



TRAINEE

BUILDING FUTURES

HANDBOOK

EXPLORING OPPORTUNITIES
WITH BERKELEY HOMES (OXFORD & CHILTERN)



Berkeley
Designed for life

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Building Futures offers school and college leavers an unparalleled opportunity to try out different careers within the property development industry before settling on the right path.

With its competitive salary, sponsored part-time further education and one-on-one mentoring; this is the perfect way to kick-start a career. The programme offers a viable alternative to the ever growing cost of the traditional university route.

As one of the UK's leading developers Berkeley are on the look-out for new talent to join our diverse teams and projects. Building Futures is designed to provide us with future managers, allowing us to continue to grow and **remain a world-class business**, and give you the opportunity to be part of a dynamic company.

TRANSFORMING TOMORROW

At **Berkeley Group** our passion and purpose is to build quality homes, strengthen communities and improve people's lives. We are innovating, pushing boundaries and taking action to ensure we have a long-term, positive impact that is good for our customers, the communities we touch, our business and the world around us.

We transform underused sites into exceptional places and we're also transforming the way we work; embracing technology and raising standards, as we continue to deliver an outstanding customer experience and create high-quality homes that delight our customers.

Our Vision 2030 is our ten year plan which sets out how we will achieve this.



TRANSFORMING PLACES

Working with local people and partners we create welcoming and connected neighbourhoods where you can be proud to live.



TRANSFORMING LIFESTYLES

Taking action on climate change and giving you ways to live more sustainably. We're building efficient homes that use less energy over their lifetime, with sustainable travel choices on the doorstep.



TRANSFORMING NATURE

Creating beautiful places with habitats that help nature to thrive, meaning that every site is left with more nature than when we began.



TRANSFORMING FUTURES

Helping people to reach their potential through apprenticeships and training, and programmes supported by the Berkeley Foundation.



Woodberry Down



Please scan this QR code for more information on how we are TRANSFORMING TOMORROW



WHAT'S IN IT FOR YOU

Being a Building Futures trainee offers you a number of **advantages** when considering your post-school options, including:

BUILDING FUTURES VS UNIVERSITY

- No student debt
- Learning whilst earning with a starting salary of at least £19,800
- Further education and work experience at the same time
- A chance to try out different career paths before choosing your course and career

BUILDING FUTURES VS STANDARD APPRENTICESHIP

- An industry leading salary*
- A more senior position with real responsibility
- A chance to experience and understand every major job role in the industry before choosing a career and further education
- Training and development tailored to your needs

FULLY FUNDED PART-TIME UNIVERSITY COURSE WORTH APPROXIMATELY

£27,000

BESPOKE WORK FOLDER DESIGNED TO DEVELOP YOUR SKILLS AND KNOWLEDGE OF THE BUSINESS



STARTING SALARY OF AT LEAST **£19,800**

8

MONTH-LONG STRUCTURED PLACEMENTS IN EACH OF OUR DEPARTMENTS

PLACEMENT DAYS WITH OUR SUPPLY CHAIN



WORKING AT BERKELEY

The Berkeley Group was voted one of Britain's Most Admired Companies across all industries from 2012 to 2016 and Housebuilder of the Year in 2015 and 2017. Despite this success **we retain a 'family' feel** to the business and want everyone to feel part of a single team. Here is what some of our employees say about working here:

"Working at Berkeley has allowed me to explore different career options in which I have been fully supported throughout. Berkeley believes in the person before the job role, supporting the growth of my career and my personal development."

Dan Coulon, Build Graduate

"Having an opportunity to work for a leading residential developer in the UK is a great way to gain experience and knowledge of the industry. Exciting new projects and supportive environment make it easier to face everyday challenges. Learning new skills is encouraged through available workshops and trainings. Probably the best side of working for Berkeley are the friendly people I work with who make me proud to be a part of their team."

