

2020/21

Apprenticeships

Information for employers



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Introduction to Apprenticeships

University College of Estate Management is the UK's number one provider of surveying apprenticeships. We work with more than 350 employers to deliver their apprenticeship training to more than 1300 apprentices on our apprenticeship programmes.

At UCEM we offer various apprenticeship programmes from A-level equivalent (Level 3) to Master's level (Level 7). 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.

Available apprenticeships:

- **Level 3 Surveying Technician Apprenticeship (includes AssocRICS)**
- **Level 6 Building Control Surveyor (Degree) Apprenticeship**
- **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 MCFI)**

“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



Business benefits



The opportunity to **shape the skills of your apprentice** around the current and future skills demand 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

Funding

The funding route used and the cost of the apprenticeship to the employer will depend upon whether the employer pays the apprenticeship levy or not. Levy-paying employers are companies that either individually, or as part of a group of connected companies, have an annual PAYE bill of £3m or more.

The table (right) provides an overview of the funding arrangements at the time of publication. If you have any queries or require further information, please contact businessdevelopment@ucem.ac.uk

Please note: the table (right) is based upon the cost of the apprenticeship not exceeding the funding band maximum set by Government. Any cost above the funding band maximum must be met in full by the employer.

UCEM can assist employers in creating an Apprenticeship Service account and submitting request to reserve funding.

** The £1,000 payment is made by the Government (via the Training Provider) to assist employers with the cost of supporting young apprentices and those that are care leavers. The payment is made in two instalments of £500.

*** The full cost of the apprenticeship relates to the fees for the apprenticeship and excludes wages and other employment related costs.

“ Savills is 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. ”

Ema Saunders, Director Human Resources, Savills

Annual PAYE bill >£3m	Annual PAYE bill <£3m	Annual PAYE bill <£3m
Or part of a group of 'connected companies' with a combined annual PAYE bill >£3m	50+ employees	Under 50 employees
Funding arrangement	Funding arrangement	Funding arrangement
Apprenticeship funded via Apprenticeship Levy up to the limit of the funds available in the employers' Apprenticeship Service account. Where there are insufficient funds, the employer is required to make a 5% co-investment contribution. The Government will fund the remaining 95%.	Employer must create an Apprenticeship Service account and submit a request to reserve funding*. When a request to reserve funding is approved, the employer is required to make a 5% co-investment contribution. The Government will fund the remaining 95%.	Employer must create an Apprenticeship Service account and submit a request to reserve funding*. When a request to reserve funding is approved: Apprentices aged 19+: The employer is required to make a 5% co-investment contribution. The Government will fund the remaining 95%. Apprentices aged 16-18 or a 19-24 year old care leaver: The Government will fund the remaining 95%.
Other details	Other details	Other details
A £1000 payment** is made to employers that take on 16-18 year old apprentice or 19-24 year old care leaver.	A £1000 payment** is made to employers that take on 16-18 year old apprentice or 19-24 year old care leaver.	A £1000 payment** is made to employers that take on 16-18 year old apprentice or 19-24 year old care leaver.



Support for the whole journey

For employers and apprentices

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 dedicated staff 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 and occupational route 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 businessdevelopment@ucem.ac.uk



Apprenticeship Outcomes Officers with dedicated delivery teams

Each UCEM apprenticeship has a dedicated team to manage and oversee the day-to-day delivery. A key element of each delivery team are the Apprenticeship Outcome Officers (A00s).

Each apprentice is allocated an A00 at the start of their apprenticeship and the A00 supports the apprentice and their line manager throughout the journey from induction to completion. Progress reviews are undertaken at 12-week maximum intervals and are focused on the apprentice's progress with the development of the required knowledge, skills and behaviours and their wider personal development, both in the workplace and through the off-the-job training delivered by UCEM.

Apprenticeship Academic Support

We have a dedicated team of Apprenticeship Academic Support Tutors that provide guidance and support to those on apprenticeship programmes. The types of support offered includes: study skills improvement, support for progression from one level of study to another and support with maths and English skills.

