REAL ESTATE DEGREE
APPRENTICESHIPS

Tailored around the needs of the employer, developing the skills that the industry needs
WHY CHOOSE OXFORD BROOKES?

Oxford Brookes’ School of the Built Environment is renowned for its innovative and market-orientated curriculum and first-class teaching. We produce high-calibre graduates with practical knowledge that go on to work in a range of real estate roles.

This apprenticeship programme is specifically designed to complement the daily work environment, offering your staff a valuable opportunity to gain a full degree in four years, whilst also receiving day-to-day work experience in your own business.

Degree Apprenticeships
If your business is making payments into the Apprenticeship Levy you will want to maximise the return you receive from it. Monies paid into the Levy go into a digital account, along with any top ups owed to you by the government, and you can then pay for the training of your apprentices out of that account.

The annual cost of Chartered Surveyor Standard will typically be £5,400 over a five year period. This gives you access to a valuable resource of enthusiastic, exciting employees, committed to you and their own learning at a minimal additional cost to you as the employer. It also offers you a great opportunity to address skills gaps in your organisation.

Oxford Brookes University
Many real estate firms are now urgently establishing apprenticeship training and career development programmes, alongside their traditional full time graduate entry and other recruitment strategies. With minimum additional expenditure, an accredited Company Real Estate Apprenticeship Programme with Oxford Brookes University widens and diversifies the pool of potential staff. It can offer your staff a valuable opportunity to gain a full degree in four years, whilst also receiving day-to-day work experience in your own business.

With the RICS-accredited academic degree - and having previously prepared the RICS APC Log Book and other submission material through earlier working activities - the successful graduate is then immediately ready to sit the RICS APC end-point assessment to secure full ‘chartered surveyor’ designation.

The Oxford Brookes School of Built Environment is renowned for an innovative and market-oriented curriculum and for delivering high-calibre graduates with practical knowledge into a range of leading real estate businesses every year. Most of our real estate teaching staff have had direct market experience, and the majority continue to be actively industry-connected through, for instance, RICS CPD training support and other consultancy roles.

The Oxford Brookes Real Estate Degree Apprenticeship Programme is specifically designed to complement the daily work environment. Apprentices must have Level 3 entry qualifications (A-levels, BTECs or equivalent) and will need to make a significant personal commitment to work and study.

Employers must allow the equivalent of one day per week for ‘off the job’ training within our Programme, although apprentices should anticipate finding the equivalent of another day per week for independent learning. Study modules are provided through a range of online learning resources, webinars, and other media.

The programme is delivered through a combination of face-to-face and online learning. The 18 days of face-to-face learning each year - which include workshops, presentations, integrative projects, field trips, assessments and team working activities - are key to embedding ‘academic’ knowledge alongside workday experience, and also developing collegiate year-group identity and longer term peer group networks.

Next steps
For information about establishing an apprenticeship scheme in your company visit www.brookes.ac.uk/apprenticeships. The Oxford Brookes Real Estate Apprenticeship team is very happy to meet with you for an introductory discussion about your key requirements and how we can then help you right through the process. Please do not hesitate to contact Rebecca Gee:

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Why choose this course?
The course is designed with the needs of employers and apprentices in mind.

The intensive workshop sessions and blended online sessions will allow apprentices to effectively combine work based practice and undergraduate study.

The University has a strong track record of producing real estate graduates who are highly sought after by leading property development and investment companies, niche practices, house-builders and housing associations, who regularly recruit our students.

Programme information
Apprenticeships title: Chartered Surveyor - Real Estate

Qualifications/ components: BSc Hons Real Estate, English and Maths at level 2 (if not already held by the apprentice) and the RICS Assessment of Professional Competence (APC)

Available start dates: September 2018/September 2019

Teaching location: Blended delivery for some intensive taught sessions at Oxford Brookes Headington campus or off site.

