

# Junior Estate Agent ST0329/V1.0

2

Level 2



12 Months



3 Months

## Assessment Methods



Scenario Based Task



Professional Discussion  
underpinned by a  
Portfolio of Evidence

## Gateway Requirements

- Level 1 English and Maths
- Portfolio of Evidence and mapping document
- Gateway and EPA Planning Form
- Site Health & Safety and Risk Assessment Form

## Occupational Profile

Junior Estate Agents may work in different areas of estate agency, i.e. sales, auctioneering and commercial property.

The work is varied, and typical roles will include data registration, producing window adverts, arranging and booking viewings, accompanying colleagues on site visits to various properties, selling additional services, collecting keys, carrying out basic property research, including marketing procedures through portals, websites and various databases

Additionally, the Junior Estate Agent would prepare floor plans of a property, following the measuring code of practice and also assist with the provision of sales particulars. This would include how to take and produce photographs for individual properties. As part of the sales process, apprentices would need to know how to conduct viewings and receive a formal offer made from a purchaser and the policies and procedures concerned with processing this.

## Grading

The standard is graded overall: Fail, Pass or Distinction

## End Point Assessment

### Scenario Based Task

Apprentices will undertake a scenario based task whilst being observed by an Independent Assessor. This will be a realistic work based activity or task which will be completed under controlled conditions and over a duration of 60 minutes (+/- 10%), inclusive of questions and answers. The 60 minutes is made up of 45 minutes for the task and 15 minutes for the question and answer. A set of up to 6 associated questions will be asked upon completion of the task by the Independent Assessor.

### Professional Discussion

Apprentices will undertake a professional discussion with the Independent Assessor which will cover their overall experience in their role. During the professional discussion, evidence from the on-programme portfolio of evidence will be used as a base to support the professional discussion. However, it is the discussion itself that is being assessed, not the portfolio.

The professional discussion will last for 1 hour (+/-10%). The apprentice will be questioned on their knowledge, skills and behaviours covered in the assessment plan.

[Click here to view the Junior Estate Agent assessment plan](#)