

# shape the future:

Future Skills Programmes



OUR VISION  
**2030**  
TRANSFORMING TOMORROW



# Work with us



**Berkeley Group is one of the market leaders in the property development industry today. We specialise in the regeneration of brownfield sites, and our focus is on creating exceptional quality places in London, Birmingham, and the South of England. We look to tackle the shortage of good quality homes whilst making a lasting contribution to the landscape and to the communities we help enhance.**

The core values that underpin Berkeley Group remain unchanged from its early days. These are a passion for great places, having integrity, showing respect for people, thinking creatively, and achieving excellence through detail.

These values influence the way we work, the way we lead the business, and the quality of homes we deliver to our customers.



## The Berkeley Group:

Founded in 1976

More than 19,000 homes built in the last five years

£14bn contributed to UK GDP in the last five years

Supported, on average, 27,000 jobs per year, directly and through our supply chain for the last five years

FTSE 100 Company

# Shaping The Future



## Sustainability

Berkeley Group is one of the country's leading sustainable developers. Our goal is to create successful, sustainable places where people aspire to live. We achieve this by focusing on placemaking, which means we build communities as well as beautiful homes.

Sustainability is at the heart of everything we do, from the design of the homes and communities we build to the way we run our business.

## Sustainable Places

We believe in putting people at the heart of placemaking. We work in partnership to create well-designed, beautiful, high-quality, safe and sustainable places which will endure as settled, vibrant communities long into the future. They include sustainable infrastructure and amenities, and are designed to be resilient to the effects of climate change.

## Iconic Locations

Our experienced land teams focus on investing in the right locations where there is strong demand for new homes, good transport links, and the scope to create new successful places where people aspire to live. We undertake a rigorous evaluation of the opportunities and risks of each potential acquisition. This and our strong financial position ensure that we deliver on our offers, fostering trust and underpinning enduring relationships.

## Berkeley Foundation

The Berkeley Foundation was launched in 2011 and became a registered charity in 2013. The Berkeley Foundation enables Berkeley Group to play a more proactive role in society and engage with local communities in new ways. Since 2011, the Berkeley Foundation has committed more than £15 million to over 100 charities and worthy causes.

## Values

Our values and the way in which we conduct ourselves are key to our reputation and to delivering excellent service to our customers. In order to maintain this high standard, Berkeley Group has a set of core values. These include; integrity, excellence through detail, passion, respect, and creativity.

## Innovation

We combine our experience from previous developments with the knowledge and skills of our talented workforce to enable us to tackle complex development risks and successfully regenerate brownfield land. Considerable research and development has occurred over the past few years to develop the Urban House type and to deliver it using a fully-fitted modular system built off-site.

