

# APPRENTICESHIP

Information

Carter Jonas

## Step into Property

### (Apprenticeship Opportunities)

If you are looking to gain a qualification at degree level as well as take a step forward in establishing a career, then our Apprenticeships could be for you. Carter Jonas is committed to offering employment opportunities to individuals through alternative career paths.

Our Apprenticeships offer students the ability to learn about our business and develop their knowledge of the industry, which enables robust career choices.

## Benefits of an apprenticeship

### For you:

- Receive accredited industry qualifications
- Benefit from ongoing and personalised support from industry specialists
- Gain real work experience
- Advantage from the benefits the company offers
- Earn while you study towards your qualifications

### For us, we are able to invest our time in:

- Motivating you to excel in your studies and become qualified
- Developing the skills we require as a firm
- Training you to deliver excellent customer service
- Increasing talent and improving diversity
- Introducing you to like - minded colleagues and peers

## Programmes available

### Chartered Surveyor Pathways

- Rural Pathway
- Commercial Pathway
- Residential Pathway
- Valuation Pathway
- Project Management Pathway
- Quantity of Building Surveyor Pathways
- Planning and Development Pathway

As an Apprentice following the RICS (Royal Institute of Chartered Surveyors) or RTPI (Royal Town Planning Institute) qualification pathway, you will be provided with mentoring, line management supervision and training to support you through your academics and professional development

**The Apprenticeship is structured over a 5 year plan.** Your first two years provides an introduction to the academic side and foundational core modules to gain an understanding of the key basics around Property. As you move into year 3 you are then enrolled onto the APC Structured Training Programme for all our graduates across our divisions.

Our training programme for our graduates makes sure you have the knowledge to become a qualified professional. We have a pass rate of over 80% for these qualifications which is much higher than the national success rates. The training days are away from the office and often include drinks and food in the evening to give you the opportunity to meet other graduates working with us. The business strongly supports our graduates and apprentices as we believe that these people could be our leaders of the future. After all Mark Granger, our CEO started as a graduate with us many years ago!

## Benefits

- Hands on and client facing experience from the start
- Variety of work/projects
- Networking opportunities
- Mentoring
- Competitive salary
- Carter Jonas Benefits including 25 days annual leave, Pension, Life assurance
- Flexible benefits to suit your personal circumstances including DenPlan, gym membership discounts, cycle to work scheme, buying additional annual leave
- Discounted CJ services
- Recognition Schemes
- Employee Referral
- Flexible Benefits Package
- Structured training programme
- Professional development
- Regular assessments of competency
- Study leave and support

## We will pay the following:

- Apprenticeship degree course fees
- APC registration fee
- First APC final assessment
- Registration of cert of diploma with RICS/RTPI
- RICS/RTPI annual subscription fee







## About the firm

Our aim is to provide real estate, planning and building surveying students with an overview of our multidisciplinary offices, to understand our aims and understand how we work together as teams to ensure our clients enjoy the best possible advice and expertise.

Since 1855, Carter Jonas has grown to be one of the largest and most respected property consultancies in the UK with a network of 34 offices across England and Wales, employing more than 800 partners and staff.

We employ the very best people. We are a place where people want to work and our culture is collaborative and business minded. We have experts in every field who deliver long term advice that enhances our clients' future prosperity.

At Carter Jonas, 'Simply Better Advice' is a statement that unites everyone in our business behind a common purpose. It is a commitment to our customers that we will work harder for them, constantly striving to provide the best advice in the market.

Voted one of the Best Places to work in Property in 2018 and accredited with a Gold award with Investors in People as well as a recognised Health & Wellbeing award, we are proud of our values and what they stand for; chosen by our very own employees:

- **Approachable** – We treat every relationship with respect, integrity and warmth
- **Effective** – We do what we say we will, we do it well and we're accountable
- **Ambitious** – We are ambitious for our clients and for our firm

We endeavour to create the closest of relations with our Partners and employees, which we measure via our annual Employee Satisfaction Survey. At a national level we aim to ensure equal opportunities in the workplace and create a supportive and inclusive culture to encourage diversity and which underpins our core values of Approachable, Effective and Ambitious.

