



Understanding Apprenticeships

Guidance for employers looking to recruit surveying apprentices



The future of our profession is in your hands



Apprenticeships are a key part of creating a stronger and fairer economy where people of all ages and backgrounds can fulfil their potential.

They provide an additional route for employers to improve their skills base, boost productivity and grow their business. Apprenticeships can help employers address a range of key recruitment challenges, including diversifying their staff base and overcoming key hurdles associated with an ageing workforce.

There is no doubt that employing apprentices bring great benefit to your organisation but it can also be a potentially complex process to navigate if you are new to it.

RICS have recognised apprenticeships as an integral route into the profession for some time and we are here to help guide employers on their apprenticeship journey.

Matthew Howell
Managing Director, UK and Ireland

“Joining a company as an apprentice means getting your foot through the door for an exciting future. You learn the theory and put it into practice, which for me was the best way to learn!”

Uwais Paderwala
Project Surveyor, Gardiner & Theobald

“An apprenticeship suits me because I wanted to combine practical experience with the opportunity to learn, earn and end up with qualifications”


Laura Pell
Apprentice Surveyor, Cushman & Wakefield




Apprentices will benefit your business

1 There is a skills gap in our sector, which threatens the future viability of our industry

More than **30%** of the workforce in the sector are aged 50 and over



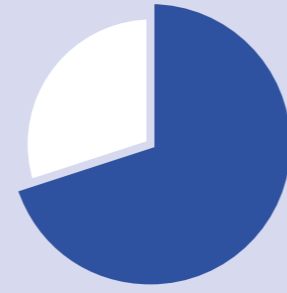
According to a RICS research, the UK Construction industry could lose **8%** of its workforce post Brexit.



Therefore, employers need a balanced recruitment strategy and apprenticeships can form a direct pathway for this

2 Apprentices provide a great return on investment

70% of surveyed employers said apprenticeships improvement product quality and service




Apprenticeships provide a typical return of **£26-28** for every £1 of government investment in apprenticeships at levels 2 and 3

source: the Institute of the Motor Industry

Apprentices typically generate an ROI between **150% and 300%** and reduce long-term recruitment and training costs

source: Education Skills Funding Research

Make the most of your Apprenticeship Levy and Government Funding to help you build your business.



3 Attract a more diverse range of talent with different routes into the profession

Diverse companies report:

	
39% more customer satisfaction	22% more productivity
	
27% more profitability	22% lower staff turnover

With no tuition fees and no debt, apprenticeships remove financial barriers to the profession enabling a wider range of talent into the industry.

What is an apprenticeship?

An apprenticeship is a job with training, but the training must provide new skills and not just validate existing skills – it must push the learner on, it must progress them, it must build their overall skill level by the end of the apprenticeship significantly from where it was when they started.

Apprenticeships now follow standards that have been designed by consortia of employers and are a professional pathway to a career.

Degree apprenticeships will be delivered by universities. They have the added benefit that the apprentices get a degree but don't have to take out a student loan to pay for it.

There are different systems for apprentices in England, Scotland, Wales and Northern Ireland. This guide just has information for England. If you are looking at apprenticeships in these other areas contact us at careers@rics.org.

Minimum requirements

In all apprenticeships, there are English and maths requirements. Each apprenticeship will set out a minimum standard to be achieved in order for the apprenticeship to be completed – if your apprentice has not reached that level of qualification, then the apprenticeship training must build this in.

There is a requirement that 20% of the time that the apprentice works must take place 'off the job', off the job doesn't have to be in the classroom, this can include training that is delivered at the apprentice's normal place of work but must not be delivered as part of their normal working duties. Providers will need to make sure that they are recording this 20% of training appropriately.

Guidance on training requirements is available on the [Governments website](#)

Who are apprenticeships for?

Apprenticeships are not just for young people, they are available at a range of skills levels, from level 2 (GCSE equivalent) to degree (Level 6) and even masters (Level 7).

Employers are setting up apprenticeship recruitment schemes alongside their existing graduate recruitment schemes, but many others are using apprenticeships to develop existing staff.