“ My role predominantly involves leading and managing the Chartered Surveyor Team of A00s ensuring continuous improvement and progress monitoring of the A00 role and to ensure the programme meets the needs of the employers and the apprentices who are on the L6 CS programme. I work with all areas within UCEM to support the learner journey of the apprentice to a successful completion. ”

Sarah Olliver

Apprenticeship Outcomes Manager



“ My role is to lead a team of A00s to provide information, advice and guidance not only to apprentices but their employers too. I am passionate to ensure our apprentices have a smooth journey, supporting them to develop their knowledge, skills and behaviours in the surveying industry and be successful in the future. ”

Rebecca Bickerton

Apprenticeship Outcomes Manager



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Surveying Technician Apprenticeship

The Surveying Technician Apprenticeship is a Level 3 apprenticeship standard (England only). It includes a UCEM Diploma at Level 3 and the Royal Institution of Chartered Surveyors (RICS) Associate assessment and leads to Associate membership of the RICS (AssocRICS). The apprenticeship develops the knowledge, skills and behaviours required for a career as a surveying technician and enable direct progression to the Level 6 Chartered Surveyor Degree Apprenticeship.

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; **and**
- Have a confirmed offer of, or be in, suitable employment

Delivery model

The Surveying Technician Apprenticeship has a 24-28 month duration (depending on previous work experience). Off-the-job training and assessment makes up 20% of the apprenticeship with on-the-job training and development making up the remaining 80%.

Pathways

Commercial Property Management

Valuation

Building Surveying

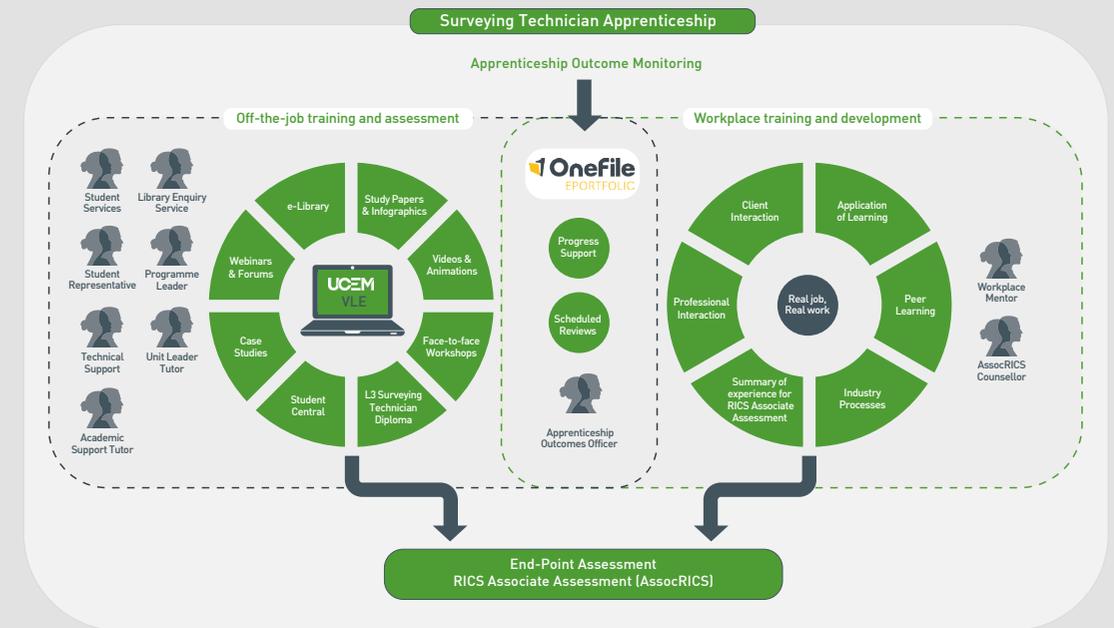
Quantity Surveying and Construction

Residential Surveying and Valuation

Real Estate Agency

Cost

£9,000



Enrolment dates

UCEM offers two programme entry points each year for this programme. Typically these are in September and March. 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. Please contact: admissions@ucem.ac.uk for further details.

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.

Building Control Surveyor Apprenticeship

The Building Control Surveyor degree apprenticeship is a level 6 apprenticeship in England that includes a BSc (Hons) Degree and end point assessment. On successful completion of the apprenticeship candidates are eligible to apply for membership of the Chartered Institute of Building (CIOB), and/or the Institute of Fire Engineers (IFE) and/or the Chartered Association of Building Engineers (CABE) having met the academic requirements for membership. Apprentices will also need to meet any additional requirements set out by the CIOB, the IFE and/or CABE as part of their membership application processes at the time.

