Surveying apprenticeships
UK Employers’ Guide
The future of our profession is in your hands

rics.org/employanapprentice
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Foreword

At the heart of today’s biggest global construction, infrastructure, land use and housing challenges, is our highly demanded profession. With current skills shortages forecasted to continue, we need to take action.

We need to help create the talent pool of the future by attracting and developing the next generation. We want to build a profession of the future that is inclusive and diverse, one that is open to anyone who is passionate about property and motivated by land and the built environment.

Apprenticeships are a great opportunity to develop this pool of talent. Through the combination of education, hands-on experience and RICS professional qualifications, surveying apprentices will hold the future world in their hands.

Among the new wave of trailblazer apprenticeships, I am proud to have been involved in the development of the ‘Surveying Technician’ and ‘Chartered Surveying’ apprenticeships, working in partnership with employers and the Chartered Surveyors Training Trust. These trailblazer apprenticeships lead to RICS professional qualifications, the most sought after in land, real estate, construction and infrastructure.

As Future Talent Director, my vision is for surveying to be recognised as a career of choice. A career that is synonymous with standards and excellence and I look forward to welcoming this fresh talent to our profession.

Sally Speed
Future Talent Director, RICS

“After attending a grammar school and achieving four A-levels I could have chosen to study at a leading university, but I found an apprenticeship was perfect for me because I wanted to combine practical experience with the opportunity to learn, earn and get a top degree.”

Laura Pell
Surveying Apprentice, Cushman & Wakefield

“Our apprenticeship scheme helps us build a wider, more diverse talent pool and address current skills gaps. The apprentices we employ embody our principles: showing insightful expertise through the innovations they suggest; demonstrating seamless delivery in our teams; and building valued relationships with clients. We are incredibly proud of what we have achieved with our apprenticeship scheme and apprentices, which is now widely recognised within the industry. We hope to continue to build on this as we go forward.”

Kimberly Henry
Graduate and Apprentice Advisor, CBRE

“Choosing a surveying apprenticeship was the best decision I’ve ever made. Joining as an apprentice meant I got my foot in the door and learning the theory and then putting it into practice was the best way to learn for me.”

Uwais Paderwala
Surveying Apprentice, Gardiner and Theobald
Why employ an apprentice?

With over 2.1 million people starting an apprenticeship since 2010, businesses are clearly seeing the benefits that employing an apprentice can bring.

When you employ an apprentice, the government will pay for their training and RICS professional assessment fees.

Apprenticeships are not just for large employers, as any business can benefit from the government funding that is now available to help recruit and train the next generation of surveyors.

Get funding, reduce costs and increase staff retention

- **Access government funding** to grow your business. The new apprenticeship levy will help fund training for all apprentices and small businesses can even get a grant to help recruit your first apprentice.
- **Get apprentices RICS assessment fees paid** by the government.
- **Retain** your staff and **reduce** your recruitment costs. 80% of apprentice employers report a significant improvement in staff loyalty and retention.
- **Develop the skills you need** as a business to build the staff you want.
- Research shows that recruiting apprentices improves wider productivity, employee satisfaction and engagement.

**RICS Recruit**

Attracts over 100,000 active users and apprenticeship job advertisements receive 3x more applications that non-apprenticeship job advertisements.

Visit ricsrecruit.com

Diversity and inclusivity

Recruiting apprentices is a great way to improve the diversity of your workforce. Building an apprenticeship scheme that attracts under-represented groups could help close skills gaps in your sector and also bring a better mix and variety of talents to your organisation.

**Improving gender balance**

Attracting more women into the profession is essential. When developing your recruitment plan, think about how you can target women better.

- Include positive images of women on your website and job advertisements.
- Make your workplace female friendly, this could include equality and diversity training for existing staff.
- Provide flexible working and equal pay.

**Improving ethnic diversity**

In our profession and apprenticeships as a whole, there is under-representation of black and minority ethnic communities. This could be due to a lack of knowledge about what opportunities are available within these communities, as well as race discrimination at application stage.

**Accommodating disabilities**

A recent YouGov survey commissioned by RICS found that people with physical and mental disabilities still face significant barriers at work.

Some adjustments may need to be made to accommodate a person with disabilities, both in the workplace and by your chosen training provider. This could be providing information in different formats, improved access to premises and offering more flexible hours for travel arrangements.

