



Guide for

Employers

National Auctioneering and Property Services Apprenticeship

What You Need To Know About Hiring an Apprentice

SUPPORTED BY:

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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 are the Benefits to your Business?

There are many benefits for employers as a direct result of hiring an apprentice, ranging from low-cost training to staff retention amongst others:

- Fill your skills gaps with a new talent pool and/or upskill existing employees.
- Fast track to attaining PRSA licence in all four categories.
- Apprentices will develop strong work-based skills i.e. communication, negotiation and organisational skills in addition to technical property services knowledge.
- The programme has been developed in collaboration with the Property Services industry, and will continue to be so, to ensure that it is meeting the needs of the sector both now and into the future.



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 each year 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

Property Management 2

Economics for Property Services

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. Apprentices 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 and marketing while introducing the apprentice to economics and building construction which are also core skills required by the PSRA.

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.

There must be a commitment from you to support the apprentice for the duration of the two-year programme. Employers must release the apprentice so they can attend all classroom-based days (and this counts as workdays as opposed to annual leave/holidays). Travelling costs incurred by the apprentice to and from college are at your discretion as is study leave.

It is requirement of the apprenticeship programme, that all apprentices exit the programme with the same level of experience and understanding of the sector.

In relation to an apprentices whose employer does not provide all four licence type property services, the apprentice will be required to obtain this experience on an independent basis from a licenced property service employer who provides the property service not provided by the employer of the apprentices.

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 your 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 employ an Apprentice?

You need to ask yourself the following key questions before employing an apprentice:

a) Can you recruit and select the apprentice on a two-year fixed full-time permanent contract (including the day off-the-job release) and provide continuity of employment for the apprentice to complete all phases of their two-year apprenticeship programme?

The position is a two-year fixed full-time permanent contract (including the off-the-job release). Your normal contract of employment for the job role together with a Code of Practice for Apprentices outlining your obligations will form the basis of the employment.

This Code of Practice is intended to assist both employers and apprentices to understand their duties and responsibilities relating to the apprenticeship programme. Apprentices and employers must accept this Code of Practice as part of the employer approval and apprentice registration processes.

An Apprentice Code of Practice for employers is available at: **www.apprenticeship.ie/Documents/ApprenticeshipCodeOfPractice.pdf**

b) Can you provide access for the apprentices to the range/type of work that will allow the apprentice to gain the experience and develop the skills across the full range of competencies included in the syllabus?

You are required to facilitate rotation of tasks (or roles) to ensure the apprentice gains an appreciation of the varying roles/types of work within the company (where possible). In circumstances where you do not have the capacity to provide the apprentice with the full range of skills and competencies required by the four categories of the PRSA licence (A, B, C and D), the College will explore with you the possibility of identifying another employer for the temporary transfer of the apprentice for specified skills training and assessment.

Currently the guideline is that apprentices are required to undertake three weeks' work experience in a company or business for licence B and C. In respect of licence A, attendance at auctions and at an online auction information session delivered by PSRA licenced operators is required. In respect of licence D, attendance at an online simulated work environment delivered over five days and directed and overseen by PSRA licenced operators is required.

c) Can you provide the time, facilities and equipment necessary to support the apprentice in respect of both on and off-the-job training at your premises?

Facilities include a desk, PC or portable device within a team environment whilst on-the-job. You are also required to support off-the-job learning by giving the apprentice appropriate time to attend face to face lectures at a local college once a week during the academic year. We also recommend granting additional study leave during exam time. Travelling costs incurred by the apprentice to and from college are at your discretion.

d) Can you provide a qualified or experienced staff member who will mentor and assess the apprentice in the workplace?

You are required to provide a qualified or experienced person within your company with enough professional expertise and authority to support, guide and mentor the apprentice.

The workplace mentor will facilitate the apprentice's learning experience in the workplace through shadowing, coaching, observing and guiding.

A workplace mentor:

- Acts as a role model
- Promotes independence and self-direction in learning
- Manages the apprentice's training needs and motivation
- Provides regular feedback and encouragement
- Maintains records of progress
- Helps the apprentice develop problem solving and general employability skills
- Assesses an apprentice on work-based learning tasks