Entry requirements

For standard entry applicants must:

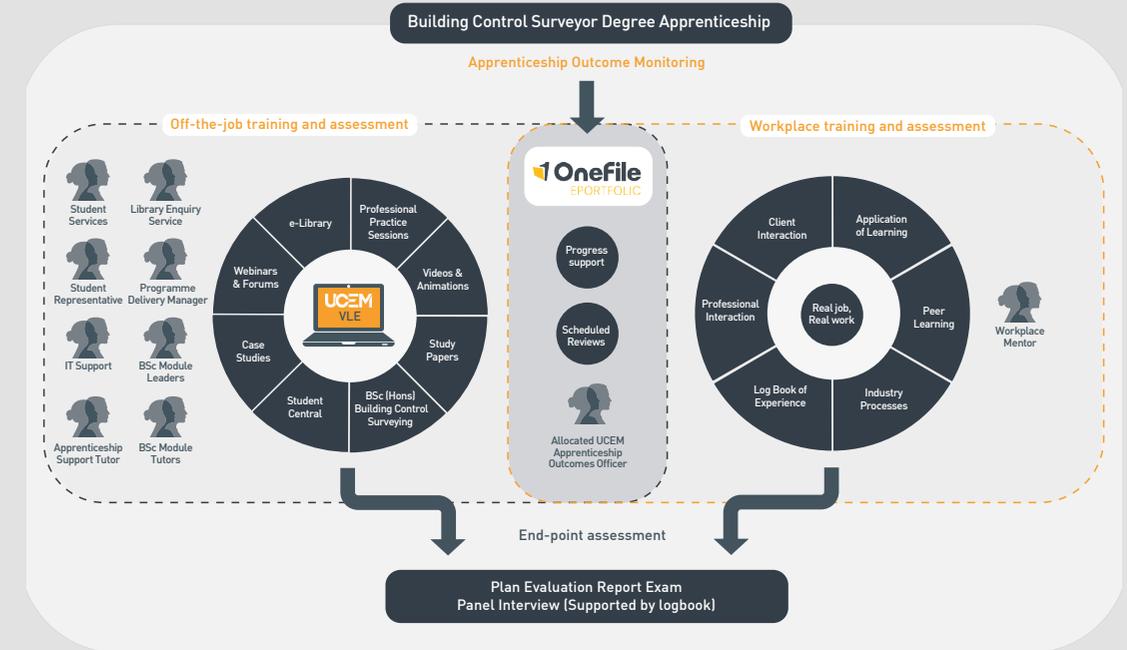
- Have 96 UCAS Tariff points (2017 UCAS Tariff) or an equivalent level of attainment; **or**
- Have completed an Advanced Apprenticeship in Surveying or an Advanced Apprenticeship in Construction Technical through which a Construction and Built Environment Diploma with a minimum DD profile was obtained or through which a Construction and Built Environment Extended Diploma with a minimum MMM profile was obtained; **or**
- Have an equivalent qualification; **or**
- A current RICS Associate qualification; **and**
- GCSE Grade C/4 or above in English and maths or accepted current or prior equivalent maths and English qualifications; **or**
- Evidence via initial and diagnostic assessment that maths and English skills at Level 2 exist; **and**
- Have a confirmed offer of, or be in, suitable employment

Delivery model

The Building Control Apprenticeship has a 54 month duration which includes the integrated End Point Assessment (EPA). 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 16 mandatory professional practice sessions delivered via online classroom at intervals throughout the 48 months.

Cost

£24,000



Enrolment dates

UCEM offers two programme entry points each year for this programme. Typically these are in September and March. 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.

Non-standard applications will be considered. Please contact: admissions@ucem.ac.uk for further details.

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.

Chartered Surveyor (Degree) Apprenticeship

The Chartered Surveyor (Degree) Apprenticeship is a Level 6 apprenticeship in England that includes a BSc (Hons) Degree and the Royal Institution of Chartered Surveyors (RICS) Assessment of Professional Competence (APC).

This leads to Chartered membership of the RICS (MRICS) as the final apprenticeship outcome.

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; **and**
- Have a confirmed offer of, or be in, suitable employment