We want to ensure all of our employees are provided with the right support and guidance to optimise their performance. We offer a wide variety of Learning & Development, as well as structured career paths for professionals. In the last two years, we have launched our Diversity & Inclusion Network, Health & Wellbeing sites as well as our CJ Family Network.

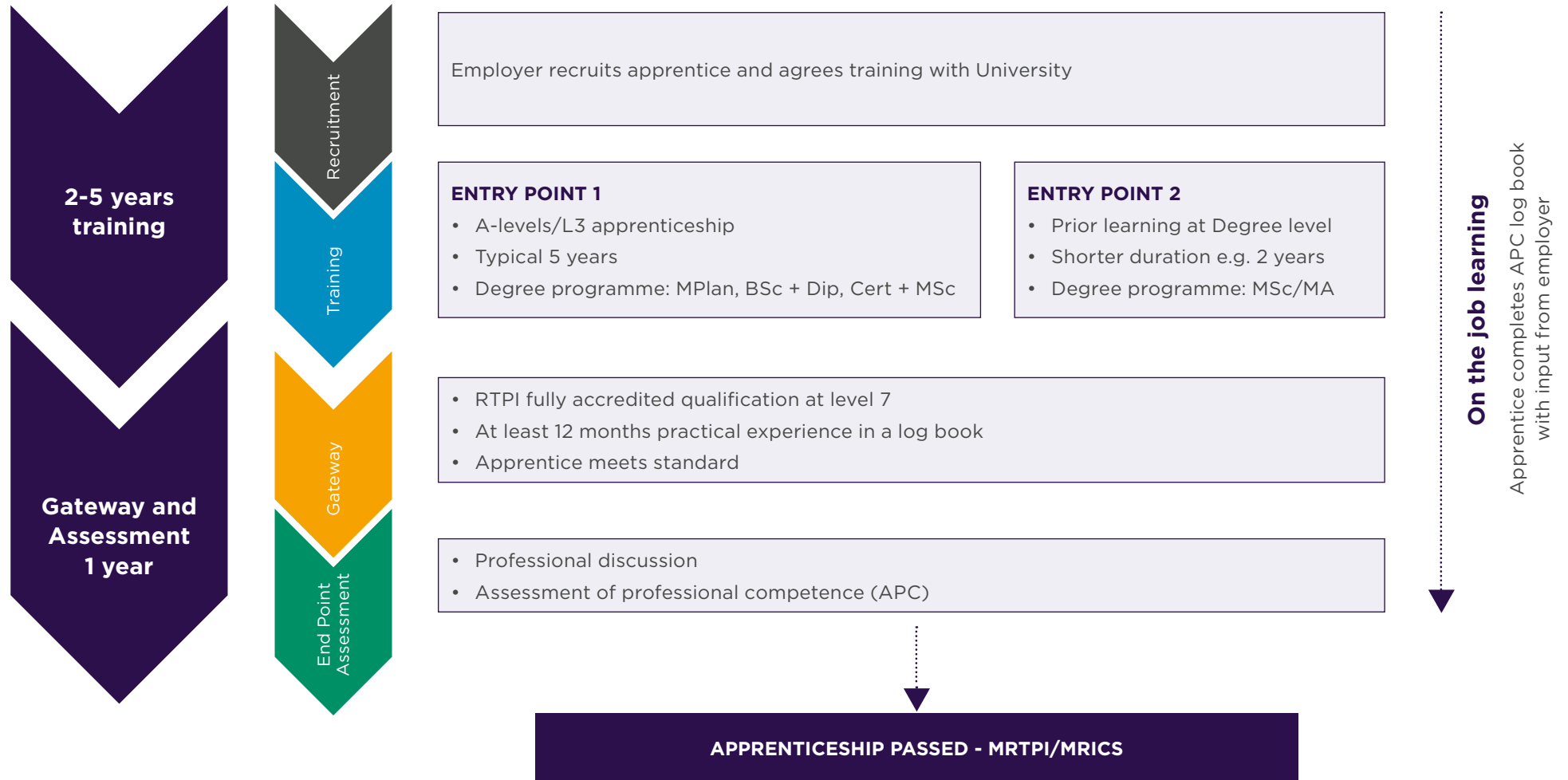
Carter Jonas is always looking to grow its future talent and that stems from our vision 2020 and 2025 to provide more sponsorship of technical Apprenticeship schemes across our divisions.

