

CLUTTONS

Our graduate programme



Welcome from our managing partner

I know making the choice as to where to start your career is a significant one.

At Cluttons we not only support throughout your APC journey to becoming a Chartered Member of the RICS but also in planning your career path post-qualification to align with the experience you've gained and your aspirations.

Qualifying as a chartered surveyor will form a large part of your early career. We recognise the importance of supporting and guiding you to this stage but we also strive to develop your business skills and provide you with work experience that will be invaluable to you.

We offer both residential and commercial pathways, which consist of three nine-monthly rotations across our business. As we advise clients across all aspects of the property lifecycle, these rotations will provide you with insight and experience into every aspect of a property across multiple sectors.

We also offer opportunities in our project and building consultancy team as a building surveyor or project manager on a fixed basis.

There are several benefits of working in an agile business of our size. It enables you to be a face within our organisation, to collaborate with colleagues of all levels, network and ask questions. You work directly with clients from the start. We work flexibly which gives the balance between collaboration and productivity both in the office and at home.

Many of our partners joined us as graduates, I am one of them. They often say that one of the best parts of working at Cluttons is that no two days are the same.

As a Cluttons' graduate, we have high expectations of you both in your day-to-day work and your continued professional studies. We are looking for talented individuals with an entrepreneurial spirit, if this sounds like you, we would love to hear from you.

My choice to join Cluttons was undoubtedly the right one.

James Gray



Cluttons in brief

Who we are



1765
established



250+ employees UK
& internationally



Quality
industry
accreditation



Sector
specialists
- residential &
commercial

Locations



UK offices

- London
- Oxford
- Reading
- Manchester

London estate agency offices

- Chelsea
- Hyde Park
- Islington
- Tower Bridge
- Wapping



International offices

- Lisbon
- Algarve
- Malta

Core services

- Building consultancy
- Business rates
- Compulsory purchase
- Commercial agency
- Development advisory & agency
- Investor services
- Lease advisory
- Planning
- Occupier services
- Property management
- Residential estate agency
- Valuation

APC support & training

We will support you throughout your chosen pathway in multiple ways, starting with the period that leads to you gaining your APC and becoming a Chartered Member of the RICS.

Assessment of Professional Competence (APC)

Cluttons has a structured graduate study programme consisting of three, nine-monthly rotations across our business for our commercial and residential pathways. We also offer opportunities within our project and building consultancy team as a building surveyor or project manager on a fixed basis.

The programme is supported by APC Success, a partner of Cluttons, and starts with an induction to your APC pathway. We provide access to training courses, ongoing guidance and support with mock interviews in preparation for your final assessment.

APC Success has extensive experience of supporting graduates through to successful completion of their APC and beyond.

Counsellors & supervisors

When you join Cluttons' graduate programme, you will be assigned a counsellor and a supervisor, both of whom work at Cluttons. Their role is to support you in your qualification.

A **counsellor** is there to help with the selection of competencies and to provide guidance and support at this early stage of the process. The counsellor will review documentation with both you and your supervisor on a three monthly basis.

A **supervisor** is there to help you with both the enrolment process and selection of appropriate competencies. They will review your progress, paperwork (logbook and diary), and assess the relevant competencies gained monthly. They will also support you with your case study and provide guidance where necessary. This is usually a Cluttons' colleague who has passed their APC and spends a significant amount of time with you throughout your day to day working life.

Counsellors and supervisors are in their role because of their commitment and passion to the development of graduates within our industry. Both counsellors and supervisors receive training to assist them in their respective roles. This will ensure you receive maximum benefit from their guidance.

Buddy

In addition to the support provided from the counsellor and supervisor, you will be allocated a buddy who as a peer will provide informal support throughout your APC. Your buddy will help you successfully settle into your new role and act as a source of information and guidance on the culture and ways of working both in role and across the business.

HR

HR will meet you on a six-monthly basis to relay feedback from your supervisor, counsellor, and APC success. They will work with you to ensure you are on track to achieve your APC and provide additional assistance when required.

Business skills

Cluttons provides its employees with learning and development opportunities through a variety of methods. You will be guided as to what is felt to be the most beneficial business skills to help you in your role.

You will develop a plan in conjunction with your line manager. The training will be both formal and "on the job" in the format that is right for you.

Continuous Professional Development (CPD)

We run a series of interesting and informative CPD sessions that are a great way to keep up-to-date and achieve your formal CPD goals. You will have unlimited access to all seminars, view slides and handouts from past seminars, watch recordings of seminars online. These all qualify as one hour of formal CPD for RICS purposes.

Becoming qualified

We anticipate that you will be ready to take the APC within two years of joining us. Passing your qualification is as important to us as it is to you as we are committed to only employing qualified chartered surveyors so we can provide the best advice to our clients.



Post qualification

Once you have gained your APC and become a chartered member of the Royal Institution of Chartered Surveyors, we will continue to support you. This will be the exciting next step in planning your career. You will meet your line manager and the broader leadership team to discuss your future aspirations.

You will agree a set of objectives and a personal development plan aligned with your current work, experience, and aspirations.

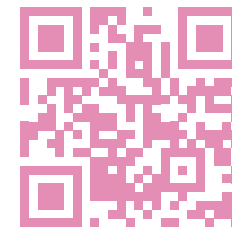
Application process

At Cluttons, we are a tight-knit team of challengers, doers, and change-makers. We are looking for talented individuals with an entrepreneurial spirit and a passion for the industry and the market. We are not here to test your technical skills. That's what we can teach you. Our recruitment process is about getting to know you, your interest in the industry, the market and what you are looking for.

The recruitment process will be as follows:

- Telephone interview
- Assessment day – presentations, group assessment and interview

If this sounds like the environment for you, we'd love to hear from you. Our application process opens at the end of November and will remain open for two weeks. If you have any questions or would like more information, contact us by scanning the code below.



Our culture

Our values

Our values underpin everything we do. Working on a solid foundation of mutual trust we are commercially focused and business oriented. Our thinking is joined up and we work collaboratively. We are passionate about our personal and professional development and our curiosity drives us to be well informed – about the business, the industry, and the environment. We bring a social conscience to the established, supportive Cluttons community that embraces diversity of thought and experience. We are fairly rewarded and recognised for our individual and collective success.

Drive

We are relentless in our pursuit of excellence

Fascination

We are excited in our search for new ideas

Community

We value all relationships treating them with respect

Collaboration

We work effectively across boundaries

Challenge

We are never satisfied with the status quo

Your APC programme

We provide you with all the support needed to be successful, throughout your APC programme.

1

Getting started

We have a structured training programme through APC Success which runs across your first two years. This begins with an APC induction in your first week.

2

12 months to go

This will be an opportunity to refocus on your progress and identify any gaps. This will enable us to ensure you are set up for success and prepared for your APC submission.

3

Four months to go

An opportunity to review your written submission and sense check the competencies you have selected. We will also begin to advise on revision planning.

4

Revision courses

You will have two revision courses in advance of your APC. This will ensure you are feeling fully prepared and confident going into your assessment.

5

Practice, practice, practice

You have all the skills and experience to successfully pass your APC. We now need to make sure you also have the confidence. Mock interviews are a fundamental part of this as it will enable you to become familiar being in that APC assessment environment.



We understand it can be quite daunting in the lead up to your APC and it is difficult juggling working full time and getting time to revise. We have associates and partners within the business that champion our graduate programme and are always on hand if you need any extra support or if you purely want another pair of eyes on something. You are also entitled to five independent study days which can be taken in the lead up.

Social & CSR events



CSR Board



Social committee



Social events



Sporting events



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