

**-SQA-SCOTTISH QUALIFICATIONS AUTHORITY**

**Hanover House  
24 Douglas Street  
GLASGOW G2 7NQ**

**NATIONAL CERTIFICATE MODULE DESCRIPTOR**

<b>-Module Number-</b>	<b>0082507</b>	<b>-Session-1988-89</b>
<b>-Superclass-</b>	<b>AC</b>	
<b>-Title-</b>	<b>HOUSING ADMINISTRATION 1</b>	
<b>-DESCRIPTION-</b>		
Purpose	A foundation module in housing administration for those interested or employed in all sectors of housing, e.g.: housing authorities, pressure groups, estate agents.  This module will develop an understanding of how housing has developed, the various methods of provision, and the roles and responsibilities of housing providers.	
Preferred Entry Level	61003 Communication 3 or Standard Grade in English at 3	
Learning Outcomes	The student should:  1. understand the factors which have influenced current housing provision;  2. understand the nature of the housing market and methods of access to the various types;  3. analyse housing problems with reference to current legislation.	
Content/ Context	<u>Corresponding to Learning Outcomes 1-3:</u>  1. History of housing provision since 1910. A broad understanding of how legislation has affected housing provision: "homes for heroes", slum clearance, decline of private rented sector. Public housing after World War II - move from clearance to rehabilitation, growth of owner occupation.  2. Types of housing provision and tenure including private ownership, private rented, public rented, housing associations.	

Tenure patterns - the difference in geographical areas, e.g.: north/south, rural/urban.

Methods of access to types of housing provision:

private ownership - operations of building societies, banks and estate agents

private renting - advertising and estate agents

public renting - waiting lists relating and housing to age, residency, authorities special needs etc.

How changing patterns are affecting access, e.g.: decline of availability of public sector housing; inadequate rate of growth of housing association provision; promotion of low cost owner/occupation.

3. The main problems faced by Housing Authorities in relation to, e.g.: rent collection, maintenance of waiting lists, house letting, rebates and benefits, modernisation and improvements, homelessness.

The main provisions of relevant legislation, e.g.: Housing (Homeless Persons) (Scotland) Act 1977, Tenants Rights Etc. (Scotland) Act 1980, Social Security and Housing Benefit Act 1982, Housing (Scotland) Act 1986. Reference should also be made to the Matrimonial Homes (Family Protection) (Scotland) Act 1981 and Tenants Rights to Repair legislation.

Suggested Learning and Teaching Approaches

Information may be conveyed by lectures and talks both by the tutor and by visiting speakers. Use could also be made of video materials and handouts. The student should research relevant information from reference material obtained from a variety of sources which may include local housing authorities, election rolls, housing associations and building societies. The tutor should guide the student and provide backup materials where appropriate.

Assessment Procedures

Acceptable performance in the module will be satisfactory achievement of the performance criteria specified for each Learning Outcome.

The following abbreviations are used below:

LO Learning Outcome  
IA Instrument of Assessment  
PC Performance Criteria

LO1 UNDERSTAND THE FACTORS WHICH HAVE  
INFLUENCED CURRENT HOUSING PROVISION

PC The student:

- (a) states a British housing policy response for each decade since 1910;
- (b) describes the conditions which contributed to the introduction of a range of housing policies;
- (c) outlines the major provisions of a range of housing policies;
- (d) describes the effects on housing provision of a range of acts or policies.

IA Assignment

The student will be presented with a brief modelled closely on the performance criteria and a range of resources which will enable him/her to display mastery of each and every performance criterion.

The student will complete a chronological presentation covering the provision of housing between 1910 and the present day.

The tutor may encourage and support the student but may not direct him/her in any way.

Satisfactory performance in this Learning Outcome will be demonstrated by:

- (i) identification of at least 1 major housing act or policy response for each decade since 1910;
- (ii) concise description of the factors which contributed to the introduction of each act or policy response;
- (iii) an outline of the provisions of each act or policy response;
- (iv) a concise description of the effects of each act or policy response.

LO2 UNDERSTAND THE NATURE OF THE HOUSING  
MARKET AND METHODS OF ACCESS TO THE  
VARIOUS TYPES

PC The student:

- (a) outlines the types of housing available in the community;
- (b) contrasts relative proportions of various types of housing available in the local area with national figures;
- (c) describes methods of access to each available type of housing;

- (d) states the standard criteria for access to each type of housing.

IA Project

The student will be presented with a brief for the project modelled closely on the performance criteria.

The student in consultation with the tutor should determine the area of the local community to be investigated. The student should produce a project report which demonstrates mastery of each and every performance criterion.

The tutor may encourage and support the student but should not direct him/her in any way.

Satisfactory performance in this Learning Outcome will be demonstrated by the production of a project report of approximately 800 words in which:

- (i) the range of housing types available is correctly identified;
- (ii) the quantitative relationships of available types are realistically estimated and contrasted with national figures;
- (iii) all the methods of access to each type are correctly listed;
- (iv) all the standard criteria for access to each type are correctly listed.

LO3 ANALYSE HOUSING PROBLEMS WITH REFERENCE TO CURRENT LEGISLATION

PC The student:

- (a) describes a range of housing problems;
- (b) states the responsibilities of the local housing authority in a range of cases;
- (c) identifies legislation relevant to a range of cases;
- (d) suggested a solution to a range of problems;
- (e) justifies the suggested solution.

IA Case Studies

The student is presented with a brief for each of 3 case studies, each of which relates to a different problem taken from a different area of legislation.

The student should produce a report on each case study which demonstrates mastery of each and every performance criterion.

Satisfactory performance in this Learning Outcome will be demonstrated by the production of 3 case study reports each of approximately 250 words in which:

- (i) the problem is correctly identified;
- (ii) the responsibilities of the local housing authority are correctly related to each particular problem;
- (iii) all relevant legislation is identified for each case;
- (iv) a solution is suggested and backed up with logical reasoning.