



## **Apprentice Building Surveying**

**We have two options available for anyone wanting to become a Building Surveyor depending on whether you have a degree or not;**

- For non-degree holders we offer a 57-month programme which includes your BSc in Building Surveying and the APC
- For those of you who have a degree but in a non-related subject we offer a 33-month programme which includes your MSc in Building Surveying and the APC

### **About the Firm**

As the UK's leading independent commercial property management specialist, Workman has an enviable position within the property industry. The Firm delivers to its clients an unrivalled service dedicated solely to the fundamentals of property management and building consultancy.

We pride ourselves on the calibre of our employees and their unique skill sets. We offer a nationwide service, utilising the local knowledge of almost 800 employees and Partners working from a national office network with 11 principal offices in the UK an office in Paris and a growing presence in other European countries. Workman is currently undergoing a period of consistent and sustained growth.

### **The Role**

- Operate a full range of building surveying instructions on a variety of commercial properties, including offices, retail and industrial
- Our clients are principally large institutional firms (pension funds, insurance companies etc.) and property companies
- Instructions are typically split about 50:50 between professional work and contract work. Nearly all work is in relation to existing buildings often with a landlord/tenant aspect
- Professional work will include Schedules of Dilapidations (usually acting for the landlord), pre-acquisition surveys, party wall awards, defect diagnosis, planned preventative maintenance reports, reinstatement cost assessments, retail delivery and schedules of condition
- Contract work can typically range from £10k to £2.5million where we can be performing in the role of designer, contract administrator, project manager or a hybrid of all three. In addition, we perform the role of project manager of multi-discipline teams for instructions typically ranging from £2.5million to £20million



- Work is typically split about 50:50 between work from the property management portfolio and work with clients where we do not have a management brief
- Main clients currently include Threadneedle, BlackRock, CBRE Global Investors, Goodman, Hansteen, Hammerson, Hermes, Intu, and Land Securities
- We have an internal CAD team who do the majority of our drawing work but that apart we try to give all building surveyors a mixture of work – our experience is that the best surveyors are those who are the most rounded

### **What are the attributes and personal qualities we look for in our Building Surveyors?**

- Positive and can-do attitude
- Excellent communication skills with gravitas amongst clients
- Team player
- Ambitious and eager to learn
- Ability to provide high quality customer service
- Good time management and organisational skills

### **Pre-requisites for our BSc Building Surveying Apprenticeship Programme**

- For standard entry applicants, must have obtained 96 UCAS tariff points (2017 Tariff) or 230 UCAS tariff points (2016 Tariff) or have an equivalent level of attainment through recognised qualifications not included in the UCAS Tariff
- OR
- Have completed an Advanced Apprenticeship in Surveying or an Advanced Apprenticeship in Construction Technical through which a Construction and Built Environment Diploma with a minimum DD profile was obtained or through which a Construction and Built Environment Extended Diploma with a minimum MMM profile was obtained, or an equivalent qualification
- OR
- Have a current RICS Associate qualification (AssocRICS) And, have GCSE Grade C or above in English and Mathematics (Grade 4 for applicants holding newly reformed GCSEs in England) or an equivalent Level 2 qualification in English and Mathematics as defined by the Regulated Qualifications Framework (RQF) in England.

### **Pre-requisites for our BSc Building Surveying Apprenticeship Programme**

- A bachelor's degree with honours at a lower 2:2 or equivalent
- OR
- A bachelor's degree, or equivalent plus work experience
- OR
- A level 5 qualification by Framework for Higher Education Qualifications for England, Wales, and Northern Ireland plus 5 years of work experience



- OR
- A professional qualification plus 5 years' work experience and GCSE grade 4 (or C) or above in English and maths

*\*Recognised qualifications having an equivalent level of attainment as those recognised by UCAS include: Higher National Certificate (HNC), Higher National Diploma (HND), professional qualifications from recognised institutions, certain armed forces qualifications and partially completed degrees.*

Upon successful completion you will receive BSc (Hons) Building Surveying and the structured workplace learning you will undertake the RICS Assessment of Professional Competence leading to registration with the RICS as a Chartered Surveyor (Commercial Real Estate).

### **Some of your benefits**

- Flexible benefits package: including gym membership, child-care, bike to work...
- Discretionary annual staff bonus
- Healthcare & life cover plans
- Long service additional holidays, option to buy and sell holiday plus your birthday off
- Access to employee savings website and discount deals
- Staff events throughout the year
- Option for Hybrid working
- 1 day off per week to study

### **Only applicants with a supporting cover letter will be considered**

Salary increasing every 6 months upon successful review.

*This job description does not form part of your contract of employment and the duties may be amended from time to time. We are an equal opportunities employer and do not discriminate on the grounds of gender, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.*

*Workman LLP /FM will use your personal data to evaluate and respond to your application. This may result in us processing personal data which is classified as "special" under data protection legislation. Where this is the case, our basis for processing special category personal data is that it is in the public interest for us to ensure meaningful equal opportunity and diversity monitoring and reporting. For more information on how Workman LLP/FM uses personal data and your rights in respect of your data, please visit the **Fair Processing Notice** on our website [www.workman.co.uk](http://www.workman.co.uk)*