

Applying for a PATH (Scotland) Traineeship

All PATH (Scotland) Traineeship opportunities are advertised on our Website www.pathscotland.org.uk in the Vacancies and Opportunities section.

All background information, specific traineeship information and application forms are available for download from our Website when each traineeship is advertised

We can also post application packs to people who do not have access to the Web. Please keep checking our Vacancies and Opportunities section regularly. You can also ask to have your details held on our database and we will contact you when opportunities become available.

We ask interested applicants to complete a separate application form for each traineeship that they are interested in. As each traineeship is unique to the Placement Organisation, the completed application must be tailored to the Organisation concerned.

If you would like further information or are interested in being included in our traineeship database please contact:

E-mail: recruitment@pathscotland.org.uk

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PATH (Scotland)

Positive Action Training in Housing

Housing Training Programme


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There are three elements to the PATH (Scotland) Housing Training Programme: work experience, university/college course and additional training sessions.

Element 1: Work Experience

The Housing Training Programme attempts to provide a broad overview of the work of a local authority housing department or housing association allowing for some degree of specialism depending on the trainee's ability and needs.

When a trainee is placed in the organisation, a member of PATH (Scotland)'s project team and the organisation's training/managerial staff, meet to discuss the structure of the placement. Further training needs are assessed at six to eight weekly progress meetings. A series of placements will also enable the trainee to develop the necessary skills and experience so that they can later compete effectively for posts in the housing sector.

Each placement builds on the skills and knowledge gained in the preceding placement, thus ensuring that there are opportunities to do interesting work which carries responsibility.

The trainee has two supervisors – one from the housing placement and one from PATH (Scotland). The role of the supervisors is to monitor the trainee's progress and ensure they continue to benefit from the programme. This is done via regular progress meetings between the Trainee, the Placement Supervisor and the PATH Supervisor.

The housing training programme will be shaped according to the structure of the local authority or housing association within which

the trainee has been placed and will involve a period of induction, an overview of the housing association or local authority, an understanding of governance, working with the public and technical aspects. The programme may progress to include opportunities for the trainees to participate in policy and decision making processes through placements especially with management teams, strategy groups and committees. This, however, will be dependent on the size and nature of the organisation.

The work experience that a trainee will cover during a general placement is divided into five main areas, some of which are compulsory for every trainee and some which are optional and will be agreed for each individual trainee as they progress through the programme. These include:

- housing management and maintenance (compulsory)
- governance (compulsory)
- housing development (optional)
- private sector housing (optional)
- housing support (optional)

The type of traineeship being offered is outlined when each individual opportunity is being advertised and can be tailored to suit the needs of the Placement Organisation. For example, PATH has recently worked with a number of placement organisations to provide specialist traineeships which focus more intensively on one specific area of housing. These have included Factoring & Debt collection, Social Care, Social Policy and Equalities and Human Resources.

A typical first year work experience in a general traineeship may include the following types of work:

- administration

- estate management
- housing management
- rents and finance
- maintenance

After this there will be opportunities to consider optional elements of the programme and to take on more responsibility relating to the areas covered in the first year.

Some of the tasks within each of the main areas of work are outlined below.

Housing Management and Maintenance

- house letting and allocations
- dealing with homelessness
- estate management and tenancy issues
- empty house management
- enhancing tenants access to services
- liaising with statutory and voluntary agencies
- involvement in consultation and participation
- provision of housing and benefits advice
- rent issues and rent setting
- rent arrears and management
- repairs and maintenance
- factoring of properties and dealing with owners

Governance

- gaining an understanding of the policies that regulate organisational practices
- policy assessment and development
- health and safety
- equality

Housing Development (usually within Housing Associations)

Gaining an understanding of:

- land and property acquisition
- designing and managing projects
- financial management
- liaising with architects, contractors, etc.
- management completed schemes and projects

Private Sector Housing (usually within Councils)

Gaining an understanding of:

- advice and information services
- dealing with owners' behaviour
- housing grants
- housing renewal
- housing in multiple occupation
- legal standards
- repairs
- private landlords obligations
- private tenancy matters

Housing Support

- promoting appropriate models of support
- funding
- advice and information services
- developing effective partnerships

Research / Projects

Trainees will also get involved in one or two pieces of research or projects that are related to the compulsory elements of the work experience. This will provide for a critical evaluation of existing

organisational policy and practice and should be directly beneficial to the placement organisation as well as providing the trainee with valuable experience.

Research and project work will also aid the trainee's writing and analysis skills through practice. The final product of the research or project will be defined by the placement organisation and may involve:

- discussions with the placement supervisor
- production of statistical analysis
- presentation of findings to a group
- preparation of a management report

Element 2: University/College Course

Trainees will study for a relevant qualification during their traineeship. For general housing traineeships this is usually a CIH Level 4 Diploma in Housing or Post Graduate Diploma in Housing Studies.

Trainees have also undertaken a range of other courses which lead to a recognised qualification such as a Postgraduate Diploma in Human Resource Management, Policy Studies or specialist Paralegal qualifications. Students must meet the academic requirements stipulated by the university/colleges, and be able to demonstrate an understanding of housing issues and a commitment to training.

Depending upon the level of entry i.e. current qualifications and experience, trainees undertake an appropriate course that combines academic study with on the job training. Most qualifications will involve membership of the Chartered Institute of

Housing or another recognised professional body.

Element 3: Additional Training

Additional training sessions are short courses designed to address areas of skill and knowledge that may not be covered in the work placement and/or academic course.

Typical examples of additional courses that have been run include:

- 3 Introduction to Housing Studies
- 3 Study Skills
- 3 Time management and personal planning
- 3 Assertiveness and confidence building
- 3 Report Writing
- 3 Updates on Housing Policy and Practice

Trainees may also undertake specific training run by the Chartered institute of Housing or other housing training geared to individual needs.

After the Programme

While PATH (Scotland) will do all it can to give trainees the skills they need to compete effectively for jobs in the employment market, it cannot guarantee permanent employment after training. However, approximately 90% of PATH trainees gain employment in Housing and related sectors post-placement. Some are employed through competitive interview by the organisation providing their work experience.

The success of the PATH training programmes is due to the excellent collaboration between PATH and participating organisations.