



Ascentis Level 3 Award and Certificate in
Managing Property and Residential Lettings
Specification

Ofqual Number:	
Award	603/5156/1
Certificate	603/5157/3
Ofqual Start Date:	01/10/2019
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ABOUT ASCENTIS

Ascentis was originally established in 1975 as OCNW, a co-operative scheme between Universities and Colleges of Further Education. Ascentis was the first 'Open College' in the UK and served the needs of its members for over 34 years. Throughout this period, OCNW grew yet maintained its independence in order that it could continue to respond to the requirements of its customers and provide a consistently high standard of service to all centres across the country and in recent years to its increasing cohorts of overseas learners.

In 2009 OCNW became Ascentis - a company limited by guarantee and a registered educational charity.

Ascentis is distinctive and unusual in that it is both:

- **An Awarding Organisation** regulated by the Office of Qualifications and Examinations Regulation (Ofqual, England), Council for the Curriculum, Examinations and Assessment (CCEA, Northern Ireland) and Qualifications Wales

and

- **an Access Validating Agency (AVA)** for 'Access to HE Programmes' licensed by the Quality Assurance Agency for Higher Education (QAA).

Ascentis is therefore able to offer a comprehensive ladder of opportunities to centres and their students, including Foundation Learning, vocational programmes and progressing to QAA recognised Access to HE qualifications. The flexible and adult-friendly ethos of Ascentis has resulted in centres throughout the UK choosing to run its qualifications.

ASCENTIS CONTACT DETAILS

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Company limited by guarantee. Registered in England and Wales No. 6799564. Registered Charity No. 1129180

ASCENTIS LEVEL 3 AWARD AND CERTIFICATE IN MANAGING PROPERTY AND RESIDENTIAL LETTINGS

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ASCENTIS LEVEL 3 AWARD AND CERTIFICATE IN MANAGING PROPERTY AND RESIDENTIAL LETTINGS

Introduction

The Ascentis Level 3 Award and Certificate in Managing Property and Residential Lettings qualifications have been designed to prepare landlords for letting, understanding contracts and tenancy agreements.

There are several features of these qualifications that make it very appropriate for its target learners:

- Verification and certification can be offered throughout the year, allowing maximum flexibility for centres
- Can be delivered either as a classroom-based course or as a blended learning programme
- Assessment is by a multiple-choice test, offered onscreen. This will normally be taken at the end of the course

Aims

The aims of these qualifications are to enable learners:

- 1 To prepare landlords for letting
- 2 To know how to set up and manage a tenancy
- 3 To understand property standards
- 4 To know how to end a tenancy
- 5 To understand contractual relationships and business conduct

Target Group

These qualifications are aimed at a range of learners, including:

- Those who have undertaken some work in this area and wish to develop their skills.
- Those who wish to acquire formal qualifications to enable them to progress within this sector.

Regulation Codes

Ascentis Level 3 Award in Managing Property and Residential Lettings Qualification Number (Ofqual):
603/5156/1

Ascentis Level 3 Certificate in Managing Property and Residential Lettings Qualification Number (Ofqual):
603/5157/3

Rules of Combination

Learners must complete all mandatory units to gain the Ascentis Level 3 Award or Certificate in Managing Property and Residential Lettings.

Ascentis Level 3 Award in Managing Property and Residential Lettings				
Minimum credits: 12				
Group A - Mandatory Units				
Credit (from Group A) Mandatory Units:				
Title	Level	Credit Value	GLH	Unit Code
Preparing Landlords for Letting	3	3	30	R/617/8315
Setting Up and Managing a Tenancy	3	3	30	Y/617/8316
Property Standards	3	3	30	D/617/8317
Ending a Tenancy	3	3	30	H/617/8318

Ascentis Level 3 Certificate in Managing Property and Residential Lettings				
Minimum credits: 14				
Group A - Mandatory Units				
Credit (from Group A) Mandatory Units:				
Title	Level	Credit Value	GLH	Unit Code
Preparing Landlords for Letting	3	3	30	R/617/8315
Setting Up and Managing a Tenancy	3	3	30	Y/617/8316
Property Standards	3	3	30	D/617/8317
Ending a Tenancy	3	3	30	H/617/8318
Contractual Relationship & Business Conduct	3	2	20	D/617/8320

Guided Learning Hours (GLH)

The recommended guided learning hours for the Ascentis Level 3 Award in Managing Property and Residential Lettings qualification is 120 hours.

