

Senior Housing & Property Management Assistant Standard Route - Level 4

LEARNING JOURNEY

Unit 1 - Organisation Background Information & Business Planning

This focuses on:
The principles, values and standards of the organisation, performance management strategies and interpreting the organisations business plan.



Unit 2 – Organisation Policies

This focuses on:
A range of organisational policies and the drivers for implementation, the importance of ethics & ethical practice and employee code of conduct.

Unit 3 - The History of Housing (context)

This focuses on:
Changes in tenures in the UK over the last 100 years and the major events and policies that contribute to this.



Unit 4 – Legislation & Regulation (Part I)

This focuses on:
Types of law including public and private law, land law and the UK legal system

Unit 5 – Project Planning

This focuses on:
How to plan the project report and the importance of completing the diary project



Unit 6 - Customers & Stakeholders

This focuses on:
Knowing the differences between customers and stakeholders and identifying both and looking at leadership styles and how it is applied in practice.

Unit 7 – Legislation & Regulation 2

This focuses on:
Housing policy and legislation and how it impacts national and local housing as well as how they influence the organisations policies and practices.



Unit 8 – Project Report Writing

This focuses on:
How to write and reflect on the project report.

Unit 9 – Legislation & Regulation 3

This focuses on:
Lettings including legislation that governs the sector, required documentation and health and safety compliance



Unit 10 – Professional Development & Leadership

This focuses on:
The importance of continued professional development, goal setting and developing the skills, knowledge and behaviours needed for a housing professional.

Unit 11 – Assets, Repairs & Neighbourhood Management

This focuses on:
Repairs and maintenance within the housing sector, client / contractor roles and asset management programmes



Unit 12 to 18 – Gateway & End Point Assessment Preparation

This focuses on preparing you for End Point Assessment ensuring the project is complete and progressing through Gateway