



Homes
England

The Housing and Regeneration Agency

Homes England Apprenticeship Programme Guidance 2025



Homes England Apprenticeship Programme Guidance

Stage 1a - Application

Our online application process has been designed to be convenient and easy to use.

Please make a record of your username and password to enable you to return to your application at your convenience.

Please note that although you can complete this application on a mobile device, it will be significantly easier on a desktop computer or laptop. Please click on SAVE regularly to save your progress as you go.

Application Guide

- Do not close your browser without saving or you will lose data entered on the last page you viewed.
- For each section you will be required to select 'Save and Continue' when you have completed the required information.
- Please ensure that you complete all screening questions before moving on to the next section.
- If you have missed any mandatory information, you will be notified of this and will not be able to click 'Submit Application' at the bottom of the page. You will be unable to submit your application until all mandatory fields are completed.

Note that if you are re-applying with the same user details you may find that some fields have auto-populated with your previous responses. Please ensure all fields are completed accurately and are relevant to your current situation for this application.

We will acknowledge receipt of your application by email. By logging on to 'My Applications' you will be able to monitor the progress of your application.

Once you have submitted your application you are only able to edit personal details. If you change your telephone numbers, please log in and alter your details, so that we can still contact you. If you experience any technical issues logging in or re-setting your password, in the first instance please delete the cookies from your computer. If this does not solve the issue, please contact us at RecruitmentInfo@homesengland.gov.uk

Still unsure if this is right Apprenticeship programme for you?

Join us at our "Moving from self-doubt to self-belief" session, where we aim to share guidance and practical tips to give you the confidence to apply to our Apprenticeship Programme and provide you with a deeper understanding of the Homes England culture.

These sessions are open to everyone and as part of our unwavering commitment to equality, diversity, and inclusion, our goal is to enhance representation and foster an environment where everyone is included, supported, valued, and feels a sense of belonging, irrespective of their background, experience, or identity.

By joining this session, you'll have the opportunity to connect with colleagues and gain valuable perspectives on our inclusive culture. Please note that your attendance is purely optional and independent of the application process; it will not influence any future application decisions.

We look forward to welcoming you and sharing more about the culture and community that define Homes England.

The sessions will be held via Microsoft Teams on **18th February 2025 at 12pm-1pm**. If you are interested in attending, please email RecruitmentInfo@homesengland.gov.uk.

Stage 1b - Equal Opportunities and Social Mobility Monitoring

We want to understand our applicants. Once you submit an application you will receive a link to complete a short questionnaire where we collect overall statistical information – not to pinpoint individuals. It helps us understand which groups are underrepresented in our applicant pool and monitor how accessible our process is to ensure all groups' needs are met.

Your information is safe. There are strict laws to make sure your information is stored safely and responsibly. For further information please refer to our Privacy Notice which can be viewed here:

<https://www.gov.uk/government/organisations/homes-england/about/personal-information-charter>.

Your answers are confidential and no decisions in relation to your application will be based on this information. Your information will be stored in our internal recruitment system and only members of the HR team will have access to it. The information will not be passed on to hiring managers. Homes England is committed to protecting the privacy and security of your personal data.

Your information will be used for statistical purposes only and will help to drive the actions that Homes England takes to ensure that our recruitment process is as inclusive as possible and that we are reaching out to a diverse pool of candidates. This will help us to create an organisation that reflects the diversity of our communities.

By completing this information, you can help us become a more inclusive employer. By learning more about our candidates, we can make sure everyone has access to the same opportunity, remove any barriers faced by specific groups and ensure that all candidates feel welcome, supported, and able to succeed here.

We monitor LSEB (Low Socio-economic Background) data throughout the recruitment process as part of our commitment to ensuring that our graduate roles are accessible to all.

So that your application can be reviewed in the context of your socio-economic background. (e.g. we can consider whether you overachieved in light of your wider personal circumstances), you will be asked to fill in a short series of questions. We understand that not all candidate's achievements look the same on paper – and we want to recruit the best people, from every background. We ask these questions to collect overall statistical information. Your answers are confidential and no decisions in relation to your application will be based on this information.

Stage 2 – Ability Assessments

Once we have reviewed your application, you will receive notification via email advising whether you have been progressed to next stage of the process. Due to the volume of applications, we receive it is not possible to provide individual feedback at this shortlisting stage.

If you pass the shortlisting stage, you will be invited to complete an online ability assessment. All details will be provided by our recruitment partner, **SHL**. The assessments should take you around 30 minutes to complete. Regardless of the outcome you will receive a feedback report from SHL for your development.

