



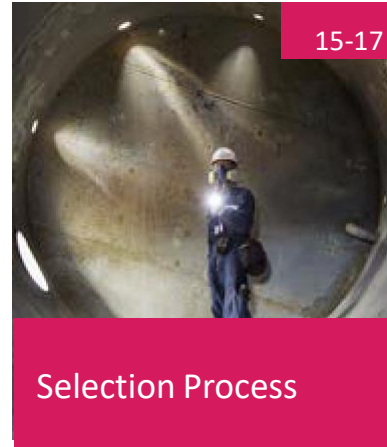
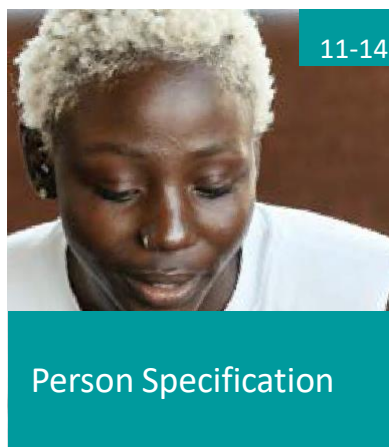
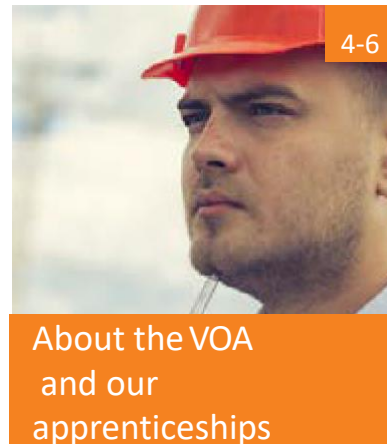
Valuation Office
Agency

CANDIDATE PACK

Level 6 MSc Chartered
Surveyor Apprentice



Contents





Welcome

from Alan Colston

Chief Valuer

Thank you for considering applying for an apprenticeship in the Valuation Office Agency (VOA). This is an exciting opportunity to join us and develop your surveying expertise to contribute to public services. We are the public sector's property valuation experts and advisers. Our valuations underpin the collection and management of property-related national taxes and benefits. We also provide valuation advice to support other public sector bodies.

Our valuation work encompasses every domestic and commercial property in England, Wales and Scotland. You'll have the opportunity to gain new skills as well as applying the knowledge and experience you've already acquired in your career.

We are committed to attracting, developing and retaining great people from wherever they are found. Building our future pipeline of surveyors is a key agency priority. You'll not only have the opportunity to progress your own career but will be helping others to develop. We encourage everyone to be active in the wider profession and we support our surveyors to be involved in RICS activities.

We have a unique role in contributing significantly to public services. If you are excited by a career in surveying, I'd encourage you to apply. I look forward to welcoming you to the VOA.

About the VOA

The Valuation Office Agency (VOA) is an executive Government agency and part of His Majesty's Revenue & Customs (HMRC).

We are a large agency, operating across the UK consisting of nearly 4000 talented people, making up the public sector's property valuation experts and advisors. Our work is pacey but also complex, collaborative, highly valued and always interesting.

What we do is vital - not least because we're helping to secure more than £60 Billion of local government taxation to fund essential public services. Join us and you could contribute to our important work in any number of areas, including:



Two million

commercial properties are valued for Business Rates, underpinning around £26bn of revenue collected.



25 million

domestic properties given valuations for deciding council tax bands

Right to Buy

determining value for this initiative in England and Wales.

LHA

Local Housing Allowance (LHA) setting rates of the allowance across England.

Housing Benefit Claims

advising local authorities of the maximum subsidy level payable for claims.

800 public sector clients

from Local Authorities, NHS Trusts and Central Government clients supporting the wider public sector



From professional expertise to industry-leading developments

We are committed to being an equal opportunities employer and creating a culture where everyone can bring their whole self to work

Further information about the Agency is outlined in our [2024/25 Annual Report](#)



Our valuation work encompasses every domestic and commercial property in England and Wales. We're proud to have helped millions of people to pay the correct property taxes and receive the right financial support.

