

-SQA-SCOTTISH QUALIFICATIONS AUTHORITY

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NATIONAL CERTIFICATE MODULE DESCRIPTOR

-Module Number-	0082508	-Session-1988-89
-Superclass-	AC	
-Title-	HOUSING ADMINISTRATION 2	
-DESCRIPTION-		
Purpose	A module in housing administration for those interested or employed in all sectors of housing, e.g.: housing authorities, pressure groups, estate agents. This module enables the student to understand how the housing service is organised and administered and how housing policy is developed and the effect of housing policy on various areas and client groups.	
Preferred Entry Level	82507 Housing Administration 1	
Learning Outcomes	The student should: <ol style="list-style-type: none">1. understand the overall framework for housing provision in Scotland;2. understand the arrangements for financing the provision and improvement of housing in Scotland;3. compare different local management structures and methods of administration adopted by housing organisations;4. analyse the housing needs of special groups.	
Content/Context	<u>Corresponding to Learning Outcomes 1-4:</u> <ol style="list-style-type: none">1. The roles and relationships between Housing Authorities, District Councils, Regional Councils, Housing Corporation, Scottish Office, Central Government, private house builders etc in relation to housing provision.	

2. Providers and consumers of housing finance: Central Government, Local Authorities, Housing Corporation, Housing Associations, building societies, banks, urban aid, European Community.
3. Management structures: centralised, decentralised, comprehensive, tenant involvement.

Housing management functions - different methods relating to: maintaining waiting lists, allocations, transfers, exchanges, arrears control, rent collection, tenancy regulations, homeless persons, estate management, maintenance.

4. Groups in special need, e.g.: elderly, disabled, battered wives, single parents, homeless, ex-prisoners.

The needs of these groups: facilities, adequate space, security, support.

Types of provision, e.g.: amenity housing, sheltered housing, refuges, core and cluster, mainstream housing with special management arrangements.

The project relates to the organisation of provision for special needs groups in the local area.

Suggested Learning and Teaching Approaches

Information 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, 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 OVERALL FRAMEWORK
FOR HOUSING PROVISION IN SCOTLAND

PC The student:

- (a) lists the principal bodies involved with housing provision;
- (b) outlines the interrelationships of the principal bodies involved in housing provision;
- (c) describes the role of the bodies and their influence on the housing provision.

IA Assignment

The student will be presented with an assignment brief modelled closely on the performance criteria.

The student will be required to produce an essay supported by an annotated diagram to illustrate the structure and relationships of the various bodies involved in housing provision.

Satisfactory performance in this Learning Outcome will be demonstrated by the production of:

- (i) an annotated diagram in which at least 8 bodies involved in housing provision are correctly named and interrelated;
- (ii) an essay of approximately 750 words in which at least 8 bodies are correctly named and their interrelationships and individual roles are accurately described.

LO2 UNDERSTAND THE ARRANGEMENTS FOR
FINANCING THE PROVISION AND
IMPROVEMENT OF HOUSING IN SCOTLAND

PC The student:

- (a) describes the arrangements for financing the provision of housing of different tenure types;
- (b) describes the adequacy of each arrangement;
- (c) outlines the system of grants available for improvement, of the existing housing stock.

IA Assignment

The student is presented with an assignment brief which is modelled closely on the performance criteria, and is also directed to a range of relevant resource material.

The student will produce an essay supported by a diagram and relevant forms and documentation.

Satisfactory performance in this Learning Outcome will be demonstrated by the production of:

- (i) a diagram which accurately depicts the structure of financial arrangements of the housing provision.
- (ii) an essay of approximately 750 words which lists each component of the structure and accurately describes its position in relation to the provision and consumption of finance, and states the adequacy of the provision relating to each component.
- (iii) a range of materials which indicate a comprehensive range of grants available for the improvement of existing housing stock.

LO3 COMPARE DIFFERENT LOCAL MANAGEMENT STRUCTURES AND METHODS OF ADMINISTRATION ADOPTED BY HOUSING ORGANISATIONS

PC The student:

- (a) contrasts the structures of different housing organisations;
- (b) identifies a range of management functions of housing organisations;
- (c) explains the principal methods of executing management functions.

IA Project

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

The student will select for investigation a housing organisation. This could either be the student's own organisation or an organisation agreed on after discussion between the student and the tutor. A second organisation will also be selected, again after discussion between the student and the tutor, for comparison purposes. The student will produce a report to which may be attached illustrative material.

Satisfactory performance in this Learning Outcome will be demonstrated by the production of a report of approximately 750 words in which there is:

- (i) an outline of the different management structures of 2 housing organisations;
- (ii) a list of 3 main housing management functions;

- (iii) a description of the principal methods of executing the 3 management functions in each organisation;
- (iv) 1 advantage and 1 disadvantage of each different method.

LO4 ANALYSE THE HOUSING NEEDS OF SPECIAL GROUPS

PC The student:

- (a) identifies a range of special needs groups;
- (b) outlines the housing needs of each identified group;
- (c) describes the various forms of housing provision for these groups;
- (d) selects one group and assesses how the needs of a specified special needs group are being met in the local area.

IA (1) Restricted Response Essays

The student will be presented with 3 questions which seek to establish comprehension of the material contained in performance criteria (a) -(c).

Satisfactory performance in this assessment will be demonstrated by the student:

- (i) correctly identifying 4 special needs groups;
- (ii) accurately describing 3 housing needs for each group;
- (iii) accurately describing 1 form of provision for each group.

IA (2) Project

The student is presented with a project brief which is modelled closely on performance criterion (d)

The student will select, in consultation with the tutor a particular local area for investigation.

The student will produce a report on special needs groups in the selected local area, to which is attached relevant evidence and documentation.

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

Satisfactory performance in this assessment will be demonstrated by the production of a report of approximately 500 words which contains:

- (i) a brief characterisation of the area, either verbally or pictorially;
- (ii) an estimate of the size of the group in need;
- (iii) a statement of all types of provision available in the local area;
- (iv) an evaluation of how closely the provision meets the need;
- (v) an outline of the method of approach used in the project.

02/12/98

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