Eva Erjavec, Design Assistant

"Every day is different at Berkeley, this job allows you to quickly expand your knowledge and gain an invaluable understanding of the inner workings of the construction industry. In the land department we acquire land and guide applications through the planning process, once planning has been granted it does make you proud to know that you played an integral role in creating a new fantastic neighbourhood and place for people to work, live and play".

Molly Huck, Land Graduate



DEPARTMENT ROTATIONS AND JOB ROLES

For the first eight months of the programme you will spend a month in each department to understand what they do and the job roles you could end up in. This will allow you to make an informed decision about where you want your career to go and mean you will have an unparalleled understanding of how the business and construction industry operates. Below is just a snapshot of what you might learn in each department.



LAND, PLANNING & DESIGN

- Finding land with development potential
- Negotiating deals with landowners to buy land
- Completing financial appraisals of land opportunities
- Completing the planning process and planning applications
- Developing planning design to create a vision for a development
- Managing planning legal agreements

ROLES:

- + LAND MANAGER
- + PLANNING MANAGER



TECHNICAL

- Managing the design team through the detailed design process
- Co-ordinating drawings produced by architects and other consultants
- Building Control and warranty provider management

ROLES:

- + TECHNICAL MANAGER
- + DESIGN MANAGER
- + ENGINEERING MANAGER



HEALTH, SAFETY & SUSTAINABILITY

- Fostering behavioural change to ensure a safe, sustainable and modern business
- Health & Safety, Sustainability and Our Vision management and monitoring to ensure we meet our legal and business requirements
- Investigating Health & Safety and environmental incidents to ensure practices are continually improved

ROLES:

- + SUSTAINABILITY MANAGER
- + HEALTH & SAFETY MANAGER



CUSTOMER SERVICE

- Ensuring and measuring customer satisfaction
- Quality control management of our finished homes
- Managing customer service and ensuring exceptional ongoing customer relationships

ROLES:

- + CUSTOMER SERVICE MANAGER
- + CUSTOMER RELATIONS MANAGER



START



COMMERCIAL

- Budgeting for a project to ensure it comes in on time and in budget
- Managing the procurement process for contractors and suppliers
- Ongoing contractor management and cost reporting

ROLES:

- + QUANTITY SURVEYOR
- + BUYER
- + ESTIMATOR



CONSTRUCTION

- Build programming and build process planning
- Co-ordinating contractors to make sure our homes are built on time, to a high quality and with consideration for safety and sustainability.
- Day-to-day problem solving as part of the build process

ROLES:

- + SITE MANAGER
- + PROJECT MANAGER



SALES & MARKETING

- Responsible for the selling of our homes at each of our developments
- Assist our customers through the house buying process and portray the Berkeley Difference from reservation through to exchange of contracts
- Producing marketing strategies for each of our developments
- Promoting our homes through advertising and online activity
- Production of promotional material including induction brochures, invitations and signage

ROLES:

- + SALES ADVISOR
- + MARKETING MANAGER



FINANCE

- Reporting on financial performance to the board
- Purchase ledger and payment management
- Business forecasting and ensuring financial stability
- Risk management

ROLES:

- + ACCOUNTANT
- + FINANCE MANAGER

There is a variety of careers available in development. Above are just a few of the most common to give you a flavour for where you could end up. **Visit the goconstruct website to find out more.**

TRAINEE CASE STUDIES

Case studies from three of our Building Futures trainees.

EMILY – MARKETING MARKETING CO-ORDINATOR



I started the Building Futures programme in September 2017. After completing my A levels I was unsure on what to do, and was attracted by the different opportunities and the premium quality developments Berkeley deliver.

The programme seemed perfect, as it gave me the opportunity to try a number of departments and roles within the business to find one that suited me. I particularly enjoyed the first nine months moving around each department.

This has given me experience in a number of roles and enhanced my understanding of how a large business, and the industry, works. I also got a taste of what makes a successful housebuilder. Being able to then choose a full-time department with the help of my mentor was a huge attraction for the course.

The best experience so far has been getting to meet everyone within the business. The first nine months is the most challenging part, as you have to move into a new department every month. It was a little like starting a new job every four weeks. However, it meant I learnt really quickly.