Course length: Five years

In the most recent National Student Survey statistics, 91% of our students were satisfied with the quality of our Real Estate undergraduate programmes (Unistats, 2017)
This course in detail
Apprentices will complete the Real Estate degree over a four year period. Apprentices study all year round, attending intensive workshop blocks over the course of the year and completing the remainder of their study and assessments through online learning.

Apprentices will study six core subjects, these areas will be revisited and built on on a continuous basis over the course of the degree. These subjects are:

- valuation, finance and investment
- property management
- planning and development
- design, construction and appraisal of buildings
- economics
- law.

Following completion of the degree they will be supported by the University and employer in their final preparation for the APC.

Progress of the apprentice within in the workplace is assessed in partnership with the employer. Apprentices will complete a log book detailing their professional development throughout the programme in preparation for the APC. There will be regular meetings between the apprentice, employer and tutors to monitor work based and academic progress.

The timetable is organised as follows:

Apprentices will complete two degree modules every four months (six modules annually) for the first three years of the programme. Each four-month module period will consist of three two-day workshops, presentations and assessment days (one day per module). These will primarily be held off campus and out of the workplace.

In the final year apprentices will complete one taught module and a double Dissertation/Applied Project.

In addition, apprentices will study an integrative project module each year.

As part of the module apprentices will reflect on professional progress within their log books and employers will contribute towards an assessment of progress in the workplace.

Additional sessions will be arranged in English and Maths with a partner College for apprentices who do not hold level two qualifications at the beginning of the course. Apprentices will be required to achieve Level 2 for Maths and English by the end of the first year.

Following completion of the degree, apprentices will prepare for the final element of their APC supported by the University tutors and their employer.

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### Degree study modules

#### Year 1
- Introduction to Property Management
- Economics of Built Environment
- Introduction to Valuation
- Understanding Construction
- Foundation Law 1 - Contract
- Foundation Law 2 - Tort
- Integrative Project

#### Year 2
- Construction & Appraisal of Real Estate
- Valuation & Investment
- Real Estate Accounting & Finance
- Introduction to Land Use Planning
- Land Law
- Landlord & Tenant Law
- Integrative Project

#### Year 3
- Management of Corporate Real Estate
- Property Management
- Real Estate Investment
- Applied Valuation
- Development Process & Planning
- Development Appraisal & Funding
- Integrative Project

#### Year 4
- Research Methods
- Dissertation/Applied Project
- Integrative Project

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**Real Estate Degree Apprenticeship timeline**

**Year 0:** Real Estate Degree Apprenticeship Programme commencement

**Years 1 - 3:** Continue studies with Real Estate Degree Apprenticeship Programme

**Year 4:** Degree component completed

**Year 5:** Completion of Assessment of Professional Competency (RICS)

Formal completion of Apprenticeship
End Point Assessment
On successful completion of the modules above and the required work based practice, the apprentice will be entered for the End Point Assessment - the RICS Assessment of Professional Competence (APC). The APC will be conducted by the RICS and apprentices will typically be entered around six months after completion of the degree. They will begin building their CPD record from year 3 of the degree:

The APC comprises of:
- Final log book
- A summary of experience
- A case study
- A record of Continuing Professional Development
- An interview

Programme changes
On rare occasions we may need to make changes to our course programmes after they have been published on the website. For more information, please visit our Changes to programmes page.

Fees and funding

Tuition fees:
Apprenticeship fee 2018/19: total cost £27,000.

Please note that the cost of tuition for this programme must be met by the employer. Where reassessment or retakes are required, the employer will be liable for additional costs.

Apprenticeship funding and the levy:
Levy paying employers can pay for the cost of training and assessment (up to £27,000) using the apprenticeship levy.

Please note that the cost of tuition for this programme must be met by the employer. Where reassessment or retakes are required, the employer will be liable for additional costs.

If your organisation does not pay the levy, please contact the University to discuss funding options.

For more information about levy funding and options for non-levy payers visit

www.brookes.ac.uk/apprenticeships
How to apply/entry requirement

Employment/job role requirements
The apprentice should be employed as a trainee surveyor in a real estate setting. Over the course of their employment, the apprentice should have work-based opportunities which will allow them to successfully complete the apprenticeship.

