

# apprenticeship FRAMEWORK

## Surveying - Non-statutory (Wales)

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# Surveying - Non-statutory (Wales)

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# Framework summary

## Surveying - Non-statutory

### Surveying

#### Pathways for this framework at level 3 include:

##### Pathway 1: Surveying

**Competence qualifications available to this pathway:**

C1 - Level 3 NVQ Diploma in Surveying, Property and Maintenance

**Knowledge qualifications available to this pathway:**

K1 - BTEC Level 3 Subsidiary Diploma in Construction and the Built Environment ( Surveying)

**Combined qualifications available to this pathway:**

N/A

**This pathway also contains information on:**

- Employee rights and responsibilities
- Essential skills

# Framework information

## Information on the Publishing Authority for this framework:

### Instructus

The Apprenticeship sector for occupations in air conditioning, building services engineering, business and administration, cleaning, customer service, digital/information technology, electro technical, electrical and electronic servicing, enterprise and business support, facilities management, heating and ventilating, housing, human resources and recruitment, industrial relations, leadership and management, marketing and sales (also includes contact centres and third sector), plumbing, property and refrigeration.

Issue number: 2	<b>This framework includes:</b>
Framework ID: FR00952	Level 3
Date this framework is to be reviewed by: 30/08/2013	This framework is for use in: <b>Wales</b>

## Short description

This is a re-developed framework with a new knowledge qualification. The Level 3 Apprenticeship is an entry point to the profession and its aim is to attract new talented people into the sector from a wide range of backgrounds. Surveying offers a diverse range of roles and this apprenticeship covers Building Surveying, General Practice, Maintenance, Valuation and Quantity Surveying.

# Contact information

## Proposer of this framework

This framework is published by Asset Skills on a non-statutory basis prior to the designation of issuing Authorities for Wales

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# Revising a framework

## Contact details

Who is making this revision:

Your organisation:

Your email address:

## Why this framework is being revised

*(No requirement specified)*

## Summary of changes made to this framework

*(No requirement specified)*

## Qualifications removed

*(No requirement specified)*

## Qualifications added

*(No requirement specified)*

## Qualifications that have been extended

*(No requirement specified)*

# Purpose of this framework

## Summary of the purpose of the framework

Surveying is a diverse profession covering a wide range of disciplines. The Royal Institution of Chartered Surveyors (RICS) has described the Surveyors role 'as essentially to measure, value, protect and enhance all the world's physical assets.' This apprenticeship offers an entry route at Level 3 into the profession and concentrates on Property Surveying, covering the disciplines of Building Surveying, Property Valuation and Maintenance, General Practice and Quantity Surveying.

There are 2,500 Chartered Surveyors employed in Wales and a significant percentage are employed in the private sector. This would cover surveying firms, specialist property consultancies, house building companies, property developers, building and civil engineering consultants, retailers, banks, insurance institutions and utilities. There are also opportunities in the public sector which cover local authorities, the Valuation Office Agency, universities, loss adjusters, housing associations and hospital trusts.

While the property sector is experiencing challenges in the recovering economy, there are signs of a general improvement in performance with 20% of employers planning to move into other areas of activity to develop their business within the next 12 months. 11% of establishments reported skill shortages and the skills found particularly lacking were technical, practical or job specific. Despite the economic downturn the Royal Institution of Chartered Surveyors (RICS) believes that there is still a shortage of building surveyors. In a recent survey, 70% of property companies aim to 'grow moderately' but only 17% of companies expected to 'grow rapidly' over the next three years. 18% of companies stated they had spent more time on training compared to the same period last year, 12% stated they have spent more money on training. The majority of respondents (53%) claimed that the level of investment and time spent on training has remained the same. A large proportion of the workforce is over 45 years old, with a small % under 35, indicating the need for replacement demand.

