

Guide for

Apprentices

National Auctioneering and Property Services Apprenticeship

What You Need To Know About Becoming an Apprentice

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Visit **www.auctioneeringapprenticeship.ie** to find out more



1. What is the Auctioneering and Property Services Apprenticeship?

The Auctioneering and Property Services Apprenticeship launched in September 2018 is a new pathway to a career in Auctioneering, Estate Agency, Property Management and Property Letting, where apprentices are mentored by industry through a two-year, work-based learning programme.

Learning will take place in the company where apprentices work four days a week with a registered employer and study one day a week in the academic year with a local college on a two-year fixed term employment contract.

The apprentice will learn the practical aspects of the job. The employer will support the apprentice with regular one to one personal development sessions with their assigned industry mentor.

Upon successful completion of the two-year programme the apprentice will have the advantage of an academic qualification, have laid the foundation for further study and be eligible to apply for a Property Services Regulator Authority (PSRA) licence (categories A, B, C and D).



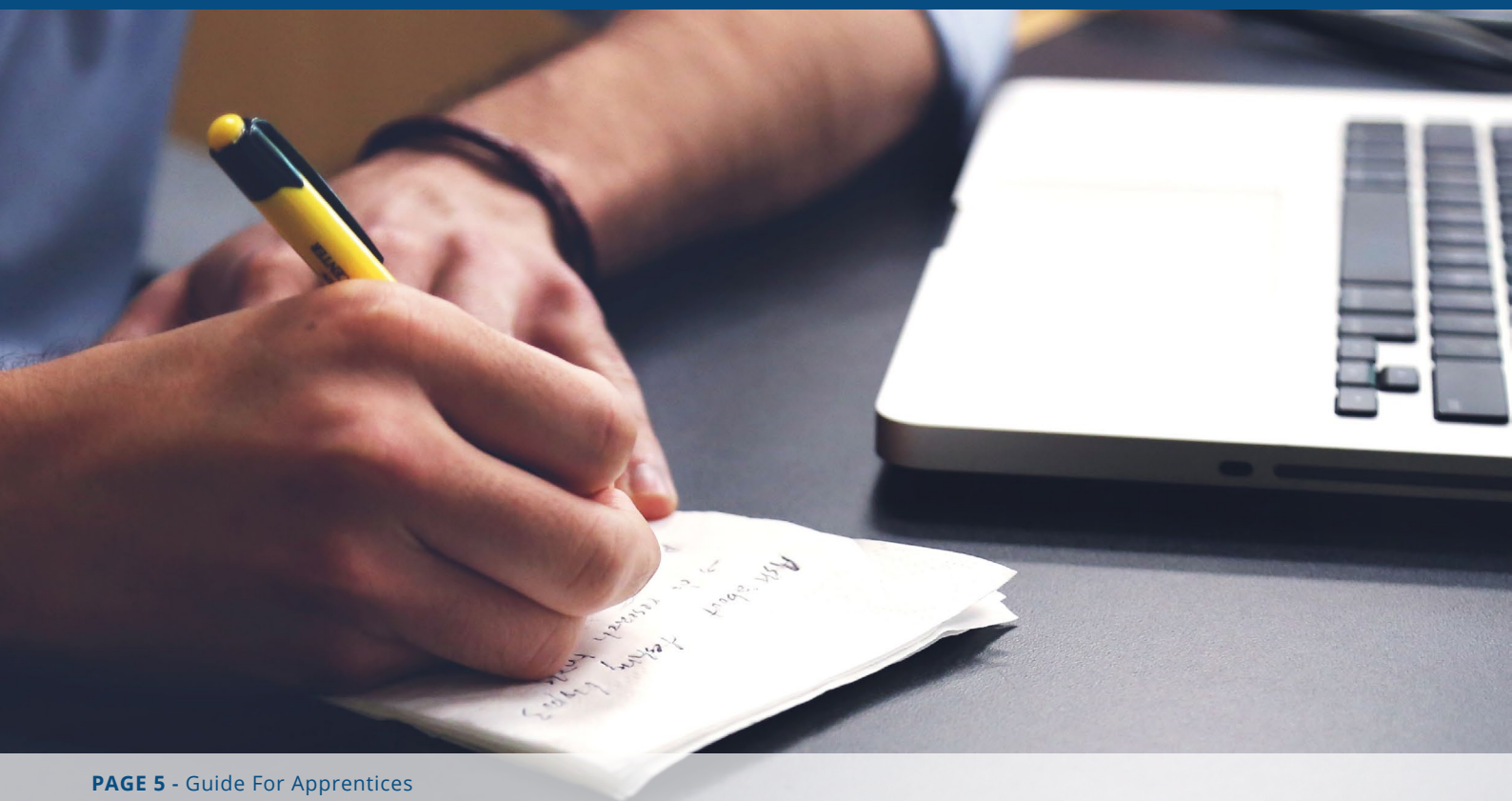
2. Who is it for?

The apprenticeship programme is designed for new entrants and existing employees who want to build a career in the property services industry, from a variety of backgrounds including; school leavers, college students, new graduates, career changers and those already working in the industry all who wish to start a career in auctioneering, estate agency, property management and letting.



