



## Apprenticeship in Residential Property Letting and Management Level 2 & 3

### Objective

This Apprenticeship has been developed to enable those working in lettings negotiation, property management, marketing or junior management in a residential lettings environment to take a qualification which not only recognises their current skills and knowledge but gives them an opportunity to develop them further.

In order to take the qualification, apprentices must already be working in a residential lettings environment. It is suitable for those with limited experience, to prepare them for working in this sector, or for more experienced workers to recognise their existing abilities.

By taking the qualification apprentices will be able to operate more effectively, having been assessed on their ability to work in a professional manner, to negotiate lettings and to understand the legislation which underpins residential lettings, amongst others. For employers with staff qualified through this qualification it will enable them to be confident in their staff's ability to work to industry best practice through holding a nationally recognised qualification.

### Who will benefit?

People who are new to the estate agent or letting agent role or ambitious estate agents and property professionals looking to boost their professional qualifications.

### Outcomes

The Residential Property Letting and Management qualification will benefit your business by enabling apprentices to meet many objectives; listed below are just a few examples:

- Understand the legislation, guidelines, codes of practice and statutory information requirements which need to be adhered to in a lettings environment.
- Maintain their own security, plus that of colleagues, customers and property, covering both personal property and properties available through the organisation. Identifying possible risks to security and applying appropriate security procedures at all times both in the office and when offsite at properties.
- Progressing enquiries about services associated with residential property letting.
- Developing and maintaining marketing materials designed to promote properties. The displays can include window displays, wall mounted displays, websites and boards.
- Organising and undertaking market appraisals of customers property for letting purposes.
- Making appropriate arrangements for viewings and seeking and responding to feedback as a result of viewings.
- Conduct accompanied viewings of properties.
- Progress applications to rent property.

### Timescale

The timescale for this Apprenticeships 12 months for Level 2 & 18 months for Level 3.

**\* Learners must be over the age of 16**

If you would like further information please contact TACS Ltd on **0191 587 8145** or email [malcolm@tacstraining.co.uk](mailto:malcolm@tacstraining.co.uk)