I am now working full-time in Sales and Marketing as their Marketing Co-Ordinator. I want to continue my marketing career and hope to progress quickly within the department.

My advice for applicants is to be open minded throughout your rotation and put 100% into each department. Make sure that you ask lots of questions to ensure you get the best understanding and knowledge out of each area of the business.

“I PARTICULARLY ENJOYED THE FIRST NINE MONTHS MOVING AROUND EACH DEPARTMENT”

“I WAS ATTRACTED BY THE DIVERSITY OF THE INDUSTRY AND THE OPPORTUNITIES TO CLIMB THE CAREER LADDER”

HARRY – LAND ASSISTANT LAND BUYER



I joined Berkeley after completing my A levels in Business, Finance and Travel & Tourism.

My interest in housebuilding was sparked after Berkeley visited my school to present the Building Futures programme. I was attracted by the diversity of the industry and the opportunities to climb the career ladder. I admired how Berkeley invests in the community and takes pride in delivering a development where people aspire to live. I knew this would be an ideal business in which to kick-start my career.

Before hearing about Building Futures, I was unaware of the different job roles in the industry, so working at Berkeley has enhanced my knowledge of the industry. My best experience was rotating around the nine departments within the business. The programme has given me the opportunity to meet and work with everyone in the company,

a unique opportunity which few people get. After completing my rotation, I had found the right job role for me and decided to pursue a career as an Assistant Land Buyer.

The biggest challenge was adjusting to work-life, as at school you are constantly guided and given the next task to do. It's important throughout your rotations to take the initiative and try to anticipate the next task before it is asked of you.

I intend to continue my career in land acquisition with the aspiration of heading up my own land team in the future, in order to provide further opportunities for the business to grow.

My advice for candidates applying for this role would be to always make notes in meetings you attend as it is a great opportunity to gain an understanding of the topic being discussed. Do not be afraid to ask questions as you will never learn unless you ask.

OLIVER - CONSTRUCTION
ASSISTANT SITE MANAGER



In 2015 I was recruited directly from finishing school at 19 years old onto the Building Futures scheme. Watching my parents build their own home made me realise the reward and satisfaction gained from constructing a new home and sparked my interest in construction and development as a possible career.

Prior to the Building Futures scheme, I was studying a triple Business Credited BTEC course at college. I found out about the scheme whilst at college and eagerly jumped at the opportunity to earn whilst learning. Over the past two years with Berkeley I have learnt a lot about construction and the industry. The Building Futures scheme offered me an insight into every aspect of the business, an amazing opportunity for anyone looking for a career in this industry. Over the course of nine months I rotated between nine departments, from Land to Customer Services, gaining an invaluable experience. This also allowed me to make an informed decision about which area of the business I most wanted to pursue. For me, this was the construction management side of the business.

The Building Futures scheme has also given me the opportunity to study Construction Management at London Southbank University part-time whilst training as a Site Manager, this made me feel highly valued as an employee as Berkeley were investing in my future.

By the time I complete my course I hope to be fully qualified as a Site Manager. I would highly recommend the Building Futures scheme to anyone looking to get into a business with unlimited opportunities, within a variety of departments. To anyone who is fortunate enough to get a place on this fantastic scheme, I would advise to go into every department with an open mind, take the opportunity to learn as much as you can and set yourself professional goals and targets. The support and guidance I have been given from employees at Berkeley Homes has been incredible in helping me to achieve my goals and aspirations.

“THE SUPPORT AND GUIDANCE I HAVE BEEN GIVEN FROM EMPLOYEES AT BERKELEY HOMES HAS BEEN INCREDIBLE”



WHAT WE ARE LOOKING FOR

The scheme is open to anyone in their final year of school or college studying towards A levels or an equivalent qualification, although recent school leavers will also be considered.

Attitude is more important to us than your academic attainment. We are looking for **enthusiastic**, **articulate** and **resilient** people with an open mind and a desire to learn and work. Although there are no minimum grade requirements, trainees will be expected to go on to part-time further education after their first year with Berkeley, so sufficient grades to continue in education are required.