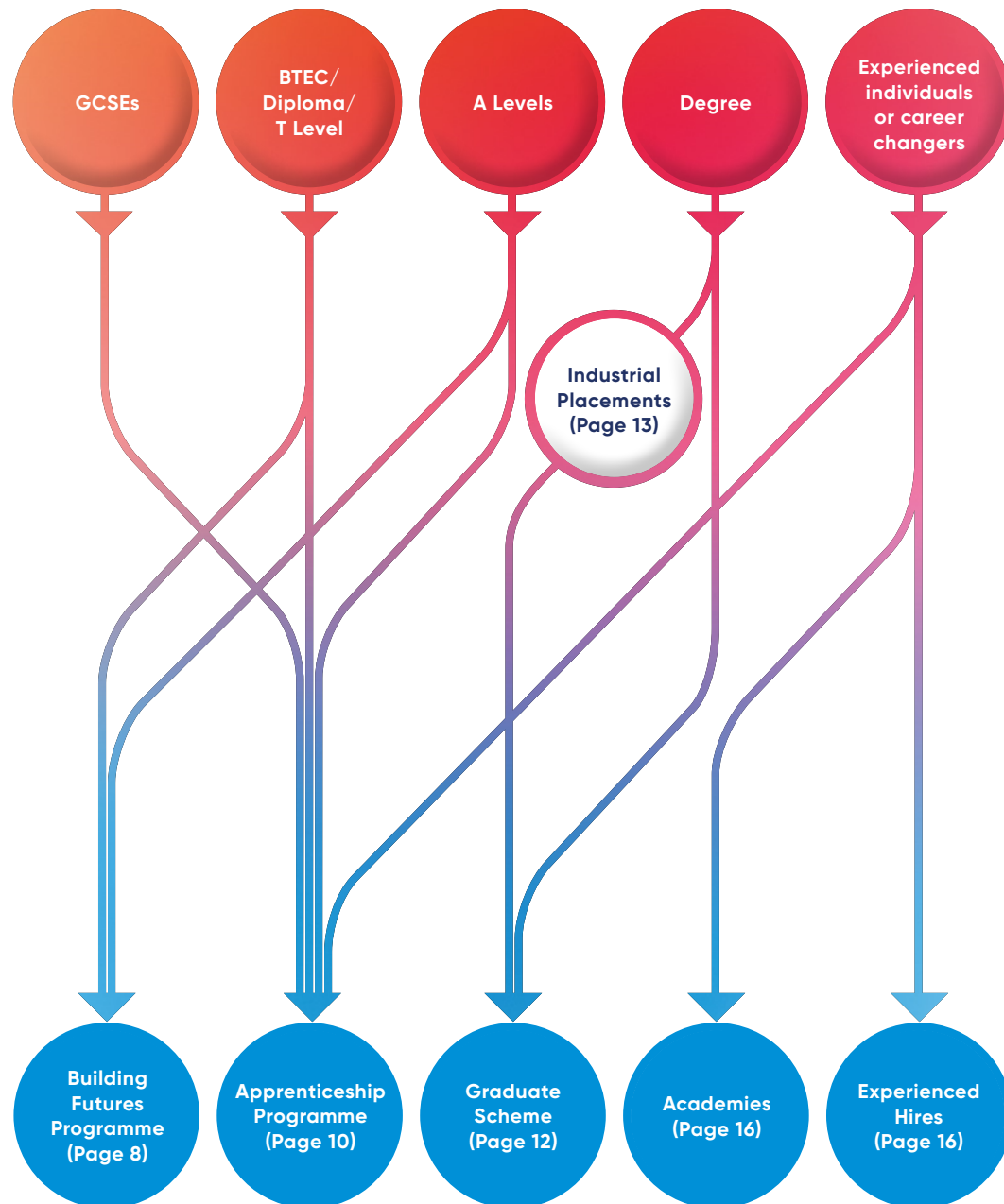


At Berkeley we invest in our people, develop talent, and promote from within based on merit alone. The trainees we recruit today will be the leaders of tomorrow."

Rob Perrins  
Chief Executive Berkeley Group



# Where do you want to go next?



Find out more before committing to a programme through the following opportunities:

[Site Visits \(Page 17\)](#)

[Work Experience \(Page 17\)](#)

We work with the following organisations to link individuals to potential roles:

[Women into Construction \(Page 14\)](#)

[BuildForce \(Page 14\)](#)

[Street Elite \(Page 15\)](#)

# Building Futures Programme



## What is the Building Futures Programme?

The Building Futures Programme is a training scheme offering a permanent role for a limited number of students who have completed a Level 3 qualification (such as A Levels or a BTEC). In paid employment, those on the programme will complete nine months of rotational placements within different departments before choosing their permanent role.

Trainees will go on to part-time further education after their first year based on their individual development needs and chosen department.

## The Building Futures Programme is suitable if you:

Want to get a job and start earning

Don't know the occupation you want to work in

Are open-minded and eager to understand all aspects of the business

Are interested in gaining vocational qualifications once you have selected your career pathway



[Find out more](#)  
Building Futures | Berkeley Group



I had finished at sixth form college and was undecided on what I was going to do next. I felt like university wasn't for me so I found the Building Futures scheme with Berkeley. I did a month in each department and found my love for the construction department. I am now doing a Level 4 apprenticeship in Site Supervision and will be looking to progress from there."

**Josh**  
Apprentice Site Supervisor



I completed college with a BTEC diploma in Health & Social Care. Due to having no experience in this industry, I saw Building Futures as an opportunity to understand how property and construction work. Following my rotations, I realised the Land and Planning department suited me best as it enabled me to work with multiple departments. I assist the planning team in the day-to-day running of projects, from buying land, planning, and designing the development, to working with local authorities to deliver what the local community needs. I progressed to study for a degree in Real Estate to obtain a more technical understanding."

**Sweta**  
Development Trainee



# Apprenticeship Programme



## What is an Apprenticeship?

An apprenticeship is a paid, structured programme of learning, typically lasting between one and four years for people aged 16 and over. It can often lead to a permanent role in the business.

Apprentices spend the majority of their time in the workplace and an average of at least six hours per week in off-the-job training with a college, university, or training provider.