For more information on diversity visit rics.org/diversity

Further advice on recruiting more diverse talent through apprenticeships can be found via National Apprenticeship Service website
What is an apprenticeship?

An apprenticeship combines practical, on-the-job experience with nationally recognised qualifications to equip young adults and adult learners with the skills for a successful career, while earning a salary. It is a genuine alternative to traditional full time university options.

Trailblazer apprenticeships are available to anyone over the age of 16 and living in England. Apprenticeship schemes differ in Scotland, Wales and Northern Ireland, see appendix 6.

Apprenticeship Standards

To qualify for government funding, apprenticeships must select and follow an Apprenticeship Standard and assessment plan. These standards show what an apprentice will be doing and the skills required of them, by job role. All approved standards and assessment plans have been developed by employer groups known as ‘trailblazers’.

RICS and a consortium of employers, led by Gardiner and Theobald, have developed the ‘Surveying Technician’ (appendix 1) and ‘Chartered Surveying’ standards (appendix 2), which were the first standards to be approved in the built environment. There are many standards to choose from, details of these and others in land, real estate, construction and infrastructure can be found on the government’s website.

Apprenticeship levels

There are various levels of apprenticeship:

- Level 2: Intermediate – equivalent to five GCSE passes at grades A* to C
- Level 3: Advanced – equivalent to two A level passes
- Level 4 and 5: Higher - HNC/D or a Foundation degree
- Level 6 and 7: Degree – Bachelor’s or Master’s degree.

Five steps to taking on an apprentice

1. Choose an Apprenticeship Standard to meet your skills requirement. (more info overleaf)
2. Write a specification and job description, deciding on pay and incentives for the role. (more info on page 10)
3. Find a training provider. (more info on page 11)
4. Recruit both internally and externally for an apprentice. (more info on page 14)
5. Make an Apprenticeship Agreement. (more info on page 10)
Surveying apprenticeships with an RICS qualification

A level 3 Surveying Technician apprenticeship and a level 6 Chartered Surveyor degree apprenticeship have been approved by the government and are available to use.

RICS Associate Assessment is the end point assessment for the Surveying Technician apprenticeship and the Assessment of Professional Competence (APC) is the end point assessment for the Chartered Surveyor degree apprenticeship.

These apprenticeships cover the following areas of practice:
- Building Surveying
- Commercial Property
- Land (level 3 only)
- Minerals and Waste Management (level 6 only)
- Planning and Development
- Project Management
- Residential Property
- Rural (level 6 only)
- Valuation
- Quantity Surveying

We are working with employers on launching other apprenticeships which lead to RICS qualifications. Details of which will be released on our website.
Responsibilities of employers

As an employer you will be responsible for providing an induction to your organisation and providing on-the-job training as well as complying with all the latest employment law.

Pay and incentives

An apprentice will need to be paid at least the Apprenticeship National Minimum Wage. The current minimum wage (2016) for an apprentice is £3.40 per hour. This rate applies to apprentices under 19 and those aged 19 or over who are in their first year. If you are employing an apprentice aged 19 or over who has completed their first year then you must pay at least the minimum wage rate for their age. The latest rates can be found on the government’s website.

Any employee incentives will need to be the same as those offered to other employees.

The minimum hours of employment should be 30 hours per week. By exception, the absolute minimum can be 16 hours, but the duration of the apprenticeship should be extended.

You will also be responsible for ensuring compliance with the ‘Working Time Regulations’ with regards to rest breaks and paid holiday, as well as the usual ‘Health and Safety’ obligations. These need particular consideration if your apprentice will need to visit a construction site.

Apprenticeship Agreement

All apprentices must have an Apprenticeship Agreement between them and their employer. The agreement should include:

- How long the apprenticeship is for
- The training you’ll provide
- Their working conditions
- The qualifications they are working towards.

You can write your own agreement or use the government’s Apprenticeship Agreement template and RICS APC Structured Training Agreements for best practice (see appendix 3).

Training and development

All apprenticeships include elements of hands on, practical experience and formal training. The surveying apprenticeships have three strands of training to undertake at the same time:

On the job – as an employer you will provide training and support for soft skills. Working with a mentor and learning how to do the day job will be where apprentices need the most training. For many apprentices this could be their first job out of education so they may need additional support.

