

shape the future:

Graduate Scheme



OUR VISION
2030
TRANSFORMING TOMORROW



Berkeley
Group

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 create.

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 5 years

£14bn contributed to UK GDP in the last 5 years

Supported, on average, 27,000 jobs per year, directly and through our supply chain in the last 5 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 ensures 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.



Working as a Development Graduate at Berkeley offers the opportunity to work on large-scale, high-quality projects from the outset. Every day is exciting and challenging, working to shape sustainable, high-quality development proposals with various industry-leading consultants and stakeholders.

Daniella Dickinson
Land Graduate



Graduate Scheme

Graduate Scheme

At Berkeley Group we are committed to supporting future talent into the industry. Every year we recruit a cohort of graduates and create the environment needed to successfully convert academic learning into practical workplace skills.

The Programme

Our Graduate Scheme is a two-year programme that will equip you with the tools needed to have a successful career at Berkeley Group and will give you exposure to all areas of the business. From day one you will gain real hands-on experience on cutting-edge projects whilst being supported and nurtured by market-leading experts.

You start your career with a two-week induction designed to give you a dynamic and informative experience ahead of your start date.

We offer graduates the opportunity to be involved in roles at all stages of the development cycle. You will gain experience and exposure in all core areas of the business by integrating yourself into them in 4-6 week cycles all of which are completed during months 1-6.

From months 7-24 you will be back in your business learning about your department and if applicable starting your professional accreditation.

The Benefits

Competitive salary

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

Mentoring scheme

Professional qualification sponsorship

We offer all graduates study leave, training and payment of RICS/CIOB/ACA registration fees

Sponsored quarterly social events

Varied workload

Company pension scheme

Life assurance

Buddy from the previous graduate intake

25 days holiday

Continuous training & development

Season ticket loan

“

Berkeley Group Graduate Scheme offers an opportunity like no other, you are quickly integrated into your operating company, with high levels of responsibility and a great sense of accomplishment early on.

Hannah Swarbrick
Commercial Graduate

South Quay Plaza
Berkeley Homes South East London

Professional Accreditations

As part of the Graduate Scheme, you will be eligible to complete a qualification, dependent on your job role. The main accreditations are:

RICS

We will support you throughout your chosen pathway in a variety of ways. Berkeley Group has a structured programme in place consisting of an induction to your APC Pathway, including training courses, CPD sessions and support with mock interviews in preparation for your final assessment.

Counsellors and Supervisors – Once you have joined the Berkeley Group Graduate Scheme and have signed up to do your RICS, you will be assigned a 'Counsellor' and 'Supervisor'.

Their role will be to support you throughout your qualification. All graduates will be given the opportunity to sign up to the CPD Foundation. The CPD Foundation is a tool funded by Berkeley Group, to allow graduates to sign on to CPD sessions for free.

ACA

We will support you through your ACA Qualification. It will take between 3-5 years to complete, studying part time around your work commitments and it's made up of 4 elements:

- 119 study days
- Completion of 15 exam modules
- Recorded development of professional skills
- Demonstrated professionalism and integrity

CIOB

The CIOB Professional Development Programme (PDP) is available for recent graduates who want to progress to Chartered Membership via a structured and assessed route. The PDP helps to develop and assess candidates' occupational competence within a framework of support from their employer and a CIOB approved assessor.

It usually takes between one and three years to complete the programme, however it will vary depending on the individual. During that time you will assemble a portfolio of work to show that you can meet certain key competencies across 12 specific units which include: project planning, managing health and safety, and welfare in the workplace.

To gain your CIOB with Berkeley Group, you will need to have a qualifying university degree – which may or may not be accredited by the CIOB and may or may not be in a construction-related profession.



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Over the course of the Graduate Scheme, Berkeley Group provided me access to RICS training days which were extremely helpful. These gave me focus and direction with both my submission and revision prior to undertaking the assessment.

**Cameron Jeffery, MRICS
Land Graduate**

South Quay Plaza
Berkeley Homes Capital

Construction

Department



The Graduate Scheme allows you to gain in-depth experience within all the different departments, as you progress in the scheme your involvement within the projects intensifies allowing for greater development.