We offer apprenticeships from Level 2 to 6, in a range of disciplines, including:

Site Management

Digital Design

Technical Design Management

Quantity Surveying

Business Administration

Sales and Marketing

Finance and Accounting

Existing education and qualifications will usually determine the appropriate level and duration.



**Find out more**

Apprenticeship Programme | Berkeley Group

## Apprenticeships are suitable if you:

Want to get a job and start earning

Know the occupation you want to work in

Want to gain practical experience

Are interested in gaining vocational qualifications

After completing an apprenticeship, you will have gained a nationally recognised qualification and could progress to a higher-level apprenticeship or senior role.

## Supply Chain opportunities

In addition to providing opportunities within our own teams, we also support our supply chain to recruit apprentices across a range of trade occupations. We provide a welcoming environment for apprentices to learn whilst working on our sites and value their contribution.



I joined Berkeley after A Levels and saw it as a great way to gain experience of the industry while getting a formal qualification (also while earning money). Some advice I would give is don't be afraid to make mistakes. Even the most experienced make a slip-up now and then."

**Ben**  
Apprentice Legal Progressor



I completed A Levels and worked in retail for a while before deciding to focus on a Business Administration apprenticeship. My role is varied as I support the Berkeley Foundation charity with different projects. The apprenticeship has been really beneficial and has allowed me to experience new practical aspects alongside the teaching of theory."

**Megan**  
Apprentice Grants and Business Administrator



# Graduate Scheme



## What is the Graduate Scheme?

The Graduate Scheme is a two-year programme in a permanent role with structured four to six week rotations in all core areas of the business for the first six months. Graduates then return to their department to begin their roles and, if applicable, start working towards a professional accreditation.



[Find out more](#)

Graduate Scheme | Berkeley Group

## The Graduate Scheme is suitable if you:

Have completed a degree

---

Know the occupation you would like to work in

---

Are eager to understand all aspects of the business

---



I joined the Berkeley Graduate Scheme after completing my Architecture degree. The structure enabled me to not only develop my knowledge but also allowed me to undertake a CIOB qualification with all of the necessary support. Having now progressed into my role as an Assistant Technical Manager, my advice would be to focus on giving 100% effort to each and every task you're presented with, as the knowledge will come with time and experience."

**Narmeen**  
Assistant Technical Manager



# Industrial Placements



## What is an Industrial Placement?

An industrial placement is a period of paid work experience lasting for one year on a fixed-term contract, typically during a four-year degree course. On successful completion, you will be given the opportunity to return to Berkeley Group and join the Graduate Scheme.



[Find out more](#)

Industrial Placements | Berkeley Group

## An Industrial Placement is suitable if you:

Are studying for a related degree that involves a year in industry

---

Are enthusiastic and eager to gain valuable experience

---



I joined Berkeley while doing my degree in Civil engineering, enrolling into their placement year scheme. This year really helped me guide my career path going through the rotations in different departments. I was then offered to join the graduate scheme, which I have now finished and am working as a section manager within the construction team. Both schemes were great to get your foot into the industry and start to develop your knowledge and skillsets required to succeed in construction."

**John**  
Construction Graduate



# Other Routes

## to improve access for all



We work in partnership with Women into Construction, an organisation that provides practical support and training to help women into the industry and increase diversity.

Women into Construction helped Urszula to gain a four-week work experience placement which led to an interview for a role as a Document Controller.



**I would recommend working in construction to other women because there are so many different roles; it's not always physical roles."**

**Urszula**  
Document Controller



In partnership with BuildForce, Berkeley Group supports the ex-Armed Forces into the business through our tailored site management training programme.

Lamont spent seven years in the Army, and when he left he worked in logistics until he contacted BuildForce. They quickly put him in touch with Berkeley Group and he is now an Apprentice Site Manager.



**You can apply all the skills and experiences you gained in the Forces and use them in your new career. Go for it!"**

**Lamont**  
Apprentice Site Manager



## STREET ELITE

Street Elite is an innovative training for work programme which uses sport and mentoring to engage young people impacted by crime and inequality. Street Elite has trained hundreds of people and the majority have moved into education, employment, or training.



**A work experience opportunity came up with Berkeley whilst I was on the Street Elite training programme. I had just completed Sixth Form and was eager to learn new skills. I did a two-week placement in Quantity Surveying which led to a place on the Berkeley Group apprenticeship programme. I'm now in my second year and have completed my Level 4 HNC in Construction Management. I am going to start my Quantity Surveying degree which Berkeley has kindly agreed to pay for. It's been an amazing way to start my ongoing career into the construction industry."**

**Jodie**  
Apprentice Quantity Surveyor





# Pathways

## for more experienced individuals



### Academies

We run intensive training academies in several of our departments including construction, sales, and customer experience. Candidates typically bring transferable experience from a different industry and learn about how to apply it to the built environment sector during the training programme.

