

# PROPERTY MAINTENANCE OPERATIVE APPRENTICESHIP STANDARD

**Standard Code ST0171**  
**Course Level 2**  
**Campus to be attended Lincoln**  
**Day Release Yes**  
**Funding Level £14000**  
**Duration 27months including EPA**

## **Course Description**

The broad purpose of the occupation is to conduct the general day-to-day maintenance required to keep a range of properties in a good state of repair. Property maintenance operatives conduct routine maintenance tasks, and minor planned and responsive repair works, using a broad range of fundamental trade skills including carpentry, joinery, plumbing, plastering, brick and block work, external works and associated finishing trades including tiling, painting, and decorating. Operatives use a wide variety of hand and power tools, materials, components, fixtures and fittings, ensuring work that is carried out is compliant with health and safety requirements, and meets building safety regulations and legislation.

## **Off the Job Training**

A key requirement of an Apprenticeship is Off-the-job training. This must make up an average of 6 hours per week of the apprentice's working hours, over the total duration of the apprentice's planned training period. Off-the-job training must be directly relevant to the apprenticeship standard and must take place within the apprentice's normal working hours. The new learning must be documented and reflected on through the Time log on Smart Assessor.

## **Entry Requirements**

The Apprentice will need to be in a relevant role and show a willingness to undertake the knowledge, skills and behaviours required. They will also need to have Level 2 Maths and English (GCSE at Grade 4/C or above or equivalent) or be prepared to attend a block study period for Maths and English if this is required.

Apprentices may be required to attend an interview and undertake relevant skills assessments.

Once they have been accepted on to the programme all apprentices will be required to attend a Lincoln College Induction. Apprentices will require access to a tablet/computer to access Smart Assessor.

## ***Knowledge, Skills and Behaviours***

### **Core Technical Competencies/Skills and Knowledge/Understanding.**

This occupation is found in the construction and built environment sector, where properties across the housing, healthcare, social care, hospitality, education, commercial, leisure, retail, and private and public sectors, require maintenance to keep them in a safe working condition, and to optimise their quality or performance/

A Property Maintenance Operative will use their knowledge and understanding to:

- Support the planning, preparation and delivery of property maintenance tasks in accordance with building safety regulations and legislation.
- Create a safe working environment by implementing the necessary control measures, through the identification, mitigation and reporting of risks and hazards, and in line with health and safety legislation, policies and procedures.
- Access and utilise appropriate work plans, job sheets, specifications, drawings/diagrams, information & data sheets, taking in account factors such as regulatory requirements and legislation, performance and quality criteria, efficiency, sustainability, and the need to reduce waste.
- Select, check, use and maintain tools, equipment, materials, components, compounds and parts appropriate to the task being undertaken, handling, positioning and storing these safely, and clearing away and disposing of waste safely on completion of work, and in accordance with codes of practice.
- Safely isolates electrical, electronic and emergency systems to enable property maintenance operations to be performed around isolated electrical components, and the reporting of faults as required.
- Carry out preventative and corrective maintenance, minor repairs and replacement of components within water, environmental and energy management systems in accordance with current legislation, industry standards and with the manufacturers requirements.
- Use carpentry and joinery skills to complete minor repairs or refurbishment to fixtures within and around properties, such as doors, windows, frames, worktops, ensuring associated fixtures and fittings are selected, installed or repaired, and working correctly.
- Carry out minor plastering repairs using appropriate materials and surface finishing techniques.

- Carry out remedial painting and decorating works to a range of surfaces, ensuring the appropriate and safe use of compounds, materials, tools and access equipment.
- Carry out minor tiling and flooring activities or repairs using a variety of materials, tools, adhesives and sealants.
- Carry out planned, responsive or temporary repairs to buildings and their immediate surroundings to make buildings safe and secure for their occupants or clients.
- Communicate effectively verbally and in writing, using digital technologies to access, identify, record and report information, liaise and coordinate with other team members, and provide customer service to internal and external customers, and respecting others.
- Maintain and develop competence in the property maintenance industry, recognising own levels of competence and when to escalate concerns to others, resisting the pressure to follow unsafe working practices.

### **Assessment**

Before a candidate is offered a place on the Property Maintenance Apprenticeship, both the candidate and the employer will be assessed to make sure they're suitable to undertake the apprenticeship. The apprentice will need to meet academic entry requirements and the employer must be able to offer the apprentice the range of work required to enable the candidate to gather sufficient evidence throughout the course.

Once accepted onto the course, the apprentice will attend college one day per week, term time only. The remainder of the week will be spent with the employer.

The apprentice will be assessed through practical work with their employer and at College.

One to One support from a dedicated work-based assessor will be allocated to the learner for the duration of the programme.

Review of progress and growth targets will be set every 4 – 12 weeks, depending on individual needs.

A full delivery plan will be provided when the apprentice starts on the programme

### **End Point Assessment**

There will be an End Point Assessment (EPA) as the final stage of an Apprenticeship. The Apprentice must demonstrate their learning to an independent end point assessor and the overall grade available is distinction, pass or fail.

#### **Assessment events are:**

- Practical assessment with questions.
- Interview underpinned by a portfolio of evidence.
- Multiple-choice test.

## **Progression**

This apprenticeship provides an ideal entry into the construction industry and supports progression on to various different supervisory roles such as Facilities management. After successful completion of the Level 2 Standard, learners can also easily progress onto Level 3 qualifications in Construction.

## **Fees**

As an Apprentice, you will pay no course fees. However, your employer may have to pay towards your training as well as providing you with a wage. All Apprentices are entitled to the national minimum apprentice wage within their first year of training from their employer, although they can, and often do, pay more. In the second and subsequent years of an Apprenticeship programme, if you are aged 19 or over, the national minimum wage for your age would apply [<https://www.gov.uk/national-minimum-wage-rates>]

If you are an employer and want to find out more information regarding employer contributions and any further costs related to the Apprenticeship programme, please contact our dedicated Apprenticeship team at [employers@lincolncollege.ac.uk](mailto:employers@lincolncollege.ac.uk)

## **Business Benefits**

Employers have designed the Apprenticeship Standards to meet the needs of the sector and industry. Ensuring they include:

- Relevant Knowledge, skills and behaviours ensure that the Standard is relevant to the occupation.
- Widening participation Apprenticeship standards provide opportunities to employees that may not previously have been available.
- Development tools A cost effective way to train your employees to undertake specific roles in your business.
- Return on Investment On average, an apprentice who has completed their course will increase business productivity by £214 per week (CEBR, 2015).

## **Key Contacts**

For further information or to arrange a face to face visit, please contact a member of the Construction Apprenticeships team using the details below;

Cat Coffield  
Apprenticeship Progress Coach  
[ccoffield@lincolncollege.ac.uk](mailto:ccoffield@lincolncollege.ac.uk)  
07580 193570

Jon Cotton  
Learning & Skills Lead (Construction)  
[jcotton@lincolncollege.ac.uk](mailto:jcotton@lincolncollege.ac.uk)  
07580 201418