# The following images outline the routes to becoming a chartered Surveyor or Planner in the industry

## Participating University



# Chartered Planner apprenticeship pathway timeline with RTPI



For more information or to take a step into Property, please contact a member of the recruitment team at [recruitment@carterJonas.co.uk](mailto:recruitment@carterJonas.co.uk)

# Meet the Apprentice



**Sam Dodd, joined Carter Jonas in 2017 as a Commercial Surveyor Apprentice in our Leeds office. Here, Sam shares with us his journey and experience as an Apprentice with the firm.**

*"I have learnt a whole new profession. I have learnt a lot about not just valuations (my department) but also all the other different departments in both the Leeds office and firm-wide from attending networking events."*

## **What were you doing before you joined Carter Jonas as an Apprentice?**

Prior to being at Carter Jonas, I was in 6th form doing my A-levels at Woodhouse Grove School. I was also working part-time at a hotel as a waiter/barista and playing rugby for school/club.

## **Why did you choose to do an apprenticeship over other traditional routes into surveying?**

Whilst I was getting to the end of my A-levels I was realizing that I didn't want to carry on doing full time education. Therefore the option of University on its own was looking less appealing. Due to this I couldn't enter surveying as a graduate as I wouldn't have the degree without going to university. I, therefore, started to look at other options and a higher apprenticeship route seemed best suited to me.

## **What made you decide to choose Carter Jonas for your apprenticeship?**

After completing work experience at an accounting firm I decided that I also didn't want to be sat behind a desk 5 days a week. I, therefore, looked at different options which had a practical aspect to them and came across surveying. I then completed a week of work experience with Carter Jonas in the summer last year and as I was on site for 1 day and then in the office for the rest this appealed to me.

## **What are you enjoying most about the scheme?**

The most enjoyable part of the scheme is the fact that I am learning a completely new industry and profession. I am finding it very interesting. The fact that I'm earning at the same time is even better. I also like the fact that the university part of it is so flexible.

## **Tell us about a typical day in the life of an Apprentice**

As an apprentice, I was expecting to get given all of the jobs that no one else wanted to do however this is not the case, mostly. I can write full reports, take phone and email enquiries on potential jobs and visit a lot of sites. Generally, a typical week for myself will be 1-2 days on site, 3-4 days writing reports, doing research and when I have some time in the office or at home I will do my university work. This includes webinars, reading and writing up assignments.

## **What have you learnt so far from your time as an Apprentice?**

I have learnt a whole new profession. I have learnt a lot about not just valuations (my department) but also all the other different departments in both the Leeds office and firm-wide from attending networking events. Also as I am studying remotely, I am continually learning from my courses. I am currently doing a law module and a people management module of which I am learning new things with each study period. I have also become better at communicating with people who I don't know, especially when it comes to seeing clients on site and at networking events.

## **What would be your top tip for someone looking to become an Apprentice?**

As an apprentice you will likely be starting young like myself at 18. I would advise to be confident when talking to people as many will be older and much more experienced. A way to do this is to try to go to networking events and talk to people of all ages who you possibly wouldn't normally speak to. This will increase your confidence and then it will help when speaking to clients etc.



## What we offer you



Competitive salary



Paid study leave



Pension scheme



A culture to thrive in



Flexible benefits



Client facing experiences



Bonus scheme



Varied workload



Cycle to work



Networking opportunities



25 days of holiday



Supportive team

Our list of vacancies can be found at [carterjonas.co.uk/property-jobs](https://carterjonas.co.uk/property-jobs)

For further information please contact the recruitment team



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