The recommended guided learning hours for the Ascentis Level 3 Certificate in Managing Property and Residential Lettings qualifications is 140 hours.

Total Qualification Time (TQT)

The total qualification time for the Ascentis Level 3 Award in Managing Property and Residential Lettings qualification is 120 hours.

The total qualification time for the Ascentis Level 3 Certificate in Managing Property and Residential Lettings qualifications is 140 hours.

Time Limit for the Process of Credit Accumulation and Exemptions

Credit accumulation is usually within the life span of the qualification.

Recommended Prior Knowledge, Attainment and/or Experience

No recommended prior learning or experience is required.

Age Range of Qualification

This qualification is suitable for learners 16+.

Opportunities for Progression

Learners may wish to use these qualifications as an element of their continuing professional development.

Centre Recognition

These qualifications can only be offered by centres recognised by Ascentis and approved to run this qualification. Details of the centre recognition and qualification approval process are available from the Ascentis office (tel. 01524 845046) or from the website at www.ascentis.co.uk.

Qualification Approval

If your centre is already a recognised centre, you will need to complete and submit a qualification approval form to deliver this qualification. Details of the qualification approval process are available from the Ascentis office (tel. 01524 845046) or from the website at www.ascentis.co.uk.

Registration

All learners should be registered within 5 working days of the intended e-Assessment date. Registration is via the Ascentis electronic registration portal. Please refer to our Reasonable Adjustment policy for requesting paper-based assessments.

e-Assessment Re-sits

Learners can re-sit an assessment if they do not achieve a pass however should have sufficient time for additional learning.

Classroom-based Assessments

For classroom-based assessments a total of 2 re-sits are permitted, these are free of charge.

e-Invigilated-based Assessments

For e-Invigilated-based assessments a total of 2 re-sits are permitted, there will be a charge for the use of the software for both re-sits per assessment.

Status in England, Wales and Northern Ireland

These qualifications are available in England. They are only offered in English. If you wish to deliver them in any other nation, please contact development@ascentis.co.uk.

Reasonable Adjustments and Special Considerations

In the development of this qualification, Ascentis has made every attempt to ensure that there are no unnecessary barriers to achievement. For learners with particular requirements reasonable adjustments may be made in order that they can have fair assessment and demonstrate attainment. There are also arrangements for special consideration for any learner suffering illness, injury or indisposition. Full details of reasonable adjustments and special considerations are available from the login area of the Ascentis website www.ascentis.co.uk or through contacting the Ascentis office.

Enquiries and Appeals Procedure

Ascentis has an appeals procedure in accordance with the regulatory arrangements in the Ofqual *General Conditions of Recognition*. Full details of this procedure, including how to make an application, are available from the login area of the Ascentis website www.ascentis.co.uk or through contacting the Ascentis office.

Useful Links

Web links and other resources featured in this specification are suggestions only to support the delivery of this qualification and should be implemented at the centre's discretion. The hyperlinks provided were live at the time this specification was last reviewed. Please kindly notify Ascentis if you find a link that is no longer active.

Please note: Ascentis is not responsible for the content of third-party websites and, whilst we check external links regularly, the owners of these sites may remove or amend these documents or web pages at any time.

ASSESSMENT AND VERIFICATION ARRANGEMENTS

Overview

To gain the Ascentis Level 3 Award and Certificate in Managing Property and Residential qualifications all learning outcomes and assessment criteria within the unit must be successfully achieved. The full award consists of 4 units and the full certificate consists of 5 units.

External Assessment

These qualifications are assessed through the completion of an Ascentis devised multiple choice test that is carried out at the completion of the course, available as an e-Assessment.

The grading of this qualification is pass or did not achieve.

Conduct of Assessment

The Award is assessed through four 30-minute e-Assessments consisting of 15 multiple-choice questions per e-Assessment. The learner must pass all four e-Assessments in order to achieve the Award. Assessments will usually be taken together.

The Certificate is assessed through five 30-minute e-Assessments consisting of 15 multiple-choice questions per e-Assessment. The learner must pass all five e-Assessments in order to achieve the Certificate. Assessments will usually be taken together.

Full details of candidate, Examinations Officer and invigilator instructions are available from the login area of the Ascentis website www.ascentis.co.uk or through contacting the Ascentis office.

Note: Dictionaries cannot be used during the assessment.