We have a unique role in contributing significantly to public services and you'll play an important part in this.

At the VOA we invest in our apprentices but don't just take our word for it....

In 2023 we had the quality of our apprenticeship provision externally assessed by Investors In People with the aim of becoming accredited. We're incredibly proud to say...



Our accreditation is valid for 3 years until 2026. During this time, we'll continue to be regularly reviewed by Investors In People to maintain our accreditation. We also received comprehensive feedback on how we can make our apprenticeships even better. So, if you join us, you'll know you're in great hands.

INVESTORS IN PEOPLE®

We invest in apprentices Silver

To gain accreditation we had to demonstrate that: We're really committed to apprentice education and learning. Our apprentices are well supported and prepared for assessments. They feel empowered to give feedback and know their voice matters. We show clear consideration of apprentices' well-being. We stretch and develop them professionally. We pay our apprentices competitively and we recognise and celebrate them.

Vacancy Description

We are looking for high-potential individuals eager to become a Chartered Surveyor via this **particularly challenging and fast-paced apprenticeship**. This is an **excellent opportunity to achieve an MSc in Real Estate and become a Chartered Surveyor (MRICS) in just 3 years**.

The VOA is going through a vast and exciting business systems transformation programme. This means we're keen to hear from candidates with knowledge, skills and passion for, subjects such as **maths, data analysis and geospatial**. Successful candidates will have opportunities to use and develop these within the context of **valuation surveying**.

Successful candidates will need to have resilience, dedication and a commitment to pursuing a career in the surveying profession via an accelerated route.

An integrated programme of work and learning will be put in place to ensure you get the right mix and breadth of experience required to complete your apprenticeship.

To find out more about what we do, follow us on [LinkedIn](#), [X](#), and [YouTube](#) and explore our [GOV.UK site](#) and [blog](#). For more details on the wider benefits that could be available to you as a VOA employee, download our [benefits booklet](#).

Job Title

MSc Level 6 Chartered Surveyor Apprentice

Locations

Various (See advert)

Salary

National: £30,674; London £35,457

Contract

Apprenticeship; Full-time, Part-time; Flexible-Working

Full time

Whilst we try take personal circumstances into account wherever possible, successful candidates must be willing and able to work at least 30 hours per week to meet the requirements of the programme.

Closing Date

23:55 on 30th October 2025

[Click here to view dates, times and sign up](#) to our live events taking place via Microsoft Teams prior to the closing date. These events are a great opportunity to find out more about our Level 6 Apprenticeship Programme and how to apply. Please note booking will close at 12 mid-day the day before each event. On the day of the event, you will receive a joining link by 09:00am to access the event.

Key Responsibilities

Provide valuations and property advice to support taxation and benefits to the government and local authorities in England and Wales.

Provide independent, impartial, valuation and professional property advice across the entire public sector, and where public money or public functions are involved.

Undertake property inspections, draw, scale and analyse property plans, identify and record property attributes.

Research, analyse and review property data to support real estate valuation in line with statute and the Royal Institution of Chartered Surveyors' Global Standards.

Manage your own case load effectively to deliver work and work with others to deliver work promptly and within set timescales.

As part of your job, you will be required to complete a high-quality programme of learning and assessments to achieve:

- MSc Real Estate
- MRICS accreditation via Assessment of Professional Competence (APC)
- Chartered Surveyor Level 6 Apprenticeship

