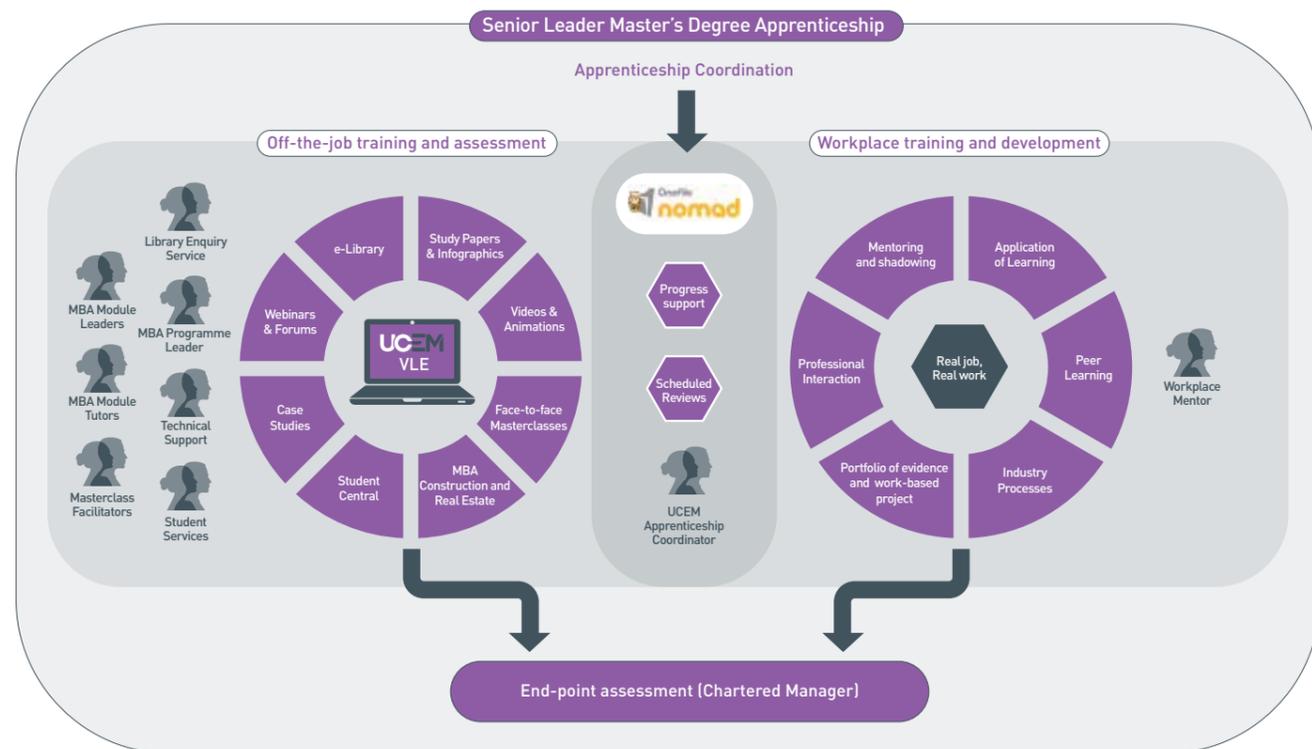
Senior Leader Master's Degree Apprenticeship

The Senior Leaders Master's Degree Apprenticeship duration is 29 months and is designed for anyone moving into a senior or strategic management role in the construction or real estate sectors. The apprenticeship develops the technical, interpersonal and behaviour skills, knowledge and competence required to work as a senior leader within the Built Environment.

Delivery model

The technical, interpersonal and behaviour skills, knowledge and competence required to work as a senior leader are developed through a combination of workplace training and development and off-the-job training. Approximately 80% of the time is allocated to workplace training and development and the remaining 20% is allocated to the off-the-job training.

The MBA is delivered by UCEM via its state-of-the-art online learning environment and using a fully supported delivery model as illustrated below. The off-the-job training is delivered by UCEM through face-to-face masterclass sessions.



Entry requirements

Employers are required to complete an Employment Advance Enquiry Form to enable UCEM to determine if the employment situation will enable funding eligibility and the workplace training and assessment requirements to be met.

In addition, entrants to this programme are normally required to have attained one of the following:

- a bachelor's degree with honours at lower second standard (2:2), or equivalent and three years' experience
- a bachelor degree, or equivalent, plus experience in a relevant field
- a Level 5 qualification as defined by the Framework for Higher Education Qualifications for England, Wales and Northern Ireland (FHEQ) plus five years' relevant work experience
- a professional qualification plus five years' relevant experience

and

- accepted Level 2 maths and English qualifications* or evidence via initial and diagnostic assessment that maths and English skills at Level 2 exist.

Cost

£18,000

Enrolment dates

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

* Please contact admissions@ucem.ac.uk for further information regarding accepted equivalent maths and English qualifications.

What's involved in taking on an apprentice?

The key requirements are outlined below:

- apprentices must have the right to work in England, spend at least 50% of their working hours in England and be directly employed in a job role that will enable requirements of the apprenticeship to be achieved;
- 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% of their paid working time across the duration of the apprenticeship. Typically, this equates to a minimum of one day per week;
- 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 including training to develop the knowledge and competencies required for AssocRICS, MRICS or Chartered Manager (CMgr) as appropriate;

- 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% 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;
- you will need to provide a mentor/supervisor to support and oversee the apprentice's on-the-job training and development; and
- For Surveying Technician and Chartered Surveyor Degree Apprenticeships you will need to provide an RICS qualified counsellor. If this is not possible, UCEM may be able to provide the counsellor at an additional cost.

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

“From my perspective the apprenticeships that UCEM offer mean that we have another means of bringing talent into our commercial teams and to develop the expertise and capability of our people. We've been able to offer opportunities to a number of different employees by providing them with time and support to continue their studies and apply this to their role on our projects. We chose to work with UCEM due to their expertise in the field and the flexibility that their approach offered to both us and our learners.”

Martyn Scott, Emerging Talent Manager Skanska UK.



“The programme material offered by UCEM reflects the priorities of today's industry which gives our apprentices the knowledge and confidence to contribute to our daily business performance. Not only does this encourage fresh thinking within the organisation, but it's also critical in an apprentice's personal and professional development.”

Donna Hitchcock, Associate HR Director, Colas Ltd.



Patron: **HRH The Prince of Wales**

About UCEM

University College of Estate Management (UCEM) is the leading provider of supported online education 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:

The Business Development Team

+44 (0)118 467 2049

businessdevelopment@ucem.ac.uk

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*This brochure was correct at time of printing. For up-to-date information please visit our website www.ucem.ac.uk/apprenticeships



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