John Gurung
Construction Graduate

Royal Exchange
St George



About the Role

The Construction department manages the build process from receipt of working drawings through to the delivery of homes and commercial property to the end user. There will be plenty of time out of the office on site, co-ordinating all contractors working on our sites and taking responsibility for health and safety and sustainability issues.

Common Routeways

- Construction Management
 - Construction Project Management
 - Construction Engineering
 - Civil Engineering
- (Open for applications from all disciplines)

Progression Levels

- Construction Director
- Construction Manager
- Senior Site Manager
- Site Manager
- Assistant Site Manager
- Construction Graduate

John describes a day on the job:

- 8:00am** Arrive on site and get myself ready for the day. This will include checking my emails, manage my to-do lists and have an 'externals' team briefing.
- 8:20am** Conduct 'Safe Start' meeting with all contractors on site, co-ordinate any clashes and ensure all new information is issued.
- 9:00am** Site walk with all my contractors to ensure everyone is working safely and the progress on site reflects the programme.
- 11:00am** Review commercial and technical related issues, for example; site instructions and any notices to proceed.
- 12:00noon** Construct external processes on FieldView (our quality assurance system) for the curtain walling sequence and calibrate the relevant drawings.
- 1:00pm** For lunch, I try and get away from my desk by going for a walk along the river in town.
- 2:00pm** Contractors co-ordination meeting, this meeting helps address any issues formally and any commitments from both parties. These meetings are crucial for ensuring the programme dates are achieved.
- 3:00pm** Conduct the logistics co-ordination meeting with all contractors, this is a daily meeting where deliveries for the next day are discussed and any requests for the tower crane allocations are filled.
- 4:00pm** Go on my final walk around site to check that the site has been left in a safe condition.
- 5:00pm** I will update my to-do list and reflect on the day with my team. Finish up for the day and head home.

Technical

Department

About the Role

The Technical department focuses on managing the design process of the development once planning consent is granted. As a technical graduate you will be liaising closely with the land, commercial and construction departments to ensure a seamless transition from design through procurement and construction. You will be managing the entire design process and ensuring the requirements stipulated at planning are adhered to.

Common Routeways

- Architecture
 - Architectural Technology
 - Civil Engineering
- (Open for applications from all disciplines)

Progression Levels

Technical Director
Head of Management
Technical Manager
Senior Technical Coordinator
Technical Coordinator
Technical Assistant
Technical Graduate

Narmeen describes a day on the job:

8:00am	Arrive at Head Office, grab a coffee and catch up with colleagues.
8:30am	Review all new emails, action those that are priority and also follow up on any flagged emails from the day/week prior.
9:00am	Review preliminary Sales Plans for our Cranleigh development and advise the Architectural Technician with comments to be actioned.
11:30am	Attend a meeting with the Technical Director and Landscape Architect, to discuss the scope of works involved with preparing an Advanced Procurement Landscaping Design Guide. Following the meeting, back to my desk to collate a package of information to issue to the Landscape Architect to assist with preparing the preliminary guide.
1:00pm	Lunch usually comprises of a quick trip to M&S and then socialising with colleagues in one of our breakout areas.
2:00pm	Collate the relevant technical information to support an application to discharge the outstanding Pre-Commencement Planning Conditions for our new development in Effingham.
3:00pm	Prepare a Form of Appointment for the Civil Engineer at our Cranleigh development, and issue out the hard copies in the post.
4:00pm	Prepare and issue a Tender Enquiry for the M&E Package for the upcoming new phase at our Cranleigh development.
4:30pm	Catch-up with the Senior Technical Manager to review completed and upcoming work for both Cranleigh and Effingham, and create some action points for the following day.
5:00pm	Wrap up the day and head home.

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As your time on the Graduate Scheme progresses, so does your level of responsibility and involvement you have with various Consultants; this pushes you to step out of your comfort zone, further develop your knowledge and excel in your role.