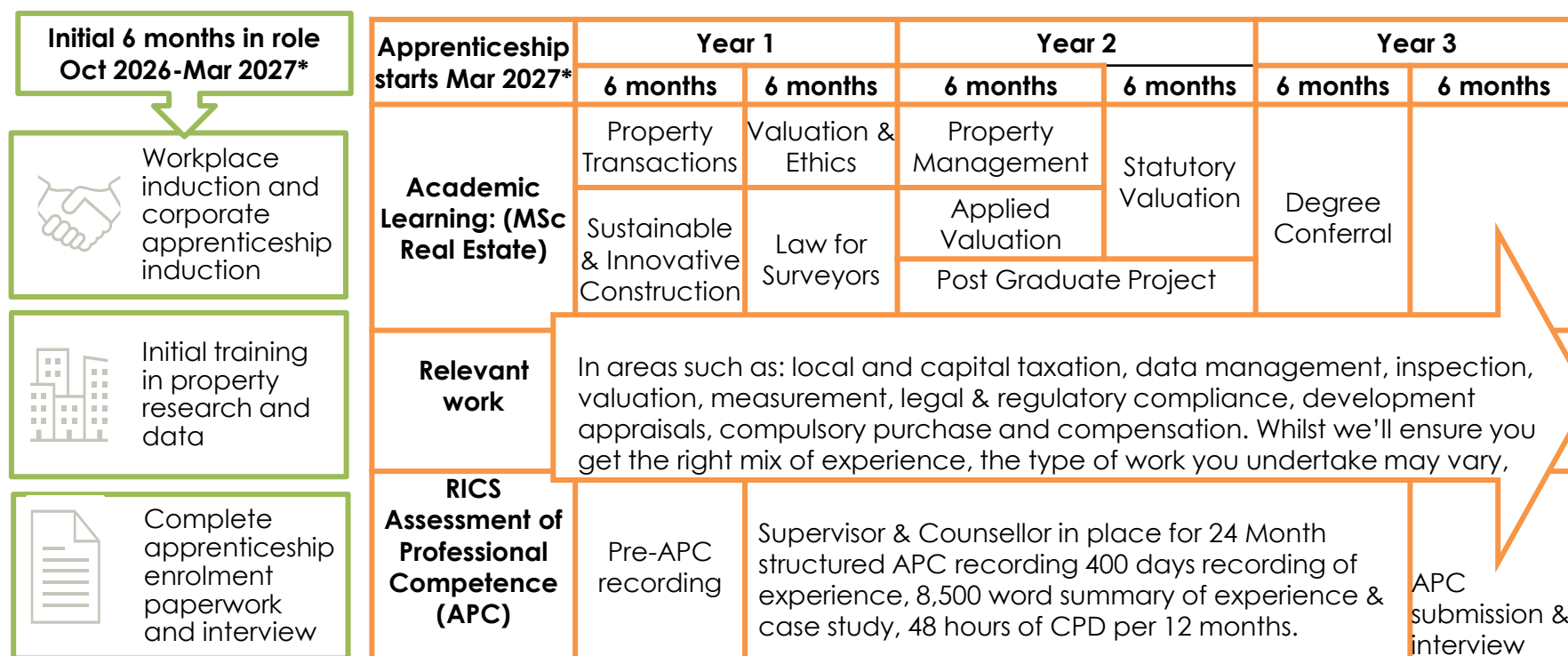


Apprenticeship Journey

An apprenticeship is a job with training, combining work with study. We ensure our apprentices have time to settle into the workplace before formally enrolling on their apprenticeship programme.

Once enrolled on programme, you'll spend most of your work time (80%) working, developing your experience on the job. You'll have 20% of your work-time dedicated off-the-job activities – i.e learning and development relevant to your apprenticeship. You'll also need to dedicate personal time to study.

Your initial workplace induction and apprenticeship journey are outlined below including the topics you'll cover. Please note the types of work and modules you undertake may vary.



*If you already hold all of the qualifications required as stated on slide 11 of this pack, you may be offered a post prior to October 2026, subject to availability. This may mean the timescales above would change.

What our past and present apprentices have to say....

The MSc provides a great path to become a Chartered Surveyor in a shorter timespan than usual. It has allowed me to gain exposure to a wide variety of interesting work such as valuing large, high-profile properties in Central London as well as dealing with negotiations. I have valued specialist properties such as stately homes, wedding venues, golf courses and hotels as well as being involved in valuations for other public bodies such as the NHS. Furthermore, I have undertaken capital taxation valuations such as inheritance tax. Although, it is a large commitment in terms of time, it has enhanced my knowledge and skills which can be used in my everyday work”.

