



# SOCIETY OF LAND REFERENCERS

Level 4 Land Referencer Apprenticeship  
Model Role Description for Employers



## ISSUE AND REVISION RECORD

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## **EXECUTIVE SUMMARY**

This model role description is provided to assist employers with the process of recruiting onto the Level 4 Land Referencer Apprenticeship.

The Society of Land Referencers (SoLR) is acting as a portal to co-ordinate the delivery of this apprenticeship and will promote and market it on behalf of the Land Referencing industry, helping to ensure a lasting legacy. SoLR will advertise all apprentice vacancies on [www.SoLR.org.uk/careers](http://www.SoLR.org.uk/careers). Please contact [info@SoLR.org.uk](mailto:info@SoLR.org.uk) to list yours.

More information on the apprenticeship is available on the SoLR website ([www.SoLR.org.uk/apprenticeships](http://www.SoLR.org.uk/apprenticeships)). The full apprenticeship Standard is published on the Institute for Apprenticeships website ([www.instituteforapprenticeships.org](http://www.instituteforapprenticeships.org)).



## 1. ABOUT THE ROLE

Land referencing is the practice of identifying and classifying persons and organisations holding legal interests and rights over land which is subject to development.

Land referencing plays a vital part in the development of infrastructure and regeneration in the UK and Ireland, which in turn results in physical changes to our geography and terrain.

The Land Referencer occupation is found in a range of sectors including transport (aviation, rail, highways), energy, utilities, housing, redevelopment, retail, environmental protection, commercial, private and public sectors. One of the core functions of conducting a land referencing exercise is to provide supporting evidence, documentation and information for an acquiring authority to obtain land for the purposes of large development or infrastructure projects such as airport expansion, railway construction and large shopping centres.

Projects which you may be working on include:

[Insert example projects to bring the role to life for the candidate]

## 2. DUTIES

In your daily work as a Land Referencer Apprentice, you will be fully supported to interact with your immediate project delivery team and a variety of internal and external clients; the client's independent land advisors and legal representatives; land agents, solicitors and land valuers; other related professions such as geospatial and data managers, ecologists and design teams; government organisations and public bodies. Land Referencers are predominantly office-based but there is often a requirement to conduct site visits for the purposes of identifying the occupiers of affected land, posting and removal of site notices, site surveys to ensure all features have been accurately recorded and to negotiate with landowners to secure land access for a client.

An employee in this occupation will be responsible for working collaboratively within their project team, reporting directly to a team leader, to deliver high-quality land ownership information to clients. Project tasks include the following:

- Conduct desk-based research in preparation for an infrastructure project to determine those with a legal interest in affected land and to establish an accurate representation of the land ownership within the area of interest.
- Verify land attributes (e.g. land use), features and use of land on site, to ensure accuracy and consistency with desk-based research.



- Conduct reasonable enquiries via phone, email and/or in person to confirm land ownership and occupational interests with individuals and companies believed to have an interest in the land.
- Conduct site visits to negotiate with landowners to secure land access and to post/remove site notices.
- Use GIS to create plans illustrating land ownership, and accompanying schedules detailing any party with an interest in the land, as identified from the land referencing tasks.
- Follow up enquiries via phone/site visit, encouraging parties to sign access licences and respond to any concerns that they may have.
- Assist with processing, investigating and resolving any correspondence which has been returned to sender.
- Support engagement activities and preparation with a range of stakeholders involved in the project, including the communities affected by it.
- Produce and distribute legal notices to landowners identified by the land referencing task.
- Maintain audit trail to contribute towards the audit trail of the project's deliverables.

### **3. CONTINUOUS DEVELOPMENT**

An apprenticeship enables you to earn a salary whilst you are studying for a nationally recognised qualification. You will get to work alongside and learn from our experts who have a wide range of knowledge and experiences to share with you, with a programme designed to provide you with the knowledge and skills for a successful career with us. We understand that all apprentices are different. Therefore, we tailor your training and development to help you to achieve your own personal goals.

You will undertake a supervised programme of in-company training and technical project work alongside college lead teaching.

You will be encouraged to join a professional/ industry body and access external training and professional networks.

[Add employer specific career path and career development]

### **4. EMPLOYER SPECIFIC BENEFITS**

[e.g. typical working week, paid annual leave, pension, ECP programme, personal and health benefits, bonuses, paid professional subscriptions]



## **5. CANDIDATE SPECIFICATION:**

- Functional Skills Level 2 English and Maths \*
- Demonstrate a responsible approach to health and safety
- Professional, proactive and receptive to constructive advice and guidance
- Strong and empathetic communication skills
- Willing to learn new skills while being able to adapt them
- Self-driven and able to seek help if needed
- Able to work independently when necessary
- Take responsibility and pride in your work
- Demonstrate a positive approach to problem solving
- Able to contribute to discussions as part of a team
- Have a great attention to detail and place a focus on quality

\*Apprentices without Functional Skills Level 2 English and Maths will need to achieve this level prior to taking the End-Point Assessment. For those with an education, health and care plan or a legacy statement, the apprenticeship's English and Maths minimum requirement is Entry Level 3. A British Sign Language (BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.