An apprenticeship is an excellent way of developing internal talent for large and small employers and taking advantage of the funding available. As long as the individual taking an apprenticeship is learning new skills and their current or prospective job covers all of the required knowledge, skills and behaviours, then there are no barriers to using an apprenticeship as part of your internal staff development plans.

Standards and Frameworks

Apprenticeship frameworks and standards are different.

Frameworks are the legacy of the old system and consist of a basket of qualifications – normally a technical qualification to demonstrate underpinning theoretical knowledge, a National Vocational Qualification (NVQ) to demonstrate applied competence, and English/maths qualifications. Get all those and you have your apprenticeship.

Frameworks are being phased out and replaced by apprenticeship standards.

Apprentice standards are unique in that an apprentice must pass an end test to secure their apprenticeship. That assessment must be carried out by a fully independent and approved Apprenticeship End Point Assessment Organisation (EPAAO) such as RICS.

Standards have been drawn up by groups of employers approved by the DfE, and are short two-page documents that outline the skills and competences that need to be demonstrated in any particular role or occupation in order to warrant an apprenticeship award. This may or may not include qualifications. The idea is that on completing an apprenticeship standard, the apprentice is competent and can do a job.

There will ultimately be around 1000+ standards available, and there are already over 200 available across a huge range of occupations with many more coming along.

[You can view all standards here](#)



The role of RICS

RICS is an approved Apprenticeship End Point Assessment Organisation (EPAAO) and there are several apprenticeship standards that lead to RICS qualification at both AssocRICS and MRICS level.

Surveying apprenticeships currently available:

Surveying Technician Apprenticeship

Level 3 [A level equivalent]

Takes **two years** to complete

On completion gain **Associate status of RICS [AssocRICS]**

Covers following RICS pathways: **Building surveying, Commercial property, Land, Planning and development, Project management, Residential property, Valuation and Quantity surveying**

[View apprenticeship](#)

Chartered Surveyor Apprenticeship

Level 6 [Degree]

Takes **five years** to complete

On completion gain **Chartered status of RICS [MRICS]**

Covers following RICS pathways: **Building surveying, Commercial property, Minerals and waste management, Planning and development, Project management, Residential property, Rural, Valuation and Quantity surveying**

[View apprenticeship](#)

Geospatial Survey Technician Apprenticeship

Level 3 [A level equivalent]

Takes **two years** to complete

On completion can apply for **Associate status of RICS [AssocRICS]**

[View apprenticeship](#)

Geospatial Mapping and Sciences Apprenticeship

Level 6 [Degree]

Takes **five years** to complete

On completion can apply for **Chartered status of RICS [MRICS]**

[View apprenticeship](#)

Digital Engineering Technician

Level 3 [A level equivalent]

Takes **three years** to complete

On completion gain **Associate status of RICS [AssocRICS]**

[View apprenticeship](#)

End Point Assessment

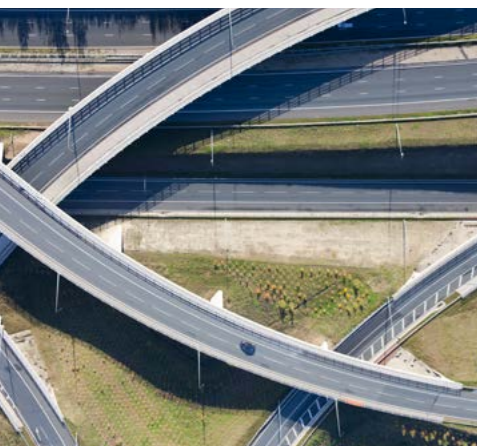
The EPAO must be completely independent of from the apprentice and training provider and each standard has a published end-point assessment plan that describes the assessment in detail.

The difference between these apprenticeships is that RICS is the EPAO for the Surveying Technician Apprenticeship (Associate Assessment) and the Chartered Surveyor Apprenticeship (Assessment of Professional Competence). This means apprentices must pass RICS assessment as part of their apprenticeship and this is included in the training cost.

With the Geospatial Survey Technician, Geospatial Mapping and Sciences and the Digital Engineering Technician apprenticeships, RICS is not the EPAO but you are eligible to apply for direct entry to RICS qualifications after you have successfully completed your apprenticeship.