Challenges faced by the property sector companies include:

- Market share - Expanding the business by attracting new clients, while dealing with competition from other businesses
- Legislation - Ensuring that employees are up to date with changes in legislation such as the green agenda and energy efficiency
- Technology - keeping up to date with changes in technology such as energy efficiency

measures and materials

- Investing for future growth as and when economic conditions improve
- Increasing internationalism of the sector which requires knowledge of different cultures and economies and travel outside of the UK

Future competences required by the sector include:

- Addressing legislative changes
- Low carbon – energy efficiency
- The increased internationalism of projects which require a different skill set
- The development of business consultancy skills to manage a wide range of projects and developments and to help the company compete for business

In order to obtain/develop skills in the above areas it is likely that employers within the surveying sector will have to invest time and money in recruitment and training. The apprenticeship will help to bring younger people into the sector and bridge the skills gap.

Employers have been involved in the design of the qualifications in the framework which will develop the critical skills required within the sector. The Framework has also been updated to meet the requirements of the new Specification of Apprenticeships Standards for Wales.

For more information about the state of the sector visit:

<http://www.assetskills.org/Research/LabourMarketInformation/LabourMarket.aspx>

## Aims and objectives of this framework (Wales)

The aim of the apprenticeship is to attract new and talented people into the sector from a wide range of backgrounds.

The objectives are to:

1. attract new people from under-represented groups into the sector helping to fill current and future skills gaps
2. provide an entry route at Level 3, which offers an alternative to HE, but allowing progression to FE/HE
3. provide a flexible route into a career in Surveying and into level 4 jobs and higher, through further education and training, leading to professional status





# Entry conditions for this framework

Employers are looking to attract applicants from a wide range of backgrounds and experience, some of whom may have had experience, paid or unpaid, within the sector. Some of the routes into the Surveying apprenticeship are as follows:

- achieved a Construction and the Built Environment Welsh Baccalaureate
- A levels
- GCSEs
- Foundation ( Level 2) Apprenticeship in Construction or a related area

Applicants will be expected to have basic literacy and numeracy skills on which this apprenticeship will build, be willing to work as part of a team and communicate with a range of sector related professionals. There will be a need to work outdoors and on building sites for some Surveying roles, and there could be work at heights.

Training providers and employers will use initial assessment to ensure that applicants have a fair opportunity to demonstrate their ability and to tailor programmes to meet individual needs, recognising prior qualifications and experience.

## RULES TO AVOID REPEATING QUALIFICATIONS

Processes exist to make sure that applicants with prior knowledge, qualifications and experience are not disadvantaged by having to repeat learning. Training providers and awarding organisations will be able to advise on the current rules for accrediting prior learning and recognising prior experience. Refer to the on and off the job training section for guidance about prior attainment and achievement. In the meantime, this is a short summary:

There are no relaxations or proxies for any qualifications specified in a framework in SASW, however, providers are encouraged to identify additional on-the-job training programmes that customise the learning to the new workplace.

### 1.Essential Skills

- If applicants already have GCSEs in English, Maths and/or Information and Communications Technology (ICT) they still have to do the Essential Skills Wales at the relevant level as these are new qualifications and proxies do not exist.
- Up to the 31 August 2011, if applicants already have achieved Key Skills at the relevant level, they will not have to do the relevant Essential Skills Wales (ESW), however,

apprentices can be encouraged to complete ESW at a higher level if appropriate.

## **2. Knowledge qualifications**

If applicants already have one of the Level 2 KNOWLEDGE qualifications before they started their Apprenticeship, they can count this and do not have to redo the qualification, providing that they have achieved this qualification within five years of applying for the apprenticeship certificate. For example they may have already achieved the KNOWLEDGE element as part of the Welsh Baccalaureate. The hours they spent gaining this qualification will also count towards the minimum hours required for this framework.

## **3. Competence qualifications**

If applicants already have the Level 2 COMPETENCE qualification for the Apprenticeship they do not have to repeat this qualification, however, this qualification must have been achieved within five years of applying for the apprenticeship certificate and they will still have to demonstrate competence in the workplace.