Educational qualification - As an employer, you will choose a college, training provider or university to deliver any formal training towards a recognised educational qualification. This training must make up 20% of the apprentices time e.g. one day a week or a week every month. Information on training providers will be available on the Digital Apprenticeship Service.

Professional qualification - Training plans should be produced outlining dedicated support to make sure apprenticeships are meeting the requirements of RICS professional qualifications. (See appendix 3)

Key organisations

Institute for Apprenticeships (IfA). A new independent body is being established to support employer-led reforms and regulate the quality of apprenticeships. This is in the context of the government’s commitment to reach three million apprenticeship starts by 2020 and will launch in April 2017.

Department for Education (DfE). The overall body responsible for education, children’s services, higher and further education policy, apprenticeships and wider skills in England. They publish all guidance, policy papers and consultations on apprenticeships. Visit website.

National Apprenticeship Service (NAS). The government agency responsible for co-ordinating apprenticeships in England. They have an apprenticeship website portal which provides the link between employer, training provider and apprentice. They provide an apprenticeship vacancy online search facility for those looking to apply for an apprenticeship. Visit website.

Skills Funding Agency (SFA). The SFA provide the funding to colleges, training organisations and employers to help deliver apprenticeships in England. They will be launching the Digital Apprenticeship Service, where employers will access funding, be able to advertise vacancies and find training providers. Visit website.

RICS. We are responsible for the end point assessment for a number of Apprenticeship Standards in land, real estate, construction and infrastructure. We have taken a key role in the development of these standards to ensure they adhere to the experience and skills required by the sector and for successful completion of an RICS professional qualification. Visit website.
Funding

If you are recruiting an apprentice from May 2017 then funding of apprenticeships in England will change with the introduction of the apprenticeship levy.

Apprenticeship levy

- If your salary bill is greater than £3 million then you are required to pay the levy which is 0.5% of your salary bill. Levy payments will start on 6 April 2017 and will be paid to HMRC via PAYE.
- If you do not have a salary bill of over £3 million, you are a non-levy paying employer but the government will co-fund your apprenticeship training provision.
- Levy paying employers will have £15,000 to offset against the levy each year.

Funding for apprenticeships

From 1 May 2017 employers in England will be able to use the levy to pay towards the cost of training, assessment and certification of approved apprenticeships.

To be eligible for funding the individual must either be training to a higher level of qualification or they can re-train to an equivalent or lower level, providing the apprenticeship they are undertaking is in a different area to previous qualifications and occupations.

Only apprentices whose workplace (where they spend 50% or more of their time) is in England will be funded under this system. If you are recruiting an apprentice in Scotland, Wales and Northern Ireland then you need to research each country’s funding system (appendix 5).

Any levy funds expire after 24 months if they have not been used to pay for the costs of an apprentice.

A one off incentive payment of £1,000 will be available to all employers who take on 16-18 year olds or 19-24s previously in care or who have an Education and Health Care Plan.

Employers can choose their educational provider and negotiate on fees. Support for this will be available on the Digital Apprenticeship Service.

Levy paying employers

- Levy paying employers will benefit from a further 10% government top-up on their levy credit (the amount they have paid into the levy) so the levy will cover 100% for these apprentices.
- Levy payers who do not have enough levy credit can access 90% government funding but will also be expected to co-invest 10%.
- From January 2017 levy paying employers will need to register on the Digital Apprenticeship Service to access their levy credit, which will pay for the training and assessments.
- In 2018 employers will be able to transfer up to 10% of digital funds to other employers in their supply chain.

Non-levy paying employers

- Non-levy paying employers with more than 50 employees will receive 90% funding for apprentices from government and will be expected to co-invest the remaining 10% of the cost, up to the funding band cap.
- For non-levy paying employers with less than 50 employees taking on a 16-18 year old apprentice, the government will fund 100% up to the funding band cap.
- Non-levy payers will not use the Digital Apprenticeship Account until 2020.

The funding bands for RICS surveying apprenticeships are:

<table>
<thead>
<tr>
<th>Apprentice standard</th>
<th>Qualification level</th>
<th>Max funding band - post May 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surveying Technician</td>
<td>Level 3 &amp; AssocRICS</td>
<td>£9,000</td>
</tr>
<tr>
<td>Chartered Surveyor</td>
<td>Level 6 &amp; MRICS</td>
<td>£27,000</td>
</tr>
</tbody>
</table>

All employers (levy paying or non-levy paying) will need to meet in full any costs above the funding band limit for any apprenticeship.

