



Chartered Institute of Housing Level 2 Award in Involvement in Housing and Communities

Pathway - Tenant and Residents Association

This is a new qualification that is suitable for tenants and residents and aims to provide the skills and knowledge to help them be actively involved in their activities with the housing organisation and their communities.

This pathway comprises of three units.

Chairing Skills

- Role and responsibilities of a chair
- Skills and qualities needed for the chair role
- How to effectively chair a meeting
- Dealing with difficult situations

How to run Effective Meetings

- Key features of effective meetings
- Responsibilities of committee members
- Taking minutes, setting agenda
- Organising a meeting
- Evaluating success

The Role of a Community Representative

- The role and responsibilities of a community representative
- Key skills that a community representative needs
- Know their community including diversity and different needs
- Identify how to represent their community

Running the course

Each course is a standalone session and takes two days to complete. This can be on consecutively days or different weeks, evening and half day sessions. TPAS will work with you to develop a bespoke programme for your organisation or group.

You may consider running the course jointly with other organisations locally to share costs

For more information contact

TPAS 4B Paragon House, 48 Seymour Grove, Manchester M16 0LN

training@tpas.org.uk

0161 868 3500