Delivery model

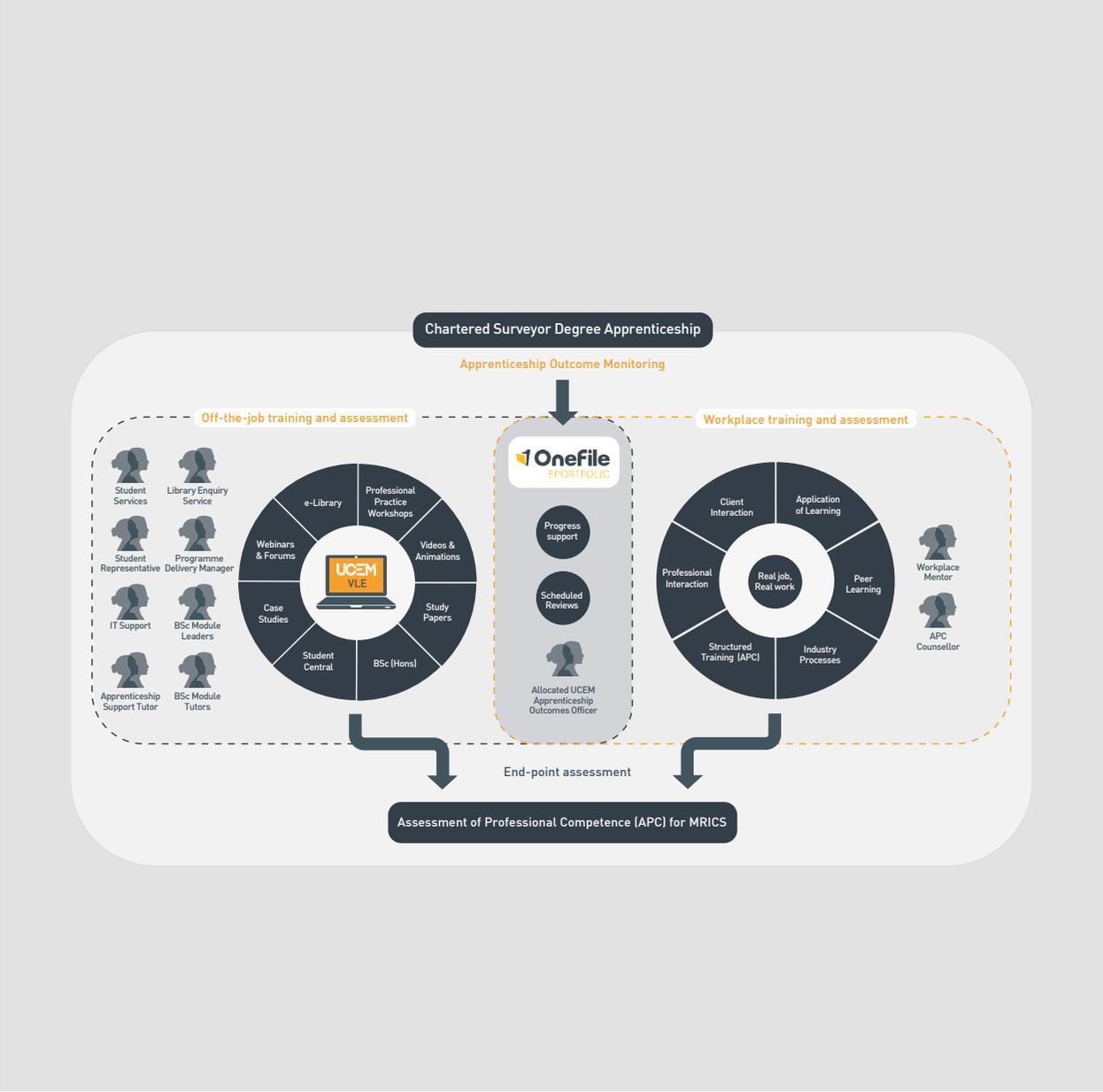
The Chartered Surveyor Apprenticeship has a 56 or 57 month duration, depending upon the pathway selected. Off-the-job training and assessment makes up 20% of the apprenticeship with on-the-job training and development making up the remaining 80%. The focus of the off-the-job training and assessment is the achievement of a UCEM BSc (Hons) degree. The degree is typically delivered over 48 months, delivery is via a combination of fully-supported online learning and professional practice workshops at set intervals throughout the 48 *months.

Pathways

- Building Surveying
- Quantity Surveying and Construction
- Project Management
- Commercial Real Estate
- Valuation
- Residential
- Rural

Cost

£27,000



Enrolment dates

UCEM offers two programme entry points each year for this programme. Typically these are in September and March. 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.

Non-standard applications will be considered. Please contact: admissions@ucem.ac.uk for further details.

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.

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. The apprenticeship includes a UCEM MBA Construction and Real Estate degree.