## **4. Prior experience**

Applicants already working in the sector will be able to have their prior experience recognised by the Awarding Organisation and this will count towards the competence and the knowledge qualifications in this framework.

## Level 3

Title for this framework at level 3

### Surveying

#### Pathways for this framework at level 3

Pathway 1:      Surveying

## Level 3, Pathway 1: Surveying

### Description of this pathway

157 credits in total.

### Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Quantity Surveyor Technician	Assisting with the following: measurement and drafting bills of quantities, procurement and the organisation of work programmes.
Building Surveyor Technician	Assisting with the following: assessing the condition of property, monitoring building projects and the organisation of work programmes. Setting out measurement equipment and taking measurements.
General Practice Surveyor Technician	Assisting with the following: assessing the condition of property, processing property agreements such as rentals, acquisitions and disposals, and property management. Setting out measurement equipment and taking measurements.
Maintenance Surveyor Technician	Assisting with the following: assessing the condition of property, planning, implementing and monitoring maintenance schedules and works.
Valuation Surveyor Technician	Assisting with the valuation of organisations' properties for various purposes such as taxation/investment, rental income or re-development. Also assessing the market value of properties for lending purposes. Involvement with dispute resolution.

# Qualifications

## Competence qualifications available to this pathway

C1 - Level 3 NVQ Diploma in Surveying, Property and Maintenance						
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value	Total qualification time
C1a	600/0726/6	Edexcel	85	250		

## Knowledge qualifications available to this pathway

K1 - BTEC Level 3 Subsidiary Diploma in Construction and the Built Environment ( Surveying)						
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value	Total qualification time
K1a	000/0000/0	Edexcel	60	360	40 - 140	

## **Combined qualifications available to this pathway**

N/A

## **Relationship between competence and knowledge qualifications**

K1a provides background knowledge and underpins knowledge for C1a



# Transferable skills (Wales)

## Essential skills (Wales)

Subject	Minimum Level
Communication	N/A
Application of numbers	N/A
ICT/Digital literacy	N/A

For a full list of available proxies for starts on or after 14th October 2016 please see section 35 of the current [SASW](#).

## Progression routes into and from this pathway

### Progression into this Level 3 Advanced Apprenticeship

Applicants will come from a variety of routes which may include any of the following:

- previous experience in the sector
- level 2 Foundation Apprenticeship in Construction or a related sector
- 14 - 19 Welsh Baccalaureate in Construction and the Built Environment
- A levels and/or GCSEs

### Progression from this Advanced Apprenticeship

- level 6 NVQ Diploma in Surveying, Property & Maintenance
- HNC and Foundation Degrees in Building Surveying, Estate/Property Management/Residential Surveying/ Construction
- membership of professional organisations

At the start of the apprenticeship, or on completion, apprentices can apply for Associate RICS membership, which recognises knowledge and skills developed in the workplace over a minimum period of two years.

There are a number of professional organisations who recognise skills and knowledge gained through an apprenticeship. The apprentice will learn about the range of professional organisations by completing the Employment Rights and Responsibilities Workbook.

For further information about FE/HE courses in Surveying visit: <http://www.assetskills.org/HigherEducation/HigherEducationHome.aspx>

For further information about careers in Surveying visit : <http://www.assetskills.org/CareersandTraining/CareersHome.aspx>

For further information about AssocRICS visit: <http://associate.rics.org/uk-home11/how-to-qualify>

### UCAS points for this pathway:

*(No requirement specified)*

# Employee rights and responsibilities

All Apprentices MUST receive an induction to the workplace and to the Apprenticeship programme.