3. What does the Apprenticeship involve?

- Apprentices specialise in auctioneering, estate agency, property management and letting.
- Apprentices learn about all areas of the business by completing projects and case studies.
- Academic learning is delivered through a combination of lectures, discussion and group sessions one day a week in two semesters during the academic year.
- Employers support apprenticeships with a structured programme of on-the-job training and development.
- Workplace mentors and supervisors help along the way.
- Apprentices are paid a salary and off-the-job education is government-funded.



4. What is the Programme Structure and Curriculum?

The programme starts in September and finishes in May every year. Apprentices attend college one day a week during this period ensuring minimum disruption to the workplace. They also attend college for a week induction at the start of the programme.

The induction module provides the apprentice with the foundation skills in relation to studying, academic writing, time management and completing assignments.

The content is extremely practical and relevant to the workplace. Most assessments are based on addressing real life opportunities and challenges in the apprentice's workplace. The apprentice is encouraged to share learning throughout the organisation.



Programme Structure

Four days per week on-the-job training and one day per week in college during the academic year.

YEAR 1

Estate Agency Skills

Estate Agency Practice

Marketing & Customer Service

Valuations 1

Valuations 2

Law for Property Services 1

Property Management 1

ICT for Property Services

Professional Development

YEAR 2

Sales & Marketing

Building Construction 1

Building Construction 2

Law for Property Services 2

Economics for Property Services

Property Management 2

Professional Management Capstone

Qualifications

Advanced Certificate Award in Auctioneering and Property Services (QQI Level 6).

Upon successful completion of the two-year programme the apprentice will be eligible to apply for a Property Services Regulatory Authority (PSRA) licence (categories A, B, C and D).

Year 1

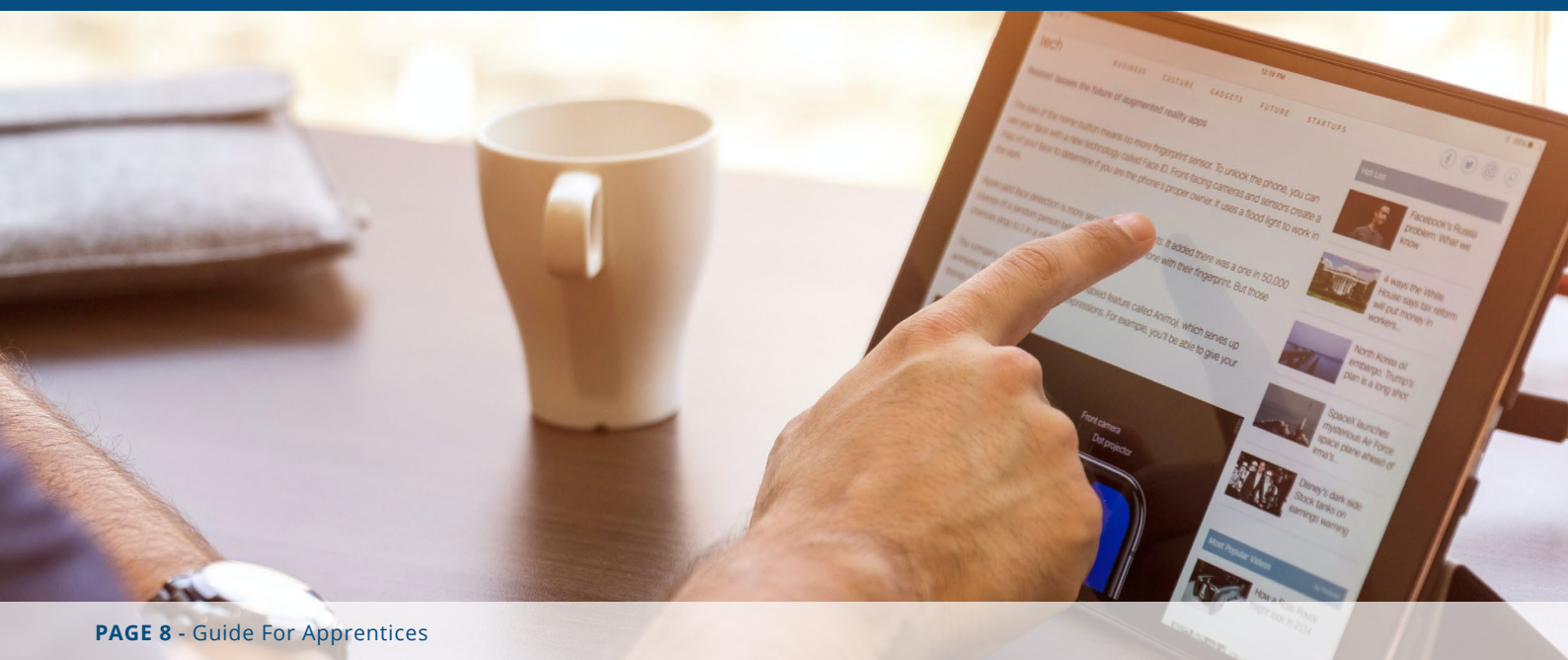
Year 1 introduces the apprentice to the core modules of estate agency, valuations, property management, law, professional development, and marketing as required for a Property Services Regulatory Authority (PSRA) licence. Learners will also complete a module in ICT. This module will equip the learner with a practical skill to demonstrate and utilise in his/her workplace environment.

