



Ascentis Level 1 Award in Tenancy Skills Specification

Ofqual Number: 601/5129/8

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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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ASCENTIS LEVEL 1 AWARD IN TENANCY SKILLS

Introduction

The Ascentis Level 1 Award in Tenancy Skills aims to equip people with the skills and knowledge they need to sustain their private rented accommodation. It aims to educate learners on their rights and responsibilities in the private rented sector and teach them skills on how to maintain a tenancy.

Aims

The aims of the qualification are to enable learners:

- 1 to gain easier access to private rented accommodation
- 2 to understand their rights and responsibilities as tenants

Target Group

This qualification is for individuals who find it hard to gain access to rented accommodation because of their personal circumstances.

Ofqual Qualification Number: 601/5129/8

Rationale for the Rules of Combination

Rules of Combination

601/5129/8 Ascentis Level 1 Award in Tenancy Skills				
To achieve the qualification the learner must achieve a total of 3 credits from the three 1-credit units in Mandatory Unit Group M				
Unit Group M (Mandatory): Learners require 3 credits from this unit group.				
Title	Level	Credit Value	GLH	Unit Reference
Tenant Responsibilities	1	1	9	J/506/8545
Tenant Financial Management	1	1	9	L/506/8546
Understanding Tenancies	1	1	9	R/506/8547

Unit certification is available for all units.

Guided Learning Hours (GLH)

The recommended guided learning hours for Level 1 in Tenancy Skills is 27.

Total Qualification Time (TQT)

The total qualification time for Level 1 in Tenancy Skills is 30.

Time Limit for the Process of Credit Accumulation and Exemptions

Credit accumulation is usually within the life span of the qualification. Exemptions may have been achieved previous to the qualification start date; each case will be considered separately.

Recommended Prior Knowledge, Attainment and/or Experience

There is no prior knowledge required for this qualification.

Age Range of Qualification

This qualification is suitable for learners aged 16-18, 19+

Opportunities for Progression

There is no set route of progression or follow up course; however, the qualification will enable learners to improve their housing situation which will ultimately allow them time and space to access relevant training and education to improve their lives.

Mapping/Relationship to National Occupational Standards

This qualification is not mapped to National Occupational Standards.

Resources to support the Delivery of the Qualification

No resources have been produced to support the delivery of this qualification.

Centre Recognition

This qualification 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 must normally be registered with Ascentis within seven weeks of commencement of a course via the Ascentis electronic registration portal. Late registration may result in a fee, refer to the latest version of the product catalogue.

Status in England, Wales and Northern Ireland

This qualification is available in England and Northern Ireland. 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*¹. 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.

In Northern Ireland it is the CCEA General Conditions of Recognition and Qualifications Wales is the Standard Conditions of Recognition.

ASSESSMENT AND VERIFICATION ARRANGEMENTS

Assessment

All units are internally assessed through the learner building up a portfolio of evidence that covers the relevant assessment criteria, internally assessed and verified by the centre and then externally verified by Ascentis.

On completion of the learners' evidence for either the individual units or the award/certificate/diploma, the assessor is required to complete the Summary Record of Achievement for each learner. The Summary Record of Achievement asks assessors and the internal verifier to confirm that the rules of combination have been followed. This is particularly important in cases where a learner has taken units at different levels. The Summary Record of Achievement form is provided in Appendix 1.

Centres are required to retain all evidence from all learners for external verification and for four weeks afterwards in case any appeal is made.

Internal Assessment

Evidence for each unit is through building up a portfolio of evidence to demonstrate that all the assessment criteria within the unit have been achieved. The evidence will be assessed by the assessor at the centre, who may or may not be the tutor teaching the course.

Portfolios of evidence should include a variety of evidence to demonstrate that the assessment criteria for each unit have been met. Examples of evidence that could be included are:

- Observation record
- Questions and discussions
- Photographs
- Video
- Worksheets
- Audio recordings
- Self-Assessments
- Workbook activities
- Multiple choice tests.

If the learner fails to meet the assessment criteria on the first attempt at an activity, they may redraft the work following feedback given by the tutor. However, tutors must not correct the work of the learner, and all feedback given by the tutor must be included within the learner's evidence.

Learners' portfolio work should include a tracking sheet to show where the evidence for each assessment criterion is to be found. Some activities could produce evidence for more than one unit, which is acceptable as long as there is clear reference to this on the tracking sheet. Examples of tracking sheets are found in Appendix 2.

Verification

Internal Verification

Internal verification is the process of ensuring that everyone who assesses a particular unit in a centre is assessing to the same standards i.e. consistently and reliably. Internal verification activities will include: ensuring any stimulus or materials used for the purposes of assessment are fit for purpose; sampling assessments; standardisation of assessment decisions; standardisation of internal verification decisions. Internal Verifiers are also responsible for supporting assessors by providing constructive advice and guidance in relation to the qualification delivered.