WE ARE ALSO LOOKING FOR INDIVIDUALS WHO SHARE OUR **CORE VALUES**.

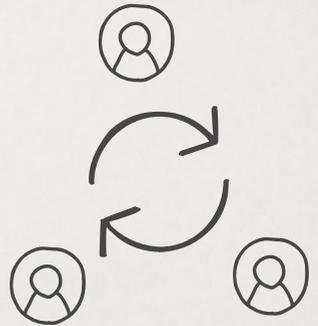


HOW IT WORKS

If **successful** you will start the scheme in the September following your completion of school or college. Below is an example of how your first year and beyond might look.

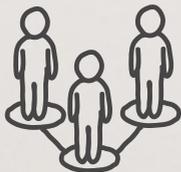
September - May

- o 8 x month long placements in each of the departments
- o Bi-monthly mentor meetings to support your professional development
- o Completion of a bespoke work folder to develop your work, learning and management skills and your understanding of the business
- o This eight month period represents your probationary period



April - May

- o Selection of two or three potential departments with assistance from your mentor and Building Futures programme managers



May

- o Meet with the Managing Director to reflect on your performance during the placements.
- o If you have performed well you will complete your probationary period and select your full-time department with the Managing Director
- o Sit down with your future line manager to discuss your career path



June

- o Start working full-time in your chosen department
- o Meet with your new line manager to plan your professional development

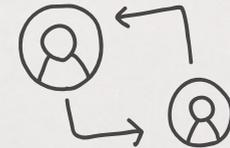
June - July

- o Research and select relevant further education course for a September start (e.g. Degree, HND) with assistance from your line manager and Building Futures programme managers



September onwards

- o Begin a part-time further education course on day release
- o Have regular review meetings with your line manager to ensure work and course progress
- o Continue to meet with your mentors and Building Futures programme manager to offer you impartial support outside of your department



EXTERNAL PLACEMENTS

To give you a detailed understanding of the housebuilding industry we will arrange placements with companies in our supply chain. This will help you to understand what they do and how they work with us to create successful developments and run a successful business. This could include days with architects, kitchen suppliers, estate agents, solicitors, accountants and many more.

WHAT DOES THE FUTURE HOLD



LONG TERM - 5-10 YEARS

You will have finished your further education course and could have progressed to a manager position in your field with yet another significant pay rise. You could have more experience, be more qualified and be more financially stable than most of the people your age in the industry.



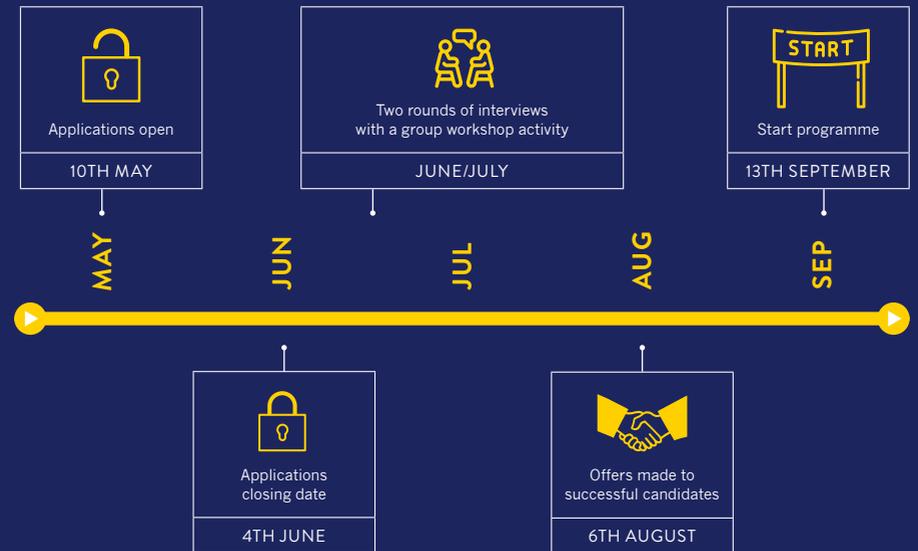
MEDIUM TERM - 4 YEARS

After four years you will be nearing the end of your part-time further education course, could have progressed from a trainee to at least a junior position in your chosen department and have had a significant pay rise. You'll probably have earned more than the average apprentice or student, have no student debt and potentially four more years of experience in the housebuilding industry compared to a student, who may have only just graduated.

