

# apprenticeship FRAMEWORK

## Surveying (Wales)

### IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

Modifications to SASW came into effect on 14 October 2016. These changes relate to the **Essential Skills and Employer Rights and Responsibilities** requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 14th October. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

For more details of the changes and how they will affect new apprenticeship starts, please read the following preface page to the framework document. NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

### Latest framework version?

For any previous versions of this framework: [www.acwcerts.co.uk/framework\\_library](http://www.acwcerts.co.uk/framework_library)

Issue date: 19 February 2018

Published By

Instructus

Apprenticeship Certification  
Wales

<https://acwcerts.co.uk/web/>

Document Status:

Issued

# Surveying (Wales)

## Contents

Framework summary.....	3
Framework information.....	4
Contact information.....	5
Revising a framework.....	6
Purpose of the framework.....	7
Entry conditions.....	9
Level 3: Surveying.....	11
Pathway 1: Surveying.....	12
Equality and diversity.....	22
On and off the job training.....	24
Essential employability skills.....	27

# Framework information

## Information on the Issuing 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: 4	<b>This framework includes:</b>
Framework ID: FR04126	Level 2 <input type="checkbox"/> Level 3 <input checked="" type="checkbox"/> Level 4-7 <input type="checkbox"/>
Date this framework is to be reviewed by: 31/01/2023	<b>This framework is for use in: Wales</b>

## Short description

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

[Instructus Skills on behalf of employers in the sector including the Chartered Surveyors Training Trust and Coleg y Cymoedd.]

## Developer of this framework

Name: [Tony Beecher]

Organisation: [Instructus Skills (formerly Skills CfA and Asset Skills)]

Organisation Type: [Sector Skills Council]

Job Title: [Standards and Portfolio Manager]

Phone: [01536 738 631]

Email: [skills@instructus.org]

Postal address: [Unit 3, Cherry Hall Road  
North Kettering Business Park  
Kettering, NN14 1UE]

Website: [www.instructus-skills.org]

## Issuing Authority's contact details

Issued by: [Instructus]

Issuer contact name: [Damian Brown]

Issuer contact phone: [01536 738 631]

Issuer Email: [[skills@instructus.org](mailto:skills@instructus.org)]

## Contact Details

Who is making this revision | Jaz Sembhi

Your organisation | Instructus Skills

Your email address: | skills@instructus.org

# Revising a framework

## Why this framework is being revised

| Qualifications have been reviewed to ensure they are current and valid.

## Summary of changes made to this framework

| Qualifications have been reviewed to ensure they are current and valid

## Qualifications removed

| N/A

## Qualifications added

| N/A

## Qualifications that have been extended

| N/A

# 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 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 percentage 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 business
- 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 (February 2018).

For more information about the state of the sector visit:

<https://www.instructus.org/>

## **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.

## **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 Bacculaureate. 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 the 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
C1a	600/0726/6	Edexcel	85	250	X
C1b	600/9051/0	ABBE	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
K1a	500/7140/3	Edexcel	60	360	40-140

## Combined qualifications available to this pathway

N/A

---

## Relationship between competence and knowledge qualifications

The knowledge qualification underpins and provides a greater depth of knowledge to complement the competency qualification.



# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?**    **YES**        **NO**   

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?**    **YES**        **NO**

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

### Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES**  **NO**

### Digital Literacy (ICT)

**Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).**

For the current **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement?** **YES**  **NO**

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

# 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 GCSE's

## Progression from this Advanced Apprenticeship

- level 6 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 and careers in Surveying visit:

---

<https://www.instructus.org>

**UCAS points for this pathway:**

*(No requirement specified)*

# Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework?   **YES**      **NO**  

## Delivery and assessment

[Framework Developer to complete with relevant info ]

|

---

|

*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

Instructus 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

Instructus 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 (February 2018). |

# On and off the job training

## 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
- ERW Workbook sign off sheet or Agored qualification certificate

### **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 Regulatory Qualification credit transfer for achievements within the Regulatory Qualification; or through recording or exemptions for certificated learning outside of the Regulatory Qualification, 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 Regulatory Qualification Guidance on Claiming credit for further details). To count towards apprenticeship certification, previous experience must be recorded using the appropriate Awarding Organisation's "Regulatory Qualification 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 Diploma in Surveying, Property & Maintenance
- ERR workbook sign off sheet or Agored qualification certificate

### **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 Regulatory Qualification credit transfer, Regulatory Qualification 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. |

# Wider key skills assessment and recognition

While Wider Key Skills are not a **mandatory** part of the framework, training providers are encouraged to provide apprentices the opportunity to achieve them.

For this framework, there are natural opportunities for Wider Key Skills to be embedded within the mandatory units of the following qualifications:

[Enter Qualification Names]
-----------------------------

## Improving own learning and performance

[Give examples - signpost to specific units in framework qualifications that would meet these requirements]

## Working with others

[Give examples - signpost to specific units in framework qualifications that would meet these requirements]

## Problem solving

[Give examples - signpost to specific units in framework qualifications that would meet these requirements]

# apprenticeship FRAMEWORK

For more information visit-  
[www.acwcerts.co.uk/framework\\_library](http://www.acwcerts.co.uk/framework_library)