As an employer, the provider you contract with to deliver apprenticeship training will be responsible for agreeing an assessment plan with you and creating a learning programme to ensure the job that you have available maps closely enough to the required Knowledge, Skills and Behaviours to prepare the apprentice to pass the RICS assessment. The training provider should give the apprentice opportunities to practice the assessment as part of preparation for the final assessment.

More information on RICS Associate and APC assessments can be [found on the RICS website](#)



How do I pay for apprenticeships?

There are no fixed prices for apprenticeships anymore – it is now down to you as an employer to negotiate the price with the provider.

Each standard has however been assigned to a price banding which tells you how much government money is available to pay for that training.

Government funding: The Apprenticeship Levy

The new levy funding system means that employers must now, one way or the other, pay for their apprentices to be trained.

Large employers with a staff payroll of over £3m will pay 0.5% of that pay bill as a levy, paid via their PAYE systems. Their levy payments fund the training for any apprentices that they employ, both new recruits and their existing workforce.

Employers will access their Levy online through The Apprenticeship Service (TAS). Employers will need to set an account with where you can estimate how much levy your organisation will pay, monitor your levy funds and see what they are being spent on.

Read more about the levy and register for TAS

Smaller non-levy paying employers pay for their apprenticeships through a subsidised formula. Currently the government pays 90% of the cost and the employer pays 10% but in the future the amount the government pays will increase to 95%.

Currently providers must have a specific allocation from the Education and Skills Funding Agency (ESFA) to deliver apprenticeships to non-levied employers, but in the next few years all employers will move to the online accounts. Until then, small employers can only work with providers who have a contract with the ESFA. The provider will let the employer know.

Levy paying employers can also pass up to 10% of their Levy funding to as many other employers as they like (as long as they adhere to the rules around transfers to fund an apprentice doing apprenticeship standards).

From April 2019 employers will be able to pass on up to 25% of their unspent levy.

Read more about transferring levy funds

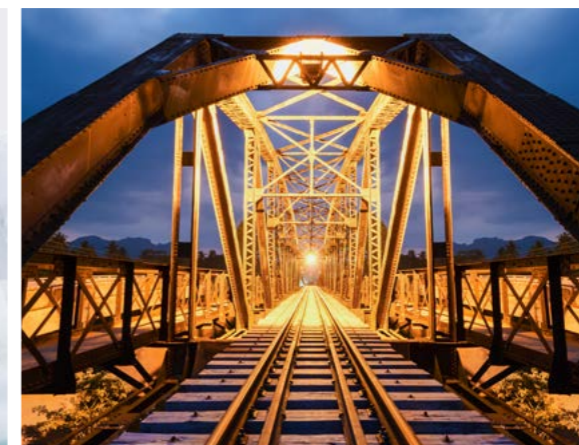
Price Bandings and Caps

The price cap will effectively tell you how much the government thinks any particular apprenticeship should cost. It could be anything from £1,500 to £27,000, but ultimately it is up to you to agree a price with your selected training provider. The caps merely limit how much levy of government funds you can use towards the training, so any additional expenses above the funding caps you as an employers will pay. The price you negotiate includes the cost of the training and the assessment too.

We would strongly suggest focusing on the quality of what training you are getting rather than driving down the price.

The funding caps for the apprenticeships leading to RICS qualifications are:

Apprenticeship	Funding Cap	RICS Assessment
Surveying Technician (Level 3)	£9,000	Associate Assessment included.
Chartered Surveying (Level 6)	£27,000	APC Assessment included.
Geospatial Survey Technician (Level 3)	£9,000	No RICS assessment included – register for Associate Direct Entry on completion
Geospatial Mapping and Sciences (Level 6)	£27,000	No RICS assessment included – register for MRICS Direct Entry on completion
Digital Engineering Technician (Level 3)	£21,000	No RICS assessment included – register for Associate Direct Entry on completion



Planning to take on an apprentice

The levy and apprenticeships are here to stay, so employers should be planning how they can make the most of them within their business. You could be thinking about:

Embedding apprentices across your business

- appointing a team to drive apprentice adoption across your business that includes senior leaders
- establishing work streams to achieve what needs to be done. This may include:
 - looking at skills needs across the business now and in the future
 - knowing how much you have to invest in apprentices
 - deciding if any existing staff development or recruitment can utilise apprentices
- giving people clear responsibilities to deliver to the work streams
- communicating the changes to all staff and managing staff attitudes to change
- making sure that you have enough time and resources available to make the changes.

