



Guide to Employing an Apprentice

An Employers guide to apprenticeships

The Able Agent/ Itec NE property apprenticeship has been developed in response to industry needs in line with current recruitment and property markets.

- ▶ The Property apprenticeship provides structured property and business focused training to ensure employees emerge as compliant, effective sales people.
- ▶ By following the Able Agent program alongside a business admin L3 qualification, trainees will gain a fuller understanding of the property industry to enable them to become productive staff members as early as possible.
- ▶ This apprenticeship provides a unique skill set to your employee, with Google classroom support in all areas of Business Administration from ITEC NE and property specific training from The Able Agent.
- ▶ By combining with The Able Agent platform your apprentice will be fast tracked in specific law and sales skills and able to carry out their role with confidence.
- ▶ This combined approach is aimed at retaining and developing staff of all levels in the workplace.

About the Able Agent

The Able Agent[®] is the easy, convenient and affordable training platform for sales and letting agents. Learn at your own pace, with over 20 courses.

And when you're ready, qualify with CePAP (L3 Certificate in Property Advice & Practice) or CeLAP (Certificate in Lettings Advice & Practice) with us too.

About the ITEC North East

ITEC North East have been in business for 40 years this year, they pride themselves on delivering educational excellence through a portfolio of vocational apprenticeships across several occupational sectors. They are a non-profit inspiring and independent training provider with a registered charitable status.



Why Invest in an Apprenticeship?



We find that agents involved in recruitment often find their own quality candidates and we can support enrolment.

- Create compliant confident property sales people
- Aid recruitment and retention of team members
- Tailor an apprentice to a specific role, and support any job role changes
- Upskill your current employees and enable career progression
- Develop skilled workers you need for the future

What is an apprentice?

- Typically the apprentice badge (when helping someone start out in their career) is 16-24 year olds, BUT anyone in your business of any age and any job role can benefit.
- Apprenticeships allow existing staff to up-skill and new starters to learn new skills
- Apprenticeships allow a mix of on the job training and traditional learning and development



When is a good time to recruit an apprentice?

- The best time to recruit is when you have a full team and add in the additional apprentice!
- You may already have someone in the workplace that would benefit
- If you are filling a vacancy, you need to ensure training is part of the recruitment process. This apprenticeship will offer you that support.



APPRENTICE RECRUITMENT PROCESS

- 1 Understanding your business is key to delivering you the most suitable candidates, your Employer Recruitment Consultant will work with you to ensure your requirements are met.
- 2 A job description will be created for the role, once approved candidates can be sourced
- 3 CV's are collated and screened, with suitable candidates undertaking a pre-interview assessment to see if they are suitable for your organisation
- 4 You only interview candidates that have passed the thorough quality assessment process
- 5 You make the final decision on the candidate



What salary would you pay for an apprentice?

SMALL AND MEDIUM EMPLOYERS (NON-LEVY)

Levy payer Apprenticeship is funded if you have a **higher band of £3 million a year in salaries**

Those with an annual wage bill of less than £3m do not pay the Apprenticeship Levy.

Instead, 95% of each apprenticeship is funded by the government whilst a 5% investment is required by the employer to enhance the skills of their employee. (£250.00 paid by the employer after 30 days)

- Employers are also be eligible for a £1000 incentive payment if the apprentice is aged 16 – 18.
- Employers with less than 50 employees and where the apprentice is aged 16 – 18, the government will fund 100% of the apprentice and are eligible for a £1000 incentive payment.
- Employers with those aged 19+ the government will continue to fund 95% of the apprenticeship programme whilst a 5% investment is required by the employer. (as above)

Businesses can manage this through the Digital Apprenticeship Service DAS online account

What is The Able Agent?

Available fully online across mobile and desktop, Able Agent is an affordable monthly subscription training service.

With accompanying Level 3 Ofqual Regulated property qualification
CePAP® Certificate in Property Advice and Practice

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MODULES

Covering

- New Start Induction
- Letting Essentials
- Estate Agency Essentials
- Sales Progression
- Legal Compliance
- Listing and Market Appraisal
- Auction
- Property Management
- Sales Skills & Customer Service



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**ANIMATED
VIDEO LESSONS**

Learn how to:

- Generate more listings
- Convert more Property Management clients
- Create legal confidence
- Improve customer service
- Spot opportunities in mortgage and conveyancing
- and much more...!

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**EBOOKS
INCLUDING
ONLINE TESTS**

To support our video learning, there are eBooks and online tests to cater for different learning styles and to embed knowledge further. Learners can monitor their progress and download certificates from their own profile area.

Book a Demo



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COURSES

...and growing!

Our online course catalogue is continually developing, providing new knowledge and value on a monthly basis to keep your team up to date and develop new skills

Contact us to discuss your training needs

GENERAL ENQUIRIES

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TECHNICAL SUPPORT

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SALES INFORMATION

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* CePAP is a Registered trademark

The Able Agent is Registered in England Company Number: 11579467
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DipPAP
Level 3 Diploma in Property Advice and Practice

CeLAP
Level 3 Certificate in Lettings Advice and Practice

CePAP
Level 3 Certificate in Property Advice and Practice