Apinderjit Nahal, current L6 apprentice

I have really enjoyed the MSc programme and cannot recommend it enough to anyone who thinks they might be interested in joining the built environment! I joined the VOA after leaving my career in teaching and have been supported all the way through the apprenticeship, by both the development team and a wealth of experienced colleagues. It has been a real privilege to be able to have such a fantastic work life balance and to move around within the agency, working with experts in the field whilst I am studying. There are not many opportunities in life that let you progress your career alongside family life and although it's been a very busy few years, I would recommend the whole experience to anyone in a heartbeat.

Jennifer Willis, current L6 apprentice

Undertaking the MSc Apprenticeship Programme has been a rewarding experience. The combination of academic study with University of Built Environment and practical, real-world experience in the workplace allowed me to apply new knowledge directly to my day-to-day work. The support from VOA colleagues throughout the programme has been invaluable and really helped build my confidence in valuation. Everyone is willing to offer guidance and share their expertise, making the VOA a fulfilling and supportive place to work. Becoming chartered opens up a wide range of career opportunities, along with the chance to take on more responsibility and to continue developing within the agency.

Danielle Cooper, former L6 apprentice.



Person Specification

Essential Qualifications required for all applicants:

GCSE Grade C /4 or above or an equivalent Level 2 qualification in English and Mathematics as defined by the Regulated Qualifications Framework (RQF) in England.

In addition to the above, candidates must also hold an honours degree in a non-property related subject at 2:2 or above.

IMPORTANT: At application stage you will be asked to confirm you have, or expect to have by end of August 2026, the qualifications as outlined above.

Please note you will be asked to provide copies of your certificates at pre-employment checks stage.

A statement of results or transcript from your university / exam board will suffice initially if you are awaiting certificates. But you will need to provide certificates when enrolling on the apprenticeship programme.

Candidates who cannot provide copies of these certificates when requested will not be offered a position. We are unable to make exceptions on this.

Candidates must also note:

- You **cannot** already hold a qualification at the same level or above in the same subject area as the apprenticeship or an RICS accredited degree or masters in any discipline.
- For the duration of the apprenticeship, you cannot undertake any other formal qualifications at the same time.
- You cannot undertake any part of an apprenticeship whilst on a sandwich placement as part of a degree programme.
- We will accept applications from candidates holding qualifications from outside of the UK and progress through initial sift stage, however you will be asked to apply for a statement of comparability to continue through the selection process. If your certificate is not deemed comparable, your application will not progress to the next stage of selection. Please be aware you will be required to self-fund this statement.

Person Specification

Essential Skills and Qualities

To be eligible for this role you will need to:

- Be committed to undertake and complete the Level 6 MSc Chartered Surveyor Apprenticeship and build a career in surveying.
- Have the potential to develop and evidence new knowledge, understanding and experience in property and valuation at a rapid pace.
- Have strong data and analytical skills to inform decision-making and provide advice to others.
- Be able to communicate complex information effectively to others, both verbally and in writing.
- Be able to adapt to different types of work and manage competing demands at one time.
- Be able to work effectively with others and demonstrate leadership capability when required.
- Be willing and able to travel on a regular basis to undertake property inspections or attend training, including potential overnight stays.
- Hold a full UK / EU Driving Licence – A Provisional licence is accepted at time of application however a FULL licence must be attained and evidenced within 6 months of take up date. However, if you are considered disabled under the Equality Act 2010 and do not hold a full driving licence, we will consider your application. Please contact resourcingteam@voa.gov.uk with your details to discuss this further.

Time Commitment

You will be supported and required to spend 20% of your working hours on learning and development activities relevant to the apprenticeship during the programme.

However, due to the challenging nature of a degree level programme, **candidates should be aware that if successful, they'll need to dedicate at least 10-15 hours per week of their own time on their academic studies. This is in addition to the 20% of work time allocated.**

Person Specification

To be eligible for this role you must meet the residency criteria set out on this page.