Finding a training provider

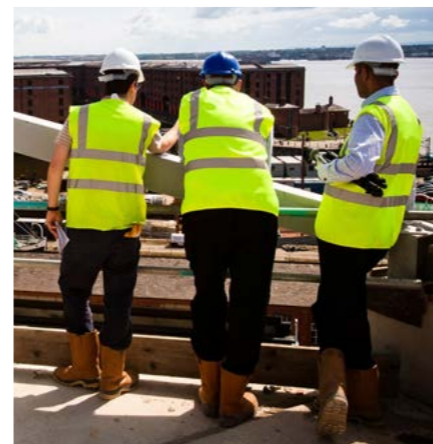
Finding a good and trustworthy apprenticeship training provider to work with will make the process of having apprentices as part of your business much easier.

A good provider will hold the knowledge about delivery, standards and processes and ultimately be able to advise that what is being delivered will enable the apprentice to pass their end point assessment. They may even be able to help with some of the administrative processes involved.

We recommend providers who will:

- identify standards which work for employers' job roles and job descriptions
- support employers through the new features of standards such as the emphasis on the end point assessment to establish job-ready competence
- offer solutions (perhaps alongside apprenticeships) that work best for each employer customer, with the end goal not of selling an apprenticeship but of fostering a long-term business relationship
- agree a delivery plan that offers the opportunity for employers to undertake on-programme delivery themselves
- monitor and report on agreed milestones of how apprentices are progressing
- find out if the employer wants to include qualifications in the on-programme phase which are not mandated as part of the apprenticeship standard
- negotiate a price for delivery, mindful of the internal programme cost calculations, the funding parameters, including incentives and the cost of end point assessment
- agree a payment schedule that works for the employer and provider
- support the employer with any additional administration of managing their information on the TAS.

Good providers will carry out observation of the training being delivered to help them to continually improve delivery. They will monitor quality through regularly looking at samples of work, auditing records or simply having a discussion with the apprentices to identify what they now know and do better as a result of their training.



Search all approved training providers for:

Surveying Technician Apprenticeship

Level 3

[View apprenticeship](#)

Chartered Surveyor Apprenticeship

Level 6

[View apprenticeship](#)

Geospatial Survey Technician Apprenticeship

Level 3

[View apprenticeship](#)

Geospatial Mapping and Sciences Apprenticeship

Level 3

[View apprenticeship](#)

Digital Engineering Technician Apprenticeship

Level 3

[View apprenticeship](#)

Other sources of useful information

- [Educations Skills Funding Agency \(ESFA\) updates](#)
- [Gov.uk \(Apprenticeship Standards\)](#)
- [Institute for Apprenticeships](#)
- [Apprenticeship Frameworks Online \(AFO\)](#)

Get in Touch

As your professional body we are here to support employers on their apprentice journey. If you have any questions or want any more information please contact us at careers@rics.org



Confidence through professional standards

RICS promotes and enforces the highest professional qualifications and standards in the valuation, development and management of land, real estate, construction and infrastructure. Our name promises the consistent delivery of standards – bringing confidence to markets and effecting positive change in the built and natural environments.

Americas

Latin America

ricsamericalatina@rics.org

North America

ricsamericas@rics.org

Asia Pacific

Australasia

australasia@rics.org

Greater China (Hong Kong)

ricshk@rics.org

Greater China (Shanghai)

ricschina@rics.org

Japan

ricsjapan@rics.org

South Asia

ricsindia@rics.org

Southeast Asia

sea@rics.org

EMEA

Africa

ricsafrica@rics.org

Europe

ricseurope@rics.org

Ireland

ricsireland@rics.org

Middle East

ricsmiddleeast@rics.org

United Kingdom RICS HQ

contactrics@rics.org