Academic entry requirements
Apprentices should hold a level 3 qualification in a related subject. For those holding a full level 3 qualification (e.g. 3 A Levels, a BTEC Extended Diploma or Access to HE Diploma) we would typically be looking for candidates to achieve 112 UCAS tariff points.

The University is happy to consider applicants holding an advanced apprenticeship in a relevant subject area or other professionally relevant qualifications at level 3 or above. Work-based experience will also be considered.

If an apprentice does not hold level 2 English and Maths qualifications prior to the start of the apprenticeship programme, they must complete it during the first year of the programme. An initial assessment will be conducted to ensure the apprentice is well equipped to complete the programme. An alternative programme may be recommended if the candidate would benefit from completing some further study at level 2 or 3 before joining the apprenticeship. If an apprentice holds any relevant qualifications in a related subject at level 4 or above this will be taken in to consideration and modular exemptions will be applied as appropriate.

How to apply
Employers should contact the University Apprenticeship team. The University will conduct an initial assessment to ensure the apprenticeship will be suitable for proposed candidates and will meet the employer’s requirements.

When contracts, including the commitment statement, have been agreed, the University will complete the sign up process with the employer and apprentice. For more information visit www.brookes.ac.uk/apprenticeships

The employer role
Supporting 20% off the job training
Apprentices are required to spend 20% of their contracted hours off the job engaged in training, assessment or associated activities. Apprentices are typically employed on a contract of at least 30 hours, so should have time for off the job training for an average of 6 hours per week. Off the job hours can be delivered in blocks or weighted differently at different times of the year.

Employment rules
An apprenticeship lasts for the duration of the apprenticeship training. The minimum duration is a year and a week. You should have an apprentice agreement in place with the apprentice. You will also need to comply with ESFA rules about apprentice wages as set out in the Apprenticeship funding: rules and guidance for employers. (www.gov.uk/government/uploads/system/uploads/attachment_data/file/605004/EMPLOYER_RULES_V2_FINAL.pdf)
Requirements specific to this Apprenticeship

The employer is required to support the apprentice throughout their training and development; conduct reviews to monitor progress and determine when the apprentice is competent and ready to attempt the end-point assessment.

The employer will be asked to allocate a supervisor or mentor to take part in monitoring meetings every three months. The employer may need to allocate a work-based supervisor who is a full member of RICS to support the apprentice to prepare for the APC. The employer must also allow the apprentice to complete the CPD requirements necessary for the successful completion of the APC.

Recruiting an apprentice

Apprenticeships are open to your new or current staff. There are no age restrictions, and apprenticeships are open to those who already have a degree, as long as the apprenticeship will help the individual to develop new competencies and behaviours in a specific job role.

New vacancies can be promoted via the Governments recruit and apprentice site. More information is available about this service on their website - www.gov.uk/recruit-apprentice.

If you are based in the Oxfordshire Local Enterprise Partnership (LEP) area, the Oxfordshire Apprenticeships team (www.oxfordshirelep.com/content/oxfordshire-apprenticeships) can also offer you help and support. Higher Futures (www.higherfutureshub.co.uk) can provide advice for employers based in the Swindon and Wiltshire LEP area.

If you are looking for apprentices we have an extensive pool of students completing foundation courses at Oxford Brookes, including on our unique Foundation Built Environment course. The university is also working to widen participation and Discover Brookes is identifying potential students from disadvantaged backgrounds. We are able to support the employer in finding an appropriate apprentice.

We recommend the apprentice is employed for at least one month prior to the start of their studies to allow time to familiarise themselves with the business and working life.

For more information

For more information visit: www.brookes.ac.uk/apprenticeships.

We look forward to working with you to ensuring your apprentices achieve their potential and benefit your business.
CONTACT INFORMATION

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SCHOOL OF THE BUILT ENVIRONMENT

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All information is correct at the time of going to print (March 2018).
Please refer to the University’s website for the most up-to-date details.

www.brookes.ac.uk/be