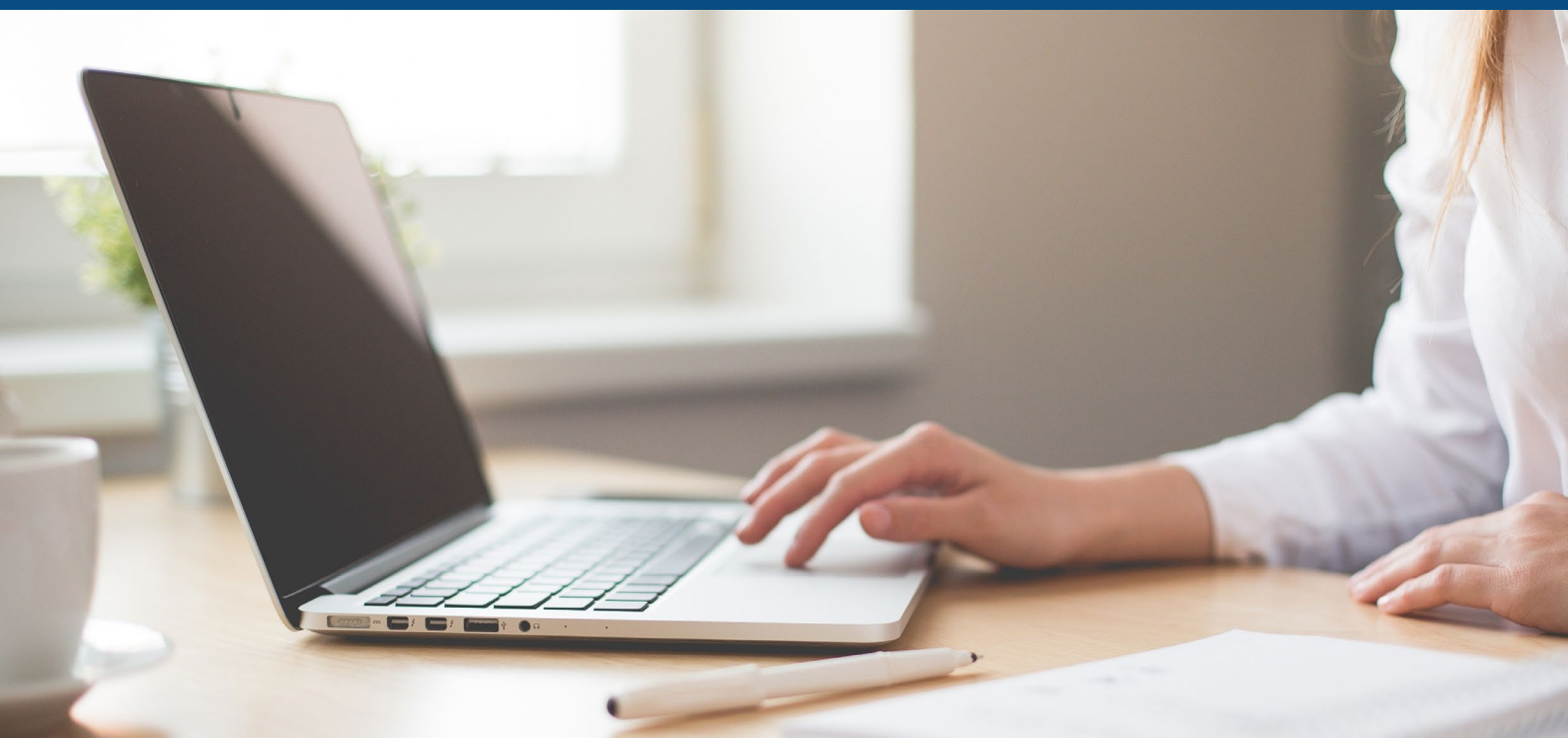
Workplace Mentors will be PSRA licensed Property Service Providers holding a minimum of a Level 6 NFQ award or equivalent which is recognised by the PSRA. Mentors will occupy a role in the workplace that corresponds to a senior practitioner level.

Mentors will be trained to ensure that they understand their responsibility in relation to training and assessing an apprentice on-the-job, to industry and awarding body standard.

SOLAS Registration

Please note as this is a national apprenticeship SOLAS is responsible for approval of an employer's suitability to train apprentices and for registration of apprentices. SOLAS draw on a network of 'Authorised Officers' (AOs) located in the Education and Training Boards (ETBs) around the country to do this.

SOLAS Authorised Officers (AOs) will carry out a site visit to assess your regulatory compliance with the apprenticeship programme. They will be in touch with you to schedule a suitable date and time for this on-site visit. Upon approval, you will be registered as a National Apprenticeship Employer.



10. How do I register my interest to employ an Apprentice?

If you are interested in employing an apprentice please visit auctioneeringapprenticeship.ie or get in contact as soon as possible 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
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
morrisonislandcampus.ie/our-courses/apprenticeships/auctioneering-property-services-apprenticeship/

Athenry, Galway

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

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