More information

Estimate how much your organisation will have to spend on apprenticeships and how much the government will contribute towards the cost of training on the government’s website.

Full funding information can be found in the government’s announcement and guidance, including if you currently employ an apprentice or your apprentices will start before May 2017.
Running an apprenticeship scheme

As an employer you can decide how to run your apprenticeship scheme. Here is some advice from employers already running schemes:

1. Make sure you have organisational buy-in. Sell the benefits to be gained from employing an apprentice but also recognise the impact and opportunities it could have on existing staff.

2. Get the right people in place.
   a. Up-skill line managers with coaching skills to ensure they can provide the right level of support.
   b. Assign a mentor to provide additional support.

3. Provide a thorough induction programme. Remember, if you are employing people in their first jobs, it will be really important to establish expected working hours, dress code, breaks, working conditions as well as health and safety.

4. Align your programme with the requirements of the Apprenticeship Standard, assessment plan and the RICS qualification assessment requirements, using the RICS Structured Training Agreement as a best practice guide.

   If you are following the Surveying Technician or Chartered Surveying apprenticeship then it is important that your apprentice gets the right amount of experience to meet all the technical and mandatory competencies required for RICS assessment, as laid out in our pathway guides (appendix 3)

5. Give your apprentice real responsibilities and plenty of work to do in line with what they are learning and capable of doing. Set challenges to help develop their own thinking and provide constructive feedback on the work they do.

6. Set clear goals and objectives and manage their performance through regular feedback and reviews.

7. Make sure line managers and mentors are approachable. Expect lots of questions.

Recruiting an apprentice

Vacancies can be advertised for free on the government’s Apprenticeship Vacancies website run by the National Apprenticeships Service.

However employers may choose to advertise their apprenticeship vacancies independently. RICS Recruit attracts over 100,000 active users and apprenticeship job advertisements receive 3x more applications that non-apprenticeship job advertisements.

Apprentice recruitment guides including interview and CV feedback tools can be found on the government’s website.

Appendix 1
Surveying Technician Apprenticeship Standard and assessment plan

Appendix 2
Chartered Surveying Apprenticeship Standard and assessment plan

Appendix 3
RICS APC and Associate assessment guides
http://www.rics.org/pathwayguides

Appendix 4
Government apprentice agreement template
https://www.gov.uk/government/publications/apprenticeship-agreement-template

Appendix 5
The government is working closely with the devolved administrations in Scotland, Wales and Northern Ireland, to look at extending the apprenticeships outside of England. Until then the existing apprenticeships will continue to be offered. Information can be found for:

Apprenticeships in Scotland
https://www.myworldofwork.co.uk/getting-job/apprenticeships

Apprenticeships in Wales
https://businesswales.gov.wales/skillsgateway/apprenticeships

Apprenticeships in Northern Ireland
https://www.nidirect.gov.uk/campaigns/apprenticeships
CONFIDENCE THROUGH PROFESSIONAL STANDARDS

RICS promotes and enforces the highest professional qualifications and standards in the development and management of land, real estate, construction and infrastructure. Our name promises the consistent delivery of standards – bringing confidence to the markets we serve.

We accredit 125,000 professionals and any individual or firm registered with RICS is subject to our quality assurance. Their expertise covers property, asset valuation and real estate management; the costing and leadership of construction projects; the development of infrastructure; and the management of natural resources, such as mining, farms and woodland. From environmental assessments and building controls to negotiating land rights in an emerging economy, if our professionals are involved the same standards and ethics apply.

We believe that standards underpin effective markets. With up to seventy per cent of the world’s wealth bound up in land and real estate, our sector is vital to economic development, helping to support stable, sustainable investment and growth around the globe.

With offices covering the major political and financial centres of the world, our market presence means we are ideally placed to influence policy and embed professional standards. We work at a cross-governmental level, delivering international standards that will support a safe and vibrant marketplace in land, real estate, construction and infrastructure, for the benefit of all.

We are proud of our reputation and we guard it fiercely, so clients who work with an RICS professional can have confidence in the quality and ethics of the services they receive.