### Experienced Hires

Regardless of age, background, or experience; we could have a career choice available. We offer upskilling and learning opportunities to all staff members.

### Find out more

Jobs at Berkeley Group | Berkeley Group Careers



# Opportunities

## to learn more

### T Level

A T Level is a two-year qualification delivered by colleges that you can do after GCSEs which is equivalent to three A Levels. It includes an in-depth industry placement that lasts at least 45 days. Students spend 80% of their time at college and the other 20% with an employer, putting these skills into action. Talk to your school or college to see if this could be right for you.

### Site Visits

We open our sites for interested people to learn more about what we do, often working with local schools and colleges or through Open Doors, an annual industry-wide initiative designed to showcase the careers available.



### Work Experience

We offer short work experience placements to give people the chance to find out more about different careers within the built environment sector.



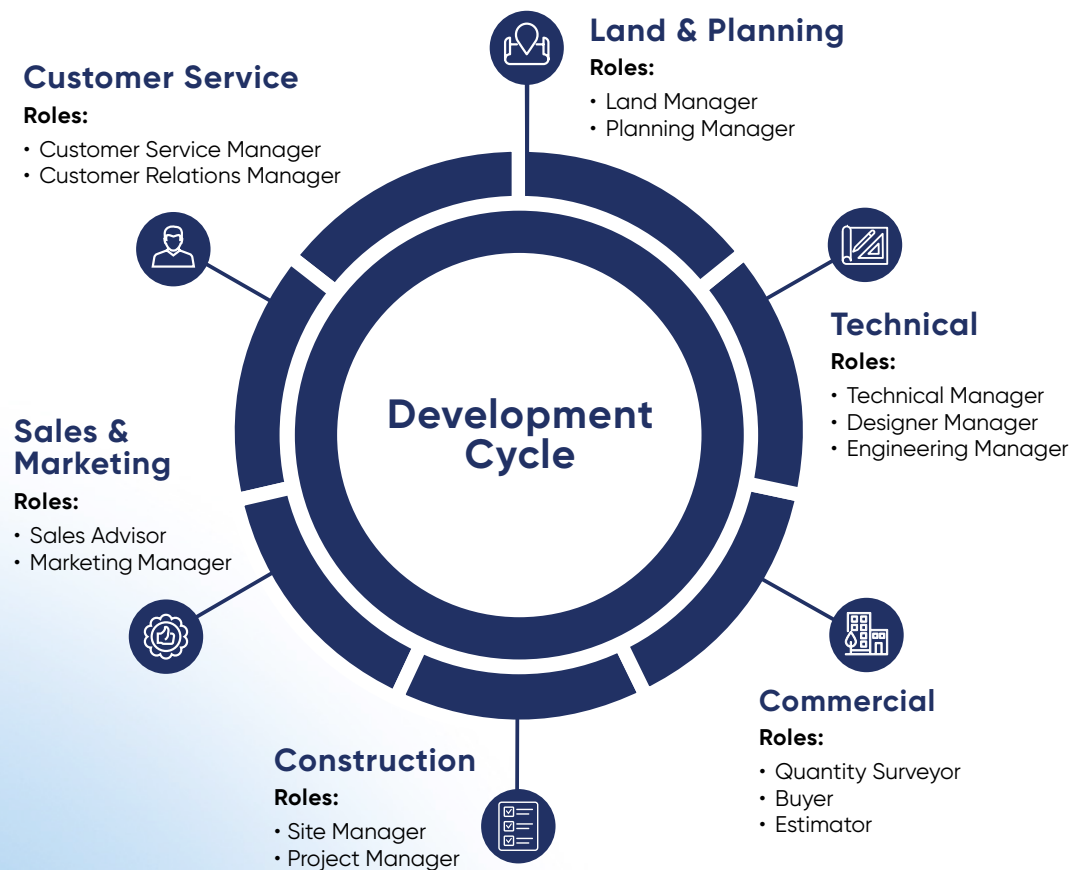
During my week at Berkeley I visited the different departments and have developed an understanding of what happens. Each department has provided me with a clear understanding of what the roles entail as well as information from individuals on their career path and what they did or studied to get where they are. This has enabled me to think about my own future, concerning education and my career options."