Narmeen Adnan-Khan
Technical Graduate
Berkeley Southern



Commercial

Department

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I have had great support whilst I've been on the Graduate Scheme and believe it has given me fantastic opportunities for the future.

Josh Evans Laporte
Commercial Graduate

Fulham Reach
St George



About the Role

The Commercial department is responsible for the procurement of materials and contractors used in the construction process, for on-going costs and contractual management for the development. The team works closely with the technical and construction departments to ensure that what is being built is accurate, on time and to budget.

Common Routeways

- Quantity Surveying
 - Finance
 - Maths
 - Accounting
- (Open for applications from all disciplines)

Progression Levels

- Commercial Director
- Commercial Manager
- Senior Quantity Surveyor
- Quantity Surveyor
- Assistant Quantity Surveyor
- Commercial Graduate

Josh describes a day in his life:

- 7:45am** Arrive at the site office, make a cup of tea and check emails.
- 8:00am** Start a walk around site to carry out subcontractor valuations on their recent applications. Some of the valuations I have undertaken recently include; Temporary Electrical services, Brick work, Dry lining and Hoarding.
- 10:00am** Load Payments onto a System and discuss with the Project Director and Commercial Manger about each contractors progress on site. Once progress and other queries have been resolved I send the payment notices out to the contractors.
- 12:00noon** Lunch - This normally ends up being a trip down to Hammersmith Market.
- 1:00pm** After lunch I start to price up Site instructions which the Construction team issue to the contractors to get them to carry out works which weren't originally in their scope of works. Once I am happy I have captured the change and priced it up, I sign the instruction and send it out to the contractors.
- 3:00pm** Prepare Cost reports for upcoming cost meetings with directors of each department. Outlining the variance (extra cost) you are reporting in the month and the explanation of why we are paying for it.
- 5:00pm** Start to prepare for the next day and then head home.

Land & Planning Department

About the Role

The Land and Planning department is focused on identifying and sourcing development opportunities and acquiring new sites across London, Birmingham and the South of England. As a land graduate you will be involved in preparing and submitting an application, negotiate purchases and have continued involvement throughout the life of a development; from development appraisals to the drafting of legal agreements and the continuous evolution of existing planning consents.

Common Routeways

- Real Estate
 - Planning and Property Development
 - Urban Design
 - Spatial Planning
- (Open for applications from all disciplines)

Progression Levels

Land & Planning Director

Head of Land/Development

Senior Land/
Development Manager

Land/Development Manager

Assistant Land/
Development Manager

Land/Development Graduate

Rebecca describes a day in her life – Land and Planning:

- 7:50am** Arrive at the office. Make myself and my team a tea and write my to-do list for the day.
- 8:00am** Continue working on a plot-pricing exercise for our Bromley-by-Bow Gasworks site of 2000 units, looking at the details of each unit and where a premium can be added to the sales value. Details include aspect, view, floor level and whether or not the unit sits within a Listed gasholder.
- 10:00am** Travel into the city to meet our team of architects designing the masterplan for planning submission. Lead the discussion on our access, servicing and delivery strategy: a range of options for car and cycle parking locations, vehicle and pedestrian routes into and around the site, how these will have varying impact on our landscape strategy, whilst considering the relevant planning requirements and the market with rapidly increasing frequency of delivery trips.
- 12:30pm** Head back to the office. Grab some lunch along the river and catch up with colleagues. Pick up PPE for an afternoon on site.
- 1:30pm** Meet with stakeholders at Bromley-by-Bow Gasworks for an on-site pre-app meeting. Join the discussion with Historic England on our strategy for retaining seven Listed gasholder structures and the process by which the structures are refurbished. Answer any questions the council may have on the quality of residential and commercial spaces to be provided on site and the locations of buildings.
- 3:30pm** Travel to King's Cross Gasworks for a tour with the estate management team. Understand how the commercial spaces at ground floor level and residents' facilities work within the gasholder frames and get a feel for the spaces in real life, rather than just on plan. Learn the dos and don'ts from a completed scheme.
- 5:00pm** Add to my RICS diary and fill out any recently completed CPD. Plan the last few months until my APC submission and ensure I am reaching my targets to make the deadline achievable.