Quality Assurance Arrangements

As part of ongoing quality assurance arrangements, Ascentis will carry out quality visits to recognised centres using a risk based approach. The focus of quality visits will normally be

- Review of resources; both physical and staffing
- Observation of assessment practice

Further details will be provided prior to a visit taking place.

Ascentis reserve the right to carry out inspections of assessments taking place without prior notice.

The delivery of the knowledge required within this qualification should be carried out by subject specialists and should have a theoretical understanding of managing property and residential lettings.

Results

Classroom-based Assessments

For classroom-based assessments provisional results are provided immediately after the e-Assessment. An hour after the e-Assessment the achievement list report can be run through the Ascentis electronic portal. Learner result slips and certificates will be issued within 10 working days of the e-Assessment.

e-Invigilated-based Assessments

For e-Invigilation-based assessments that have satisfied exam requirements, the confirmation of results and e-Certificates will be available in the Ascentis electronic portal within 5 working days. For any results that require further scrutiny due to potential breach of exam requirements, results will be released once reviewed by the Ascentis Quality Assurance Team. Learner results slips and certificates will be issued within 10 working days of the e-Assessment.

Ascentis will normally process results and issue certificates within 4 weeks of the verification date for paper-based assessments taken as a reasonable adjustment.

Knowledge, Understanding and Skills required of Assessors and Internal Verifiers

Centres must ensure that those delivering and assessing Ascentis qualifications are occupationally knowledgeable and competent within the relevant subject area.

Centres are responsible for ensuring that all staff involved in the delivery of the qualification are appropriately qualified. Ascentis will not be held responsible for any issues that relate to centre staffing which could impact on the successful delivery of our qualifications and invigilation of assessments.

Those delivering the qualification should preferably hold or be working towards a recognised teaching qualification.

Centres are required to ensure that appropriate training and support is in place for staff involved in the delivery and invigilation of Ascentis qualifications.

Ascentis offers free support for centres. Further information on the support that is available can be found on the Ascentis electronic portal or the Ascentis website

UNIT SPECIFICATIONS

Preparing Landlords for Letting Unit Code – R/617/8315

Credit Value of Unit: 3

GLH of Unit: 30

Level of Unit: 3

Learning Outcomes	Assessment Criteria
The learner will be able to:	The learner can:
1. Understand Basic Law of property ownership	1.1 Identify the difference between leasehold and freehold 1.2 Outline the basic obligations of leaseholders and freeholders
2. Understand financial planning for landlords	2.1 Identify the tax liabilities that landlords must plan for 2.2 Outline other costs incurred when renting property 2.3 Identify investment opportunities available to landlords
3. Understand different types of agreements to occupy residential property	3.1 Outline the different types of agreement to occupy in the private rented sector 3.2 Identify the difference between fixed term and periodic tenancies 3.3 Explain the different types of tenancies available
4. Understand how to market and advertise a property to let	4.1 Identify how to conduct market appraisals 4.2 Differentiate between tenant markets 4.3 Distinguish how consumer protection law applies to marketing and advertising property 4.4 Outline procedures for conducting viewings and ensuring safety and security

Indicative Content

Learning Outcome 1 –

AC 1.1 – Basics of leasehold and freehold

AC 1.2 – Ground Rent, management fees, basic Leasehold reform law

Learning Outcome 2 –

AC 2.1 – Income tax, Mortgage Interest Relief, Stamp Duty Land Tax, inheritance tax, capital gains tax

AC 2.2 – Council tax, utilities, repairs, letting agency fees, accountancy fees, insurance

AC 2.3 – Yield calculations, capital growth, serviced accommodation, buying below market value, location trends, HMO

Learning Outcome 3 –

AC 3.1 – AST's, regulated, basic occupiers, licence

AC 3.2 – Contractual Periodic, statutory periodic, statutory protection, maximum fixed term

AC 3.3 – Sole tenancies, joint tenancies, room only agreements, joint and several liability, limited and unlimited guarantees, exclusive possession and common areas

Learning Outcome 4 –

AC 4.1 – Research, comparable rents, knowing your market, presentation

AC 4.2 – Universal Credit/Local Housing Allowance, students, Houses in Multiple Occupation, families, young professionals

AC 4.3 – Competition and Markets Authority guidance, Consumer Rights Act, Estate Agency Act