UK nationals are eligible for apprenticeship funding if they:

- have been ordinarily resident in the UK, the British Overseas Territories, or Crown Dependencies (Channel Islands and Isle of Man) for at least the previous three years before the start of the apprenticeship.*

Irish citizens in the UK or Ireland are eligible for funding if they:

- have been ordinarily resident in the UK and Islands, and/or Ireland for at least the previous 3 years on the first day of their apprenticeship*

UK nationals and their family members, and Irish citizens are eligible for funding if they:

- resided in the EEA or Switzerland by 31 December 2020 (or resident in the UK, having moved there from the EEA or Switzerland after 31 December 2017), and
- resided in the EEA, Switzerland, Gibraltar or the UK for at least the previous three years before the start of the apprenticeship*; and
- remained ordinarily resident in the UK, Gibraltar, the EEA or Switzerland between 31 December 2020 and the start of the apprenticeship*

EEA and Switzerland nationals are eligible for funding if they:

- have obtained either pre-settled or settled status under the EU Settlement Scheme, and have lived continuously in the EEA, Switzerland, Gibraltar or the UK for at least the previous 3 years on the first day of their apprenticeship*

The right of abode is a status under United Kingdom immigration law that gives an unrestricted right to live in the United Kingdom. It was introduced by the Immigration Act 1971. Individuals with the right of abode are eligible for funding if they:

- have been ordinarily resident in the UK, the British Overseas Territories, or Crown Dependencies (Channel Islands and Isle of Man) for at least the previous three years before the start of the apprenticeship*.

Non-UK nationals (with exception to those that fall into the categories above) are eligible for funding if they:

- have been ordinarily resident in the UK and Islands for at least the previous 3 years on the first day of their apprenticeship* and have permission from the UK government to live in the UK (not for educational purposes) or have obtained pre-settled or settled status under EUSS.

*If you are successful in gaining a post, it is anticipated you will take up duty at the VOA on 5th October 2026. Before applying, please ensure that you will meet the above criteria by this date.

Person Specification (international candidates)

Further information for international applicants:

Please note, we are a licensed Skilled Worker visa sponsor and are happy to consider applications from candidates who meet the UK Home Office eligibility requirements for this route.

For our London-based roles (salary £35,457), sponsorship is available for applicants who qualify as new entrants under the Skilled Worker visa rules (for example, those under 26 years old, recent graduates, or applicants working towards a recognised professional qualification such as RICS chartership).

For our roles outside London (salary £30,674), the salary does not meet the current minimum threshold for Skilled Worker visa sponsorship under the Home Office eligibility requirements.

For experienced worker applicants, the salary offered for this role is below the general Skilled Worker threshold (£41,700), meaning that sponsorship is not available.

Selection Process – Sift

Throughout the process you will be assessed using [Success Profiles](#) at both sift and interview stages. The different stages of the process are outlined below and on the next page. We will test your **ability and experience** at sift stage.

1. Complete a **numerical online test**. Details on what to expect and practice tests can be found [here](#).
2. Please provide a **personal statement** outlining in no more than **750 words** your suitability and alignment to the role. Please include reference to:
 - Any transferable skills you may have either from previous academic studies and/or work/employment experience that would be of benefit to you in this role
 - Showcase your interest and desire to become a Chartered Surveyor and join the Surveying profession, along with your approach and dedication to complete the academic studies
3. Confirm that you have the **qualifications** required for this role as outlined on Slide 11 of this pack. Please note you will be asked to provide copies of your certificates if you reach provisional offer stage.
4. **Shortlisting:** A diverse panel will assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided against the criteria set out in the 'Person Specification' section. Failure to address any or all of these may affect your application.

Should we receive a large number of applications; it may be necessary to conduct an initial sift by increasing the pass mark for our online tests and/or sift using Personal Statement only. Candidates who pass the initial sift may be progressed to a full sift or progressed straight to interview.

Tips for completing your personal statement. These will also help with preparing if you are successful in getting through to assessment centre stage.

1. Do your research. Here are some useful links as a starting point: [VOA Blog](#) / [VOA Website](#) / [RICS Website](#) / [Apprenticeship Standard](#).
2. Read through this candidate pack and the job advert, paying particular attention to the job description and person specification
3. Reflect on the above and how this aligns to your career goals, your skills and strengths
4. Ensure you cover both bullet points shown on this page within your personal statement.