The Berkeley Group Graduate Scheme has truly exceeded my expectations. I feel a great sense of achievement with all the opportunities I have been given.

Rebecca Ford
Development Graduate
Berkeley Ventures



Finance

Department

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Working in the finance department at Berkeley is great. The role involves both commercial accounting and management accounting, and you get exposure to many aspects of the business which makes every day different and exciting.

Ruth Thomas
Finance Graduate
Berkeley Capital



About the Role

As a Finance Graduate you will be responsible for assisting with the provision of a professional and timely accounting service in respect of payments of invoices and expenses, and the production of accurate reporting and management of company accounts, while completing an accredited accountancy qualification.

Common Routeways

- Maths
 - Finance/Accounting
- (Open for applications from all disciplines)

Progression Levels

- Finance Director
- Head of Finance
- Finance Manager
- Senior Management Accountant
- Management Accountant
- Trainee Management Accountant
- Finance Graduate

Ruth describes a day on the job:

- 8:00am** Arrive at the office, chat to team, log in and check my emails.
- 8:45am** Log onto the bank, see what money has come in and out, and post relevant purchase funds, including the reservation, exchange and completion funds to site and plots.
- 9:45am** Run site debtors schedule, to show the sales status of each plot, and what funds we have allocated, indicating missing funds that we might need to chase solicitors.
- 10:40am** Weekly finance meeting with team.
- 12:00noon** Update the accommodation schedule, which shows the latest updates on asking price, price achieved, sales status, finance number, purchaser name, and square footage, of each plot on each site.
- 1:00pm** Usually we go out as a team and have lunch in one of the number of pubs around the office.
- 2:00pm** Run the petty cash reconciliation and run the VAT returns to be sent to HMRC.
- 3:30pm** Report the fixed assets for the month and calculate and run the new depreciation for the month.
- 4:00pm** Send out the sales schedule reports, which I run weekly, which show the current sales status of plots, and compares the funds we have allocated against them, indicating plots at risk of rescinding, which plots are reserved but not exchanged, and where plots are exchanged but we haven't received the full 10% of sales price.
- 5:00pm** Home time - often we will socialise for a couple of drinks before we get on the tube home.

1



Birmingham

St Joseph is Berkeley Group's newest brand, created to bring our passion for quality, placemaking and building communities to Birmingham and the West Midlands.

Birmingham has been ranked as having the highest quality of life of any English city outside the Capital and is a city in the midst of ambitious regeneration and growth.

The arrival of HS2 in 2026 will also have a transformational impact on the city and wider region. At the heart of the UK and with 90% of the country within a 4-hour drive, the West Midlands holds the status of being the best-connected region in the UK.

2



Maidenhead

Maidenhead is a town in Berkshire; well linked for both the M4, M40 and M25. Trains have direct links into Reading and London Paddington, taking approx 32 mins.

Home to our Oxford and Chiltern's division office, our Taplow site is nearby, nestled between the Thames and Jubilee rivers.

Our Areas of Work

Berkeley Group is renowned for creating award-winning homes that exceed expectations on every level. We have in the region of 70 live sites across London, Birmingham and the South of England. The following areas are where our head offices are based:

1

7



London

London is the largest city in the UK and is considered one of the world's most important global cities.

Berkeley Group has been regenerating some of London's largest and most complex sites into successful mixed-use developments, creating a lasting legacy for the Capital and its wider communities.

Over five years ago, London Riverside's Albert Embankment, had nothing. It was tired and was full of 1960s office buildings that offered little to the community. Now with the help of a world-class team at Berkeley Group, there is over 545 new homes, 174 of which are affordable.

3

Southall

For many years, Southall has had its own motto 'For All' and this encapsulates exactly what you will find within this west London town.

Berkeley Group is currently developing the former Southall gasworks into a thriving new west London destination, comprising of over 3,700 homes over a 25 year period. The regeneration of the 88-acre site will introduce a new retail hub, cinema, school and new landscaped parkland.