AC 4.4 – Property security, lone worker policy

UNIT SPECIFICATIONS

Setting Up and Managing a Tenancy Unit Code – Y/617/8316

Credit Value of Unit: 3

GLH of Unit: 30

Level of Unit: 3

Learning Outcomes	Assessment Criteria
The learner will be able to:	The learner can:
1. Understanding the selection and verification of a tenant	1.1 Identify key requirements of the Equality Act 2010 1.2 Identify tenant referencing procedures 1.3 Outline the right to rent requirements
2. Understand how to create a tenancy	2.1 Identify the documents required to set up a tenancy 2.2 Outline the routine actions required when setting up a tenancy 2.3 Explain the requirements under tenancy deposit law
3. Understanding rent transaction	3.1 Explain how to collect rent 3.2 Identify the methods used to review rent 3.3 Identify ways to prevent and manage rent arrears
4. Understand how to renew and make changes to tenancy agreements	4.1 Identify potential changes to a tenancy 4.2 Outline how potential changes to a tenancy are processed

Indicative Content

Learning Outcome 1 –

- AC 1.1 – Direct and Indirect Discrimination, protected characteristics
- AC 1.2 – Employer checks, affordability checks, accommodation checks, credit checks
- AC 1.3 – Documents required, verification, storage, timeframes, change of immigration status

Learning Outcome 2 –

- AC 2.1 – Application Form, holding deposit form, guarantor form, Tenancy Agreement, Deregulation Act 2015 documents, inventory
- AC 2.2 – Check-in, utilities, council tax, welcome pack
- AC 2.3 – Schemes, obligations, documents, penalties

Learning Outcome 3 –

- AC 3.1 – Common law principle of rent in arrears, contract in advance, direct debit, cash, receipts etc.
- AC 3.2 – Section 13, rent review clause, new tenancy agreement
- AC 3.3 – Formal, informal approach, money claims and notice requirements

Learning Outcome 4 –

- AC 4.1 – Change of landlord, change of landlord address, death of landlord, change of joint tenant, surrender, permitted occupiers
- AC 4.2 – Section 1, Section 3, Section 48 of the Landlord and Tenant Act 1985, surrender document, new agreements

UNIT SPECIFICATIONS

Property Standards
Unit Code – D/617/8317

Credit Value of Unit: 3

GLH of Unit: 30

Level of Unit: 3

Learning Outcomes	Assessment Criteria
The learner will be able to:	The learner can:
1. Understand how to prepare a property for let	1.1 Identify how to prepare a property for letting 1.2 List the permissions and building compliance required to let a property 1.3 Identify a landlord's obligations relating to fire safety
2. Understand legislative obligations of landlords and tenants for property standards and repairs	2.1 State a landlord's obligations relating to repairs and maintenance 2.2 Outline health and safety requirements for homes that are let and how these are enforced 2.3 Outline a tenant's obligation relating to repairs and maintenance
3. Understand the procedures for maintenance and repairs	3.1 Explain procedures for routine maintenance and inspections 3.2 Explain the process for arranging repairs to be carried out
4. Understand additional obligations for HMO and licensed property	4.1 Identify property that requires a licence 4.2 List the additional health and safety and management requirements for Houses in Multiple Occupation and properties that require a licence

Indicative Content

Learning Outcome 1 –

AC 1.1 – Presentation, Energy Performance Certificate & Gas Safety Certificate

AC 1.2 – Permission, Planning, Article 4, Building Regulation

AC 1.3 – Smoke alarm and Carbon Monoxide regulations, Regulatory Reform (Fire Safety) Order 2005

Learning Outcome 2 –

AC 2.1 – Section 11 of the Landlord and Tenant Act 1985, Section 4 Defective Premises Act 1972, Home (Fitness for Human Habitation) Act 2018

AC 2.2 – Housing Health and Safety Rating System, Local Authority enforcement, tenant enforcement options

AC 2.3 – Tenant like manner, case law, reporting repairs

Learning Outcome 3 –

AC 3.1 – Decorating, improvements, routine certs i.e., Gas Safety Certificates, electrics, Section 11(6) Landlord and Tenant Act 1985, quiet enjoyment, routine inspections, insurance requirements, reporting and recording inspections

AC 3.2 – Agreement of responsibility, identification on contractor, funds, payment, timescales, priorities, risk, safety

Learning Outcome 4 –

AC 4.1 – Mandatory, additional and selective licensing

AC 4.2 – Houses in Multiple Occupation management regulations, Council Tax liabilities, utilities, licence conditions, management standards