Olivia  
Work Experience Placement

# Departments and roles



There are many different career opportunities at Berkeley.



## Land & Planning

- Find land with development potential
- Negotiate deals with landowners
- Complete finance review of land opportunities
- Complete planning applications
- Develop design to create a vision for a development
- Manage legal agreements

## Technical

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

## Commercial

- Budget for a project
- Manage the procurement process for contractors and suppliers
- Contractor management and cost reporting

## Construction

- Manage the build programme
- Co-ordinate contractors to make sure homes are built on time, to a high standard with consideration for safety and sustainability
- Day-to-day problem solving as part of the build process

## Sales & Marketing

- Responsible for the sale of our homes at each of our developments
- Assist our customers through the home buying process
- Produce marketing strategies for each of our developments
- Promote our homes through advertising and online activity
- Produce promotional material including brochures, invitations, and signage

## Customer Service

- Ensure and measure customer satisfaction
- Quality control management of finished homes
- Manage customer service and ensure exceptional ongoing customer relationships

## Health, Safety & Sustainability

- Encourage behaviours to ensure a safe, sustainable, and modern business
- Ensure we meet our legal and business requirements
- Investigate health, safety, and environmental incidents to ensure practices are continually improved

## Finance

- Business forecasting and ensuring financial stability
- Report on financial performance to the board
- Purchase ledger and payment management
- Decision support and risk management

**Health, Safety & Sustainability**  
 Roles:  
 • Sustainability Manager  
 • Health & Safety Manager

**Finance**  
 Roles:  
 • Accountant  
 • Finance Manager

# Employee Benefits



Competitive salary plus salary progression opportunities

GAYE – Regular tax-effective payments to charities of your choice

Mentoring

Company pension

Life assurance

25 days holiday which increases with years of service

Continuous training & development

Professional qualification sponsorship – we offer study leave, training, and payment of professional accreditations where applicable

Our goal is to create a positive working environment for our people; one that fosters respect, support, wellbeing, safety, and inclusivity.



# Did you know?



There are dozens of office and site-based roles to choose from, and you can be part of a supportive team, which develops your skills throughout your career.

You don't have to pay for any of your training. At Berkeley we invest in our people, develop talent, and promote from within based on merit alone. The trainees we recruit today will be the leaders of tomorrow.

You will receive support and mentoring to help you kickstart your chosen career.

We have sites and offices in London, Birmingham, or the South East. You may have the opportunity to move between offices and sites based upon business needs.

We are very proud to be recognised leaders within our industry.

## Contact us



### Web

[www.berkeleygroup.co.uk/about-us/careers](http://www.berkeleygroup.co.uk/about-us/careers)

### Social

 @BerkeleyGroupUK

 @Berkeley\_group

### Address

The Berkeley Group,  
Berkeley House,  
19 Portsmouth Road,  
Cobham, KT11 1JG



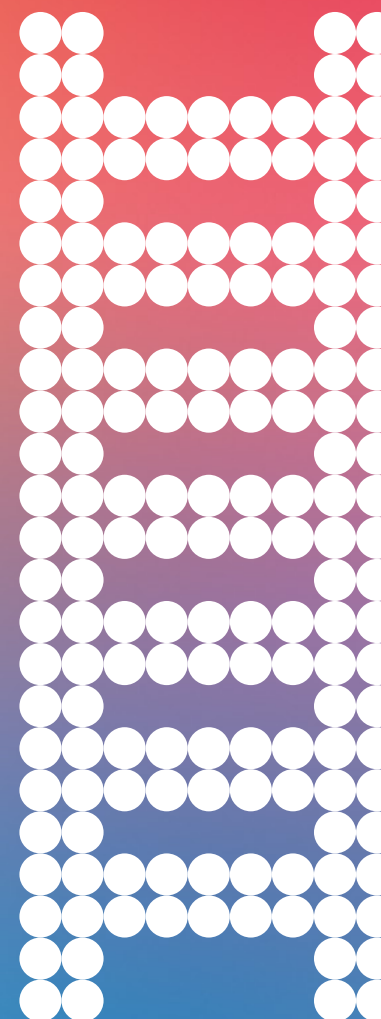
**Find out more**  
Career pathways



**Find out more**  
Our latest awards

# Step up

to your new career





Proud members of the Berkeley Group:

Berkeley  
Designed for life

St Edward  
Designed for life

St George  
Designed for life

St James  
Designed for life

St Joseph  
Designed for life

St William  
Designed for life