Ascentis offer free refresher training in support of this role through an Ascentis Internal Quality Assurance course. The purpose of the course is to provide staff in centres with knowledge and understanding of Ascentis IQA processes and procedures, which will enable them to carry out their role more effectively. To book your place on a course or request further information, please contact the Ascentis Quality Assurance Team (qualityassurance@ascentis.co.uk).

Further information is available from the Resources/Key Documents section of the Ascentis website www.ascentis.co.uk

External Verification

Recognised centres will be visited in accordance with a verification model that is considered most appropriate for the provision. More frequent verifications can be requested from the Ascentis Quality Assurance team, for which there is usually an additional charge. External verification will usually focus on the following areas:

- A review of the centres management of the regulated provision
- The levels of resources to support the delivery of the qualification, including both physical resources and staffing
- Ensuring the centre is using appropriate assessment methods and making appropriate assessment decisions according to Ascentis' requirements
- Ensuring the centre has appropriate internal quality assurance arrangements as outlined within the relevant qualification specification
- Checking that the centre is using appropriate administrative arrangements to support the function of delivery and assessment

External Quality Assurers will usually do this through discussion with the centre management team; assessment and Internal Quality Assurance staff; verifying a sample of learners' evidence; talking to learners, reviewing relevant centre documentation and systems.

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, assessment and internal quality assurance of our qualifications.

Those delivering the qualification should preferably hold or be working towards a recognised teaching qualification. Assessors must be able to make appropriate assessment decisions. Internal Quality Assurers need to have knowledge and experience of the internal quality assurance processes.

Centres are required to ensure that appropriate training and support is in place for staff involved in the delivery, assessment and internal verification 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

Unit Title: **Tenant Responsibilities**
Unit Reference Number: **J/506/8545**

Credit Value of Unit: 1

GLH of Unit: 10

Level of Unit: 1

Introduction

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
1. Understand own responsibilities when renting a property.	1.1. Identify what to do in a rented property if things go wrong with - the property - the relationship with the landlord - a personal matter
	1.2. Describe how to prevent and address condensation problems and mould.
2. Know how to manage shared accommodation.	2.1. List three things that are essential in shared accommodation.
	2.2. Describe the benefit of having house rules.
	2.3. List house rules that are important from own perspective.
	2.4. Identify three common problems in a shared property.
	2.5. Outline possible steps to take if there is a problem with someone who shares the property.
	2.6. List the different ways of paying bills in a shared property.

Assessment Method

N/A

Equivalences

N/A

UNIT SPECIFICATIONS

Unit Title: **Tenant Financial Management**

Unit Reference Number: **L/506/8546**

Credit Value of Unit: 1

GLH of Unit: 10

Level of Unit: 1

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
1. Understand the key financial aspects of managing a tenancy.	1.1. Identify the potential costs and liabilities involved in renting in the private sector
	1.2. Describe what landlords must do to protect cash deposits.
	1.3. Identify what Local Housing Allowance is.
	1.4. Explain where to find accurate rates for Local Housing Allowance.
	1.5. Outline how to apply for Local Housing allowance.
	1.6. State how much rent you could afford in a specific area based on your budget.
	1.7. Find three affordable properties that meet own criteria.
2. Understand how to manage money.	2.1. List own income and estimated expenditure.
	2.2. Identify what essential and non-essential items are.
	2.3. Identify features of an account that would best suit the needs of a) a borrower b) a saver.
	2.4. Identify three sources of credit, explaining the advantages and disadvantages of each.
	2.5. List three local sources of affordable furniture.
	2.6. List priority and non-priority debt.
	2.7. Outline three ways to eat affordably on your budget.
3. Know about utilities.	3.1. Outline how to find the best deal from utility providers in your area.
	3.2. Read gas and electricity meters and record the information.
	3.3. List the information contained in a given range of bills.
	3.4. Outline three different ways of paying utility bills.
	3.5. State the consequences of not paying bills.
	3.6. State three ways to reduce utility use and save money.