Year 2

Year 2 seeks to build on the learning in law, property management and marketing while introducing the apprentice to economics and building construction.

Learning in the workplace is further enhanced by a Professional Management Capstone module which allows the apprentice to draw on all learning over the duration of the apprenticeship in all modules allowing the apprentice to demonstrate that his/her skills and knowledge are up to a professional standard. It also includes a section on communication skills.

This programme provides a link between the knowledge and skills gained during academic study and the world of work; offers an integrated overview of the key areas of learning at the end of a programme and allow the apprentice to practice skills needed in their professional working life.



5. What are the Entry Requirements?

Minimum of 5 Passes (O6/H7) in Leaving Certificate or equivalent.

OR

Full QQI (level 5 or 6) Business award or equivalent.

OR

Those seeking to use experiential learning to access the programme through a structured interview process. Contact the college for details.

6. What are the Costs?

None - SOLAS the State Body with the responsibility for funding, planning and co-ordinating Further Education and Training provide funding for the programme which ensures there is no registration fee for apprentices and employers.

7. What do Apprentices get Paid?

We encourage employers to pay a salary that they consider reasonable and reflects the level of work and study undertaken and that will attract the best candidates to apply for their vacancy.

Current guidelines from our Industry Steering Group state payment to an apprentice should correspond with the salary for entry level positions* within the industry with no deduction for the day release to attend college. This can range from €20,000 to €22,000 plus per annum depending upon working hours and geographical location.

8. When is the next Intake?

The Applications open in January each year with the programme commencing in September of that year in Dublin, Cork, and Galway.

9. What do I need to do before deciding to apply for this Apprenticeship?

You need to ask yourself the following key questions before applying for the programme:

a) Do I meet the minimum entry requirements?

See section 5. above. An offer of a place on this apprenticeship programme is contingent on the applicant meeting the entry requirements, eligibility interview and being offered an apprenticeship contract by a registered employer following an interview process.

b) What do I know about the Property Services sector in Ireland?

Prepare yourself by researching the market and understanding the challenges facing the sector. Do I understand the role of a Licensed Property Services Provider and the day to day duties conducted in the office? Do I want a career in this sector?

Typical tasks / Responsibilities:

- The Licensed Property Services Provider values residential and commercial property and land for the purposes of sale, probate, family law, development or government initiatives.
- He / She negotiates the sale of residential, commercial property and land either by private treat or by auction tender.
- He / She lets residential, commercial property and land.
- The Property Services Provider manages residential or commercial property.
- He / She markets residential and commercial property and land for the purpose of sale or letting.

c) Do you enjoy engaging with people and are you comfortable speaking face-to-face and over the phone?

Contact with customers is paramount, you need to be at ease with communicating via various channels in a positive, engaging, energetic and passionate manner with clients, potential clients and members of the public negotiating the buying, selling, letting or managing of property. Am I comfortable with the huge role personal appearance, grooming and dress plays in generating trust and confidence among clients and colleagues? You need to be punctual, reliable, diligent and respectful and act with integrity towards clients, peers and colleagues at all times.

d) How would you organise the balance of study and work?

Working full time and studying is never easy, you need to be organised and good at time keeping, working to a tightly scheduled diary, dealing with multiple clients, attending college lectures and completing and submitting assignments. Apprentices are expected to be independent in their approach to study and to read widely around programme material. Weekly time devoted to self-directed private study must be managed effectively so that you can meet deadlines.

e) Can you commit to this programme and an employer for two years?

This is a two-year programme and you need to display a willingness to commit to learn new skills, solve problems and work as part of a team. You need to demonstrate thoroughness and attention to detail in all aspects of the work of a Property Service Provider.



10. How do I become an Apprentice?

Applications for the programme open in January each year.

If you are interested in registering your interest in applying for this apprenticeship, please visit auctioneeringapprenticeship.ie or get in contact with any of the following colleges who offer the programme:

Dublin City

City of Dublin FET College Central Campus Ballsbridge (formerly Ballsbridge College of Further Education) | (01) 668 4806 | apprenticeadmissions@ballsbridge.cdetb.ie |

www.ballsbridgecollege.com/courses/engineering-built-environment/apprenticeship-in-auctioneering-and-property-services/

Cork City

Cork College of FET -Morrison's Island Campus |

(021) 4223807 | apprenticeship@morrisonislandcampus.ie

www.morrisonislandcampus.ie/our-courses/apprenticeships/auctioneering-property-services-apprenticeship/

Athenry, Galway

Athenry, Galway and Roscommon Education and Training Board | apprenticeship@gretb.ie

An offer of a place on this apprenticeship programme is contingent on you meeting the entry requirements, eligibility interview and being offered an apprenticeship contract by a registered employer following an interview process.

You can start looking for an employer and apply directly to licensed Property Service Providers nationwide a list of which is available from the Property Regulator Website <http://www.psr.ie/>

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