Stage 3 – Virtual Panel Interview

If you pass your ability assessment, you will be invited to attend a final stage panel interview via Microsoft Teams with the placement managers for the graduate programme you are applying for. This will last up to 1 hour 30 minutes, including a competency-based interview with questions related to the values, behaviours and programme specific technical topics. Also, there will be a programme specific individual task, which may require pre-preparation. Regardless of the outcome you will receive feedback for your development from the interviewing panel.

Offer and pre-employment checks

If you are successful at interview, you will receive a conditional offer and you will be required to undertake baseline personnel security standard (BPSS) checks which take approximately six weeks. As part of your checks, you will need to:

- complete an online [Basic Disclosure and Barring Service \(DBS\)](#) application which will ask you to confirm your address history for the last 5 years. Please ensure this is consistent across your application form and any other correspondence with us.
- provide contact details of employer or education references for the past three years, prior to start date of the programme.
- provide ID documents to prove your Right to Work in the UK for verification
- provide Qualifications certificates as per programme requirements to be verified

For more information on the BPSS checks requirement visit -

<https://www.gov.uk/government/publications/united-kingdom-security-vetting-clearance-levels/national-security-vetting-clearance-levels>

Apprenticeship Programme Information

Prior to joining, you will have access to a pre-onboarding platform which you can work through in your own time. This will provide you with information about the organisation and help you to feel ready to start your journey at Homes England.

Upon joining, you will participate in a full induction / onboarding programme and be shown how to make full use of our productivity and collaboration tools to enhance your hybrid working experience.

You will be provided with the equipment that you need to perform as effectively as possible, and no doubt colleagues will have tips and be able to share their experiences.

You will complete tasks within your role, which are aligned to the apprenticeship standard for your chosen profession.

You will be assigned a buddy to support you with further access to coaching and mentoring support.

You will follow a programme specific to your chosen profession with access to opportunities allowing you to shape your development and career to suit your needs, skills and interests.

You will have regular performance discussions with your manager and apprenticeship provider. You will be discussing the work that you will be undertaking and considering any development needs and support that you may have. Feedback will be an important part of the learning experience, and you will be able to give and receive regular feedback.

You will also be able to join and proactively engage with the Early Careers Network. There are also several other staff networks that you may wish to get involved with.

Learning and Organisational development opportunities and initiatives are available that support and empower you to take ownership of your own learning and development. You will have access to a wide range of formal and informal learning and development opportunities to support your personal and professional development, career progression and personal aspirations.

Frequently Asked Questions (FAQs)

1. What are the minimum requirements to be considered for the Apprenticeship programme?

Please refer to the advert for more details.

2. Do you make adjustments for people with disabilities and long-term health conditions?

We are a Disability Confident Employer and upon request, we make reasonable workplace adjustments, supporting candidates and colleagues with disabilities and long-term health conditions.

3. Where are the roles based?

Homes England are a geographically diverse community. We work to a 50/50 office/ home based model. The office locations vary depending on your chosen profession (refer to the advert), they include:

- Birmingham
- Newcastle upon Tyne

4. What is the recruitment process?

Please see above Stages 1-3.

5. What is the deadline to complete my application form?

Please see the advert for closing date.

6. What is the salary for the role?

Please see advert for pay progression detail.

7. How long will I have to complete the ability assessment?

You will have 5 working days from the point of being invited to complete the ability assessment.

8. What does the ability assessment consist of?

The assessment is job-focused which will measure your potential, behaviours and your natural preferences. You can take these assessments using your preferred device, and you will receive a feedback report after regardless of outcome to guide your personal career path.

9. How long do the vetting and pre-employment checks take if I am successful?

If you are successful at interview, we will be required to carry out baseline personnel security standard (BPSS) checks which take approximately six weeks. As part of your checks, you will need to:

- complete an online [Basic Disclosure and Barring Service \(DBS\)](#) application which will ask you to confirm your address history for the last 5 years. Please ensure this is consistent across your application form and any other correspondence with us.

- provide contact details of employer or education references for the past three years, prior to start date of the programme.
- provide ID documents to prove your Right to Work in the UK for verification
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10. What is the start date if I am successful?

We are looking for successful candidates to start in August 2025 which will dependant on successfully passing all BPSS pre-employment checks.

If you have any further questions, please contact RecruitmentInfo@homesengland.gov.uk