UNIT SPECIFICATIONS

Ending a Tenancy
Unit Code – H/617/8318

Credit Value of Unit: 3

GLH of Unit: 30

Level of Unit: 3

Learning Outcomes	Assessment Criteria
The learner will be able to:	The learner can:
1. Know how a tenant can end a tenancy	1.1 Explain how a tenant can provide notice to quit
	1.2 Explain the impact when a tenant abandons a property
	1.3 Describe routine actions at the end of tenancy
2. Understand how a landlord ends a tenancy	2.1 Identify the legislation on notice requirements
	2.2 Explain the correct service of notice
3. Understand the legal process for obtaining possession	3.1 Outline how to apply to court for a possession order
	3.2 Explain the role of the Bailiff
4. Understand how landlords can avoid harassment and illegal eviction	4.1 Outline the legislation which underpins harassment and illegal eviction
	4.2 Explain how landlords should avoid harassment and illegal eviction

Indicative Content

Learning Outcome 1 –

- AC 1.1 – Notice to Quit requirements, how to serve, when to serve
- AC 1.2 – Ending a tenancy without a court order, evidence gathering
- AC 1.3 – Change of utilities, settle deposit, check out report, notify Council Tax

Learning Outcome 2 –

- AC 2.1 – Section 21, Section 8, grounds for possession
- AC 2.2 – How to serve notice, certificate of service

Learning Outcome 3 –

- AC 3.1 – Standard route, accelerated route, costs, timescales, process
- AC 3.2 – N325 court form, costs, timescales, High Court Enforcement Officers, securing the property

Learning Outcome 4 –

- AC 4.1 – Protection from Eviction Act 1977 definition, criminal and civil law
- AC 4.2 – Examples of harassment and illegal eviction, case law, torts, interference with goods act, contract law

UNIT SPECIFICATIONS

Contractual Relationship and Business Conduct
Unit Code – D/617/8320

Credit Value of Unit: 2

GLH of Unit: 20

Level of Unit: 3

Learning Outcomes	Assessment Criteria
The learner will be able to:	The learner can:
1. Understand the law of agency	1.1 Explain terms of business and contracts 1.2 Outline legislation that impacts on agency contracts
2. Understand the requirement of data protection legislations	2.1 Identify procedures to enable compliance with data protection legislation 2.2 Explain the impact General Data Protection Regulations and the Data Protection Act 2018 on landlord and tenant clients
3. Understand the legal obligations placed on small to medium enterprises	3.1 Outline requirements for health and safety and insurance 3.2 Explain due diligence and sound financial planning

Indicative Content

Learning Outcome 1 –

AC 1.1 – Service levels, key terms in business contracts, fiduciary relationship and obligations
AC 1.2 – Money laundering, CMP, tenant fees ban, redress schemes

Learning Outcome 2 –

AC 2.1 – Data audit, privacy statement, ICO
AC 2.2 – Who needs a privacy statement, which landlords must comply, use and storage of information, access to information

Learning Outcome 3 –

AC 3.1 – Institution of Occupational Safety and Health, lone worker policies, insurance requirements of tradesmen, professional indemnity, public liability, employee liability
AC 3.2 – Code of practice, accountancy procedures

APPENDIX 1

Summary Record of Achievement Ascentis Level 3 Award in Managing Property and Residential Lettings

Unit Title	Level	Credit Value	Date completed	Assessor Signature	Internal Verifier Signature (if sampled)

Learner Name _____

Minimum Credit Value of Qualification: 12

I confirm that the minimum number of credits at the appropriate level have been achieved in order for a claim for certification to be made. I can confirm that the credit has been achieved from the correct combination of mandatory and optional units as specified within the Rules of Combination.

Assessor Signature _____

Internal Verifier Signature (if sampled) _____

APPENDIX 1

Summary Record of Achievement
 Ascentis Level 3 Certificate in Managing Property and Residential Lettings

Unit Title	Level	Credit Value	Date completed	Assessor Signature	Internal Verifier Signature (if sampled)

Learner Name _____

Minimum Credit Value of Qualification: 14

I confirm that the minimum number of credits at the appropriate level have been achieved in order for a claim for certification to be made. I can confirm that the credit has been achieved from the correct combination of mandatory and optional units as specified within the Rules of Combination.

Assessor Signature _____

Internal Verifier Signature (if sampled) _____