Selection Process – Assessment Centre

Throughout the process you will be assessed using **Success Profiles** at both sift and interview stages. The different stages of the process are outlined below and on the previous page. If you meet the requirements at sift, we will test your **potential** to develop the **technical** knowledge and skills required to become a Chartered Valuation Surveyor, your **behaviours** and your **strengths** via an assessment centre.

Before the Assessment Centre

Assessment centres will be held across a range of dates and regions in early December 2025. Full details on locations and how to book an assessment slot will be provided if you are successful at sift stage.

It's important to us that everyone feels able to participate in our selection process. We are committed to helping cover travel and accommodation costs for anyone invited to attend one of our assessment centres. Further detail on what our support package covers will be provided along with any assessment centre invite. Our team will be available to help make sure you're supported in accessing the right level of assistance for you.

In exceptional circumstances only, we may need to conduct some elements of the assessment centre remotely via an online platform.

During the Assessment Centre

You'll have an opportunity to meet the Development and Surveying Profession Teams to find out more about the programme and the wider VOA. You'll get a sense of what your work environment could be like as your assessment centre will take place in one of our regional hubs.

The assessment itself will include:

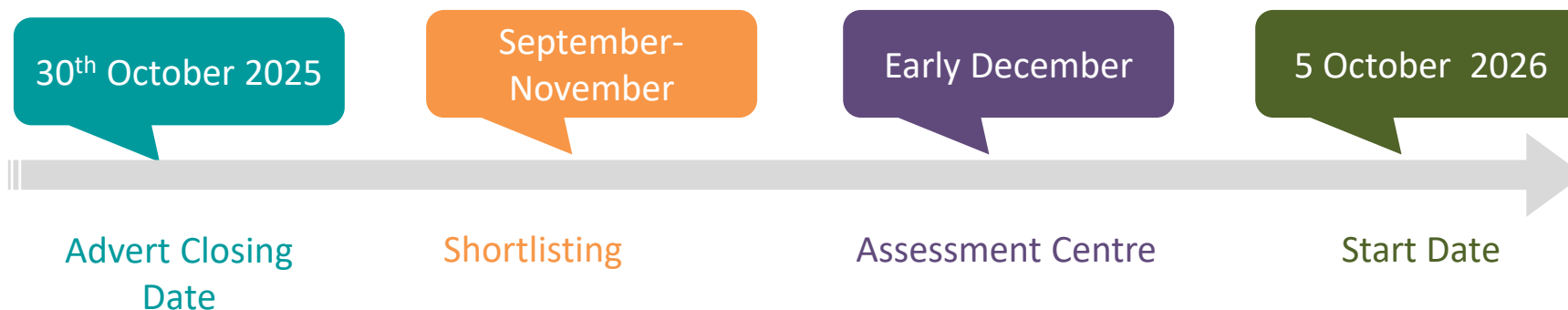
- A presentation – if you are invited to an assessment centre, further detail will be provided to help you prepare.
- A group exercise – to assess you on the behaviours shown below in real time.
- A short individual interview - to assess your potential for and interest in surveying and valuation.

The behaviours tested will be: **Communicating and Influencing, Making Effective Decisions, Working Together and Leadership**. You can find out more about these [here](#) – you'll be assessed against the Level 2 definitions.

Selection Process - Timeline

We will try to offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessment. You are therefore asked to note the below timetable, exercising flexibility through the recruitment and selection process.

The anticipated timetable is as follows:



Offer & Start Date

We will notify you of the outcome of the process and make an offer to the successful candidate(s) as soon as possible. **Successful candidates will take up their post(s) on 5 October 2026.** A reserve list of candidates who met the minimum pass criteria will be kept for a period of 6 months.

To take up duty you must hold the required qualifications set out on slide 11 of this pack by 31 August 2026. Qualification must be fully complete and awarded by this date. **If you already hold all of the qualifications, you may be offered a post prior to October 2026, subject to availability.**