Entry requirements

For standard entry applicants must:

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; **and**
- Have a confirmed offer of, or be in, suitable employment

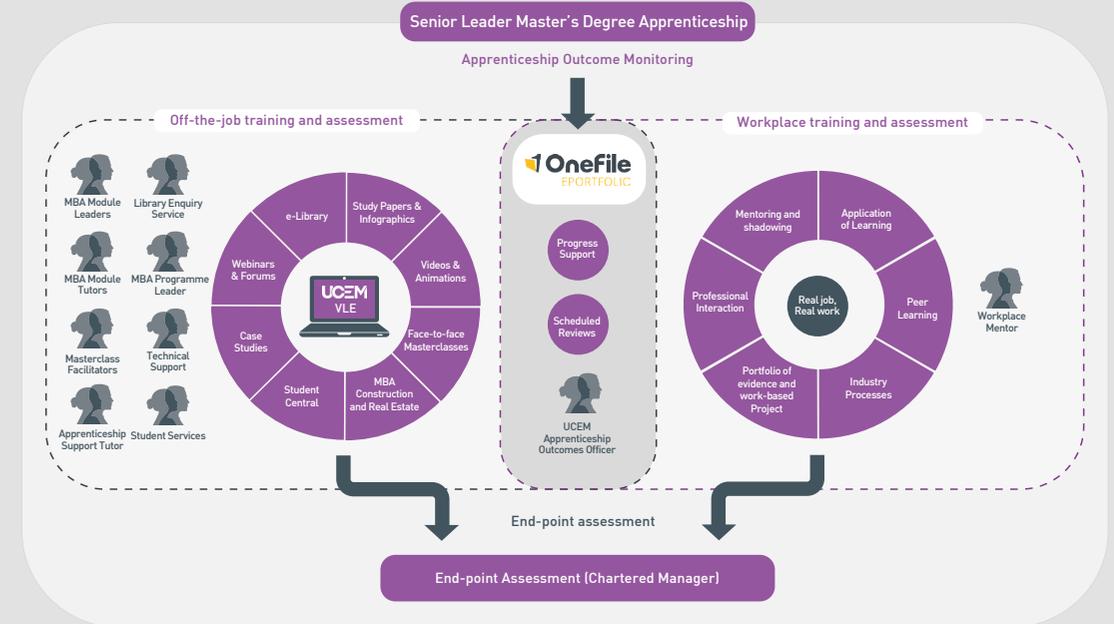
Delivery model

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

Cost

£18,000



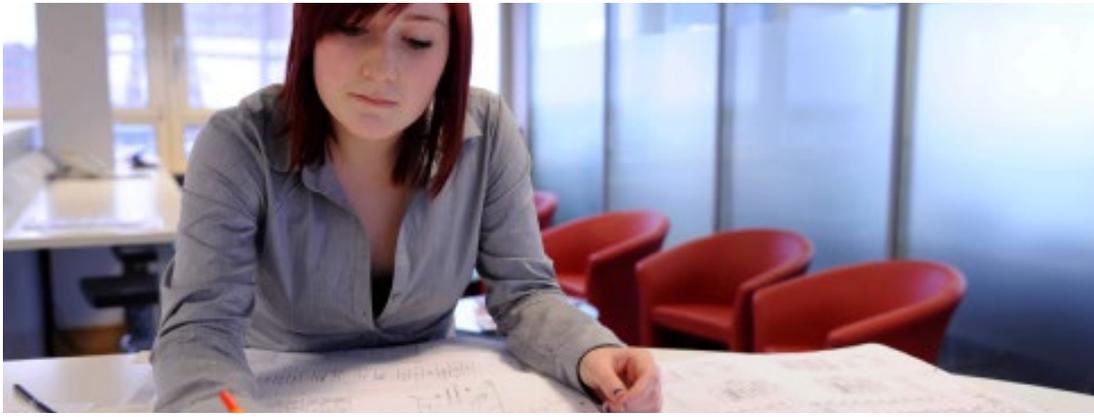
Enrolment dates

UCEM offers two programme entry points each year for this programme. Typically these are in September and February. 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.

Non-standard applications will be considered. Please contact: admissions@ucem.ac.uk for further details.

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.



What's involved in taking on an apprentice?

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.

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.

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

“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.

Key Requirements



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



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



UNIVERSITY COLLEGE
OF ESTATE MANAGEMENT

Patron: **HRH The Prince of Wales**

Apprenticeships

Information for employers

UCEM is the leading provider of supported online education for the Built Environment, with 100 years' experience of providing the highest quality learning opportunities. At any one time, it has more than 4,000 students from more than 100 countries benefiting from its qualifications taught by tutors with extensive industry experience.

UCEM helps to enhance Built Environment professional careers through its accredited property-related and construction programmes, offered at Postgraduate, Undergraduate and Apprenticeship levels. UCEM is a not-for-profit educational organisation with charitable status.

For further information please contact:

The Business Development Team

(0)118 467 2315

businessdevelopment@ucem.ac.uk

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Programmes are recognised by:



The mark of
responsible forestry