Southall offers the best of both worlds; beautiful outdoor spaces including the 90-acre Minet Country Park, yet within easy reach of the M4 and London, with the forthcoming Crossrail service getting you to Bond Street in just 17 minutes.

4

Cobham

Berkeley Group was established in 1976, with the founding of Berkeley Homes in Weybridge, Surrey, next door to Cobham. It initially focused on the construction of single homes and executive developments.

Now Cobham is home to Berkeley Group's head office. It offers an array of shops and beautiful gardens close by.

Cobham is well connected with regular trains into London Waterloo and well linked for both the M25 and A3.

5

Leatherhead

Leatherhead is situated in Surrey, just a short distance from central London.

Favoured by those seeking great shopping, leisure and sporting activities, the area offers exceptional transport connections, local days out and some of the best golf courses in the country.

Leatherhead is home to Berkeley Southern's head office and a number of sites are currently being developed in and around Leatherhead such as Bersted Park and Southwater.

Our Key Developments



London Dock

Situated in the heart of Wapping, just moments from Tower Bridge, the Tower of London, St Katharine Docks and the City. This exciting destination, is a thriving new cultural quarter, featuring a magnificent choreographed central water feature and the finest selection of high quality new homes.



Royal Arsenal Riverside

Royal Arsenal Riverside is one of south east London's most exciting riverside addresses, sitting at the heart of Woolwich, which is rapidly emerging as one of London's bright spots; occupying prime location along the River Thames and offering a buzzing retail hub.



White City Living

Located in the heart of west London. This is the next chapter of the White City Opportunity Area, offering over 1,800 new homes including suites, apartments, penthouses and duplexes. Designed by Patel Taylor it is set among eight acres of green open spaces, all within 15 minutes of central London.



Hartland Village

Hartland Village is a 135-acre site in Fleet, Hampshire. St Edward bought this site in 2016 and received planning permission in 2018 for a sustainable new village with homes, shops and community space.



Snow Hill Wharf offers high quality apartments to an area rich with heritage and craftsmanship within Birmingham. Ideal for those who enjoy the advantages of urban living, excellent transport connections, city centre amenities and a stunning canal side to the podium gardens.

Snow Hill Wharf

Frequently Asked Questions

Can I apply if I don't have a property-related degree?

We look for graduates who have skills and experience that are relevant to the departments that you wish to apply for. A relevant degree puts you in a strong position but is not essential. If you do not have a relevant degree, we would expect you to demonstrate through your CV and application that you have picked up knowledge and skills that you could apply to the role. For instance, you may have relevant work experience, or completed useful courses in addition to your degree. Certain departments are less reliant on a property-related degree, however we would expect applicants for these roles to be able to demonstrate some knowledge and passion for the property industry.

What type of graduate are you looking for?

We seek to recruit the most talented graduates and undergraduates at the very beginning of their careers, to convert academic learning into practical development skills.

We look for people who:

- Have a degree in a relevant subject
- Demonstrate talent, drive and enthusiasm
- Are confident, articulate, dynamic and commercially aware
- Have a true passion for the industry
- Can quickly develop practical skills and knowledge of the business by integrating yourself into them in 4-6 week cycles all of which are completed during months 1-6.

From months 7-24 you will be back in your business learning about your department and if applicable starting your professional accreditation.

Where will I be based?

You will be based in one of our offices or construction sites in London, Birmingham or the South East. You should be prepared to move between offices and sites based upon business needs. Every effort will be made to ensure that you are placed in the most practical region for you.

How can I expect my career to progress within Berkeley Group?

On completion of your rotations you will be placed in the cut and thrust of one of Berkeley's divisions, where straight away you will get the chance to work on one or more of our projects. As time progresses and you start to prove yourself, you will be given increasing levels of responsibility.

Your career progression at Berkeley Group depends upon you and your career plans. Impressing with the work that you do and being able to demonstrate that you are an asset to the business will stand you in good stead.

To give you an idea of what you can achieve in a relatively short space of time, one graduate that we recruited in 2006 is now a managing director and several more that we have recruited since then are now in director and management positions.





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