Assessment Method

N/A

Equivalences

N/A

UNIT SPECIFICATIONS

Unit Title: **Understanding Tenancies**

Unit Reference Number: **R/506/8547**

Credit Value of Unit: 1

GLH of Unit: 10

Level of Unit: 1

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
1. Understand different types of tenancy	1.1. State three differences between Social Housing and Private Rented Sector Housing.
	1.2. State three differences of: a. Excluded Licence b. Assured Shorthold Tenancy.
	1.3. State the main difference between having a joint Assured Shorthold Tenancy and individual Assured Shorthold Tenancies in shared housing.
	1.4. State five pieces of information that should be included in an Assured Shorthold Tenancy.
	1.5. List three sources of information about rental properties in the area where you want to live.
	1.6. Outline what a landlord has to do to evict a tenant who is: a. Within the fixed term of an Assured Shorthold Tenancy b. Outside of a fixed term Assured Shorthold Tenancy c. An excluded occupier
2. Know what to consider when selecting a suitable property.	2.1. Outline three things to consider when viewing a property, in order to maintain own safety, security and lifestyle.
	2.2. Identify three sources of information about local services and groups.
	2.3. Outline how to find out about local healthcare services.
	2.4. Outline how to register with local healthcare services.
3. Understand how to be a good tenant.	3.1. List four ways to make a good impression when meeting a landlord or letting agent for the first time.
	3.2. Outline three main responsibilities as a tenant.
	3.3. Identify three things a landlord has responsibility for.
	3.4. List three landlord concerns and issues that could influence a landlord to serve notice on a tenant.
	3.5. Give three examples of anti-social behaviour.
	3.6. Describe what could be done to resolve a dispute with a neighbour.

Assessment Method

N/A

Equivalences

N/A

APPENDIX 1

Summary Record of Achievement Ascentis Level 1 Award in Tenancy Skills

Unit Title	Level	Credit Value	Date completed	Assessor Signature	Internal Verifier Signature (if sampled)
Tenant Responsibilities	1	1			
Tenant Financial Management	1	1			
Understanding Tenancies	1	1			

Learner Name _____

Minimum Credit Value of Qualification 3

I confirm that the minimum number of credits 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) _____

Tracking Sheet

J/506/8545

Tenant Responsibilities

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify what to do in a rented property if things go wrong with				
a. the property				
b. the relationship with the landlord				
c. a personal matter				
1.2 Describe how to prevent and address condensation problems and mould.				
2.1 List three things that are essential in shared accommodation.				
2.2 Describe the benefit of having house rules.				
2.3 List house rules that are important from own perspective.				
2.4 Identify three common problems in a shared property.				
2.5 Outline possible steps to take if there is a problem with someone who shares the property.				
2.6 List the different ways of paying bills in a shared property.				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Verifier (if sampled) _____ Date _____

Tracking Sheet

L/506/8546

Tenant Financial Management

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify the potential costs and liabilities involved in renting in the private sector				
1.2 Describe what landlords must do to protect cash deposits.				
1.3 Identify what Local Housing Allowance is.				
1.4 Explain where to find accurate rates for Local Housing Allowance.				
1.5 Outline how to apply for Local Housing allowance.				
1.6 State how much rent you could afford in a specific area based on your budget.				
1.7 Find three affordable properties that meet own criteria.				
2.1 List own income and estimated expenditure.				
2.2 Identify what essential and non-essential items are.				
2.3 Identify features of an account that would best suit the needs of				
a) a borrower				
b) a saver.				
2.4 Identify three sources of credit, explaining the advantages and disadvantages of each.				
2.5 Identify three local sources of affordable furniture.				
2.6 List priority and non-priority debt.				
2.7 Outline three ways to eat affordably on your budget.				
3.1 Outline how to find the best deal from utility providers in your area.				
3.2 Read gas and electricity meters and record the information.				
3.3 List the information contained in a given range of bills.				
3.4 Outline three different ways of paying utility bills.				
3.5 State the consequences of not paying bills.				
3.6 State three ways to reduce utility use and save money.				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Verifier (if sampled) _____ Date _____

Tracking Sheet

R/506/8547

Understanding Tenancies

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 State three differences between Social Housing and Private Rented Sector Housing.				
1.2 State three differences of: a. Excluded Licence				
b. Assured Shorthold Tenancy.				
1.3 State the main difference between having a joint Assured Shorthold Tenancy and individual Assured Shorthold Tenancies in shared housing.				
1.4 State five pieces of information that should be included in an Assured Shorthold Tenancy.				
1.5 List three sources of information about rental properties in the area where you want to live.				
1.6 Outline what a landlord has to do to evict a tenant who is: a. Within the fixed term of an Assured Shorthold Tenancy				
b. Outside of a fixed term Assured Shorthold Tenancy				
c. An excluded occupier				
2.1 Outline three things to consider when viewing a property, in order to maintain own safety, security and lifestyle.				
2.2 Identify three sources of information about local services and groups.				
2.3 Outline how to find out about local healthcare services.				
2.4 Outline how to register with local healthcare services.				
3.1 List four ways to make a good impression when meeting a landlord or letting agent for the first time.				
3.2 Outline three main responsibilities as a tenant.				
3.3 Identify three things a landlord has responsibility for.				
3.4 List three landlord concerns and issues that could influence a landlord to serve notice on a tenant.				
3.5 Give three examples of anti-social behaviour.				
3.6 Describe what could be done to resolve a dispute with a neighbour.				

The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Verifier (if sampled) _____ Date _____