SHORT TERM - 8 MONTHS IN

After just eight short months you will have earned over £13,200 before tax, have completed your departmental rotations and started working full-time in your chosen department. You'll have earned far more than the average apprentice whilst having had the opportunity to try many more careers than any student or apprentice.

THE APPLICATION PROCESS



THE SELECTION PROCESS

The selection process consists of two stages. The first stage of the process includes an interview and a group workshop activity with managers from various teams. Those who successfully progress to the second stage will be interviewed by two directors before a decision is made

THE APPLICATION FORM

As well as submitting a CV we require each applicant to complete an application form which asks you to answer a number of questions about yourself. The answers should demonstrate how you are suitable for the Building Futures scheme. The exact questions vary each year.

For more information, for an application form or to find out the exact dates for this year contact buildingfutures@berkeleygroup.co.uk

FAQ'S



QUESTIONS FROM STUDENTS

What will I be paid?

The starting salary is at least £19,800 with potential for this to rise significantly as you progress in the business.

What qualifications do I need?

A levels or an equivalent qualification.

What grades do I need?

There are no specific grade requirements but we would expect you to have sufficient grades to go on to further education.

What will the further education cost me?

Nothing, Berkeley pay for this.

What holiday do I get?

The basic holiday is 25 days a year rising each year to a maximum of 30 days. You will not start the scheme until the September after you finish school, so you have a whole summer to enjoy before you start.

Do I need a driving license?

Yes, as part of the scheme you will need to be able to drive to different developments around Berkshire, Buckinghamshire, Hampshire and Oxford.

During my rotations will I be treated like work experience and just given admin tasks to do?

No, you will be treated like a valued member of each team and be given important work to do. This will give you a flavour of what each department does.

What is the dress code?

As we are in constant contact with the public, customers and other businesses the dress code is smart business dress.



QUESTIONS FROM TEACHERS

Which of my students would be right for this?

Anyone in their final year of school or college looking at post education options of any kind. This is a learning and earning scheme so anyone considering university, work or an apprenticeship should apply. There are so many different jobs in the industry, from accountants to marketing managers. There is a career for everyone.

What do you expect from schools or colleges?

Just to help us in promoting this opportunity to your final year students. We visit a number of schools each year to promote the scheme so your assistance in organising a short presentation slot would be welcome. The most successful applicants have been from schools where they really engage with us.



QUESTIONS FROM PARENTS

What will my child do during the scheme?

Work in every department of our business. See pages 12 and 13 for details.

What is expected of me?

Just your support. We will provide them with any Personal Protective Equipment, stationery or other equipment they need.

How long is the scheme?

It will last the length of their part-time degree/ further education course plus the initial year of rotations and settling into their chosen department. See page 13 for details.

Is this a professional career path?

Yes, this scheme is all about developing the management of the future in the construction industry. We will be investing significant sums of money in these trainees and want them to become specialists in their chosen fields.

What qualifications will my child receive?

Although dependent on the career they choose at Berkeley, all Building Futures trainees go onto some form of further education based on their individual development needs. This is usually a part-time fully funded degree, but if their career has a specific qualification (e.g. AAT for accountancy) this would be the preferred direction. We also support and fund working towards professional accreditations e.g. RICS.

Will my child be as qualified as someone going straight to university?

Yes, if not more so, as they will also have experience in the world of work. They will have had the opportunity to try out numerous careers so they know they are selecting a course relevant to their future development.



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Proud to be a member of the
Berkeley Group of companies



Investor in
Customers®
Gold 2020