ERR will be delivered through a workbook which will ensure that the Apprentice knows and understands each of the nine national outcomes for ERR as follows:

1. the range of employer and employee statutory rights and responsibilities under employment law and that employment rights can be affected by other legislation as well. This should cover the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and health and safety, together with the duties of employers.
2. procedures and documentation which recognises and protects their relationship with their employer, including health and safety and equality and diversity training as part of the apprenticeship.
3. the range of sources and information and advice available to them on their employment rights and responsibilities, including Access to Work and Additional Learning Support
4. the role played by their occupation in their organisation and industry.
5. has an informed view of the types of career pathways that are open to them.
6. the types of representative bodies and understands their relevance to their industry and organisation and the main roles and responsibilities.
7. where and how to get information and advice on their industry, occupation, training and career.
8. can describe and work within their organisation's principles and codes of practice.
9. can recognise and form a view on issues of public concern that affect their organisation and industry.

## RECOGNITION OF ERR:

Asset Skills has developed an ERR workbook which meets the above nine requirements. This workbook is mandatory and it is intended to be completed during induction. The workbook must be assessed and must be signed off by the apprentice, the training provider and the employer. The workbook must be retained in the apprentice's portfolio for quality assurance purposes. The sign off sheet, back page of the workbook, must be submitted to the certification authority in order to obtain the final apprenticeship certificate.

The workbook can be downloaded at

:[http://www.assetskills.org/QualificationsAndStandards/Apprenticeships/Surveying\\_Apprenticeship\\_Information.aspx](http://www.assetskills.org/QualificationsAndStandards/Apprenticeships/Surveying_Apprenticeship_Information.aspx)



# Additional employer requirements

*(No requirement specified)*

*The remaining sections apply to all levels and pathways within this framework.*

## How equality and diversity will be met

Within the Surveying sector in Wales 97% of Chartered Surveyors are male and 3% female. 99% are classed as white and 4% have a disability. In terms of age, figures suggest there is a dearth of young people in the sector under the age of 35. These figures would indicate that females, young people, BMEs and disabled are under-represented in the sector.

Likely reasons for these imbalances include:

- A general lack of knowledge amongst the population about the breadth and variety of job roles within Surveying
- A perception that Surveying is a construction related industry when in fact there are a variety of job roles
- That you need to have a degree in order to become a Surveyor
- Lack of knowledge about accessing the profession

Asset Skills is taking the following steps to address diversity issues in the workforce:

- Raising awareness in schools about Surveying as a career through job profiles cards and career progression pathway information
- Teaching resources for schools
- Use of non stereotypical images on the careers website and materials
- Case studies for the property sector which present under-represented groups as an important part of the property workforce
- Working with Women in Property to promote Surveying as a career
- Working with the Royal Institution of Chartered Surveyors (RICS) to promote the new Associate qualification ( see below)

In addition to the above RICS has been actively involved in making the profession more diverse and open to people from low to middle income families. The new Associate qualification ( AssocRICS) which recognises the skills and knowledge gained within the competency qualification is seen as a driver of increased social mobility into the profession. Therefore this apprenticeship is seen as a vital route to encourage, and facilitate, a greater diversity of individuals into the industry, therefore entry conditions to this framework are extremely flexible.

Training providers and employers MUST comply with the Equality Act 2010 to ensure that applicants are not discriminated against in terms of entry to and promotion within, the Industry, using the 8 protected characteristics of :

1. Age
2. Disability
3. Gender
4. Gender reassignment
5. Marriage and civil partnerships
6. Pregnancy and maternity
7. Race
8. Religion and Belief
9. Sexual orientation

Asset Skills will monitor take up and achievement of all Apprenticeships through its Property Employer Group and continue to take steps to address any barriers to take up and achievement as part of our Sector Qualifications Strategy.

# On and off the job training (Wales)

## Summary of on- and off-the-job training

Job roles within Surveying require a through level of technical competency and knowledge, which will be undertaken through work-based training practice and experience.

The total number of hours for this apprenticeship is: 450

These figures include training time for the competency qualification, Essential Skills Wales , ERR induction and hours for mentoring/progress reviews. It is envisaged that the framework will take 24 months to complete.

In Wales there is an additional facility to recognise prior achievement of both knowledge and skills. The balance of recognition will be based on the training providers initial assessment

Training hours delivered under an apprenticeship agreement may vary depending on the previous experience and attainment of the apprentice. The amount of off and on-the-job training required to complete the apprenticeship under the apprenticeship agreement may then be reduced accordingly, provided the total number of hours for this framework can be verified for apprenticeship certification. ( see below for more details). The time limit for previous attainment has been set at three years prior to applying for apprenticeship certification.

## Off-the-job training

Off-the-job training is defined as time for learning activities away from normal work duties.

Off-the-job training may include any activity where an apprentice receives any form of instruction, tuition, assessment or progress reviews. For illustration (but not exclusively) private study, coaching, mentoring, e-learning, distance learning or classroom training may count as off-the-job training, provided it is carried out during paid work time.

For this framework the amount of off-the-job training is **250** which includes training for the



knowledge qualification and Essential Skills Wales.

## How this requirement will be met

Off-the-job training needs to:

- be planned, reviewed and evaluated jointly between the apprentice and tutor, mentor or manager
- allow access as and when required by and apprentice either to a tutor, teacher, mentor or manager
- be delivered during contracted working hours
- be delivered through one or more of the following methods listed above

Off-the-job training must be formally recorded, either in a diary, workbook, portfolio, or be verified by attendance records.

Evidence for off-the-job training will include:

- BTEC Level 3 Subsidiary Diploma in Construction and the Built Environment ( Surveying)
- Essential Skills Wales Certificates
- ERR Workbook sign off sheet

## Previous attainment

Where a learner enters an apprenticeship agreement having previously attained parts or all of the relevant qualifications, this prior learning needs to be recognised using either QCF credit transfer for achievements within the QCF; or through recording or exemptions for certificated learning outside of the QCF, for example Principal Learning qualifications. For apprentices who have already achieved the relevant qualifications, they must have been certificated within three years of applying for the Apprenticeship Certificate.

## Previous experience

Where a learner enters an apprenticeship agreement with previous work-related experience, this prior learning needs to be recognized ( see QCF Guidance on Claiming credit for further details). To count towards apprenticeship certification, previous experience must be recorded using the appropriate Awarding Organisation's "QCF recognition of Prior Learning" procedures and the hours recorded may then count towards the off-the-job hours required to complete the apprenticeship.

## On-the-job training

On-the-job training is defined as skills, knowledge and competence gained within normal work duties.

For this framework the amount of on-the-job training is **200**

Examples of on-the job training could include:

- coaching and mentoring
- job shadowing
- company updates on policy and procedures
- instructions, briefings and guidance given whilst on-the-job
- workplace observations

## How this requirement will be met

On-the-job training needs to be:

- planned, reviewed and evaluated jointly between the apprentice and tutor, mentor or manager
- allow access as and when required by and apprentice either to a tutor, teacher, mentor or manager
- delivered during contracted working hours
- formally recorded, either in a diary, workbook, portfolio, or be verified by attendance records.

Evidence for on-the-job training will include:

- Level 3 NVQ Diploma in Surveying, Property & Maintenance
- ERR checklist sign off sheet

## Previous attainment and experience

Where a learner enters an apprenticeship agreement having previously attained or acquired

the appropriate competencies this prior learning needs to be recognised and documented using the relevant QCF credit transfer, QCF exemption or Recognition of Prior Learning (RPL) procedures ( same as off-the-job above). The amount of on-the-job training required to complete the apprenticeship under the apprenticeship agreement may then be reduced accordingly, provided the number of on-the-job hours for this framework can be verified for apprenticeship certification.

# Essential employability skills (Wales)

## Essential employability skills

*(No requirement specified)*

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