



THE GRADUATE PROGRAMME AT COUNTRYSIDE

I MANAGER'S GUIDE



COUNTRYSIDE
Places People Love

INTRODUCTION



ROTATION PROGRAMME

Our Graduate programme has been a key part to early careers in Countryside for many years. Many of our senior leaders started off as Countryside Graduates and continue to support the programme as Mentors.



A summary of the graduate programme:

- A 2-year programme made up of rotations across business functions and regions throughout the group
- Provides graduates with access to senior leaders

- Each graduate is allocated a mentor and a graduate buddy
- Graduates complete a Level 3 qualification in leadership and continue their studies for a Masters or accreditation for RICS, CIOB, RTPI
- All graduates are trained as Construction Ambassadors and represent Countryside at Careers Fairs and community events
- Knowledge share sessions and social activities are arranged for graduates

RESPONSIBILITIES

Line managers play an important role in the graduate scheme. The following outlines the management responsibilities.

ROTATION PLAN

In advance of the rotation your Graduate should make contact with your department to find out who will be their line manager and what project they will be working on. Please ensure the team are made aware of your Graduates arrival and how they will work within the team.



AGREEING OBJECTIVES

At the start of each rotation you should sit down with your Graduate and agree their objectives and learning outcomes. During the placement you should have

regular one to ones with your Graduate. This is an opportunity for you to give and receive feedback on their experience.

You should keep a record of your meetings. This will include:

- Agreed objectives and notes relating to progress
- Any feedback you have provided or received
- Your Graduate will record their key learnings, you should ensure you sign these off at the end of the rotation. If there are still learning gaps at the end of the placement, a plan should be made to bridge the gap

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Actions:

- ☒ Let your team know the graduate is coming
- ☒ Agree objectives
- ☒ Identify 'real work' for them to do
- ☒ Schedule regular reviews

THE SUPPORT TEAM

OTHER SUPPORT AREAS FOR GRADUATES

GRADUATE MANAGER

The Graduate Manager will provide continuous support throughout the duration of the programme. This includes:

- Signing off changes to the rotations
- Monitoring the Graduates' progress
- Ensuring the Graduates have the support they need at all times

THE MENTOR

The mentor will provide guidance and reassurance. They should:

- Meet with the Graduate on a regular basis to talk about their graduate experience
- Support and seek guidance with any challenges they face

The Graduate will be responsible for setting up regular meetings at least once per quarter to share their progress.

THE GRADUATE BUDDY

Each Graduate will have been allocated a Graduate buddy to help them settle into life at Countryside.

They will:

- Be their informal guide on how to get the most from their scheme
- Have recently completed the scheme or be going into their second year



GRADUATE LEARNING

CONSTRUCTION AMBASSADOR

We feel it is important that each Graduate helps to promote careers in the construction industry. They will be trained as a Construction Ambassador and will be asked to go into schools and attend career fairs to promote working in the construction industry.



KNOWLEDGE SHARE SESSIONS

Countryside regularly holds short knowledge share sessions for our Graduates to attend. Examples of sessions we run include:

- Legal
- Technical
- Health & Safety
- RICS
- HR
- CIOB
- Customer Service
- Sales and Marketing

PROFESSIONAL QUALIFICATION

Graduates will have the opportunity to study for APC, CIOB, RTPI or other relevant qualifications. This will be financially supported by Countryside and we will help to find internal sponsors.

LEADERSHIP AND MANAGEMENT DEVELOPMENT

The Graduates will complete a leadership and management programme resulting in a Level 3 apprenticeship qualification. The programme will begin in year 1 of their programme and take approximately 18 months to complete.

Countryside receive funding for this programme and are required to provide time during the working week for our graduates to complete a proportion of their study.



We are contracted to ensure that our Graduates spend 20% of their time for off-the-job training whilst completing this programme. This does not have to be formal learning or learning delivered by the training provider. The following events can be included within the 20% off-the-job training.

- Visits or time with other teams, team members, sites or offices; where the Graduate is learning
- Reading, watching relevant media videos, completing workbooks and similar "self-learning" activities
- E-Learning
- Countryside Welcome/ Induction Day
- Regular day or block release for training, including the teaching of theory, that is required as part of the programme standard
- Special training days or workshops to develop knowledge, skills and/or behaviours that are included as part of the apprenticeship standard
- Learning new skills for the first time at work under guidance from a supervisor or mentor
- Shadowing
- Observing colleagues
- Meeting with other Graduates
- Visiting other departments or other companies such as suppliers and or customers
- Industry visits
- Mentoring
- Time spent writing assessments or assignments
- Time spent studying for examinations – demonstrating the knowledge required by the standards
- Secondment to another area of the business to develop wider skills and knowledge required by the standards
- Any internal or external formal learning events, including training sessions, masterclasses, business update meetings, seminars or conferences



The Graduates will be expected to keep a record of their learning time and you should check this as part of your reviews.

THE FOLLOWING DOCUMENTATION SHOULD BE USED AT YOUR REVIEWS
AND A COPY SENT TO THE GRADUATE MANAGER.

ROTATION OBJECTIVES

Name:

Rotations Department:

Dates: From

To

	OBJECTIVE	MEASURE	RATING
1			
2			
3			
4			
5			

RATINGS

A = Above target

O = On target

B = Below target

EXPERIENCE

What have been your
key learnings in this
placement?

Describe the level of
responsibility you had in
this role and the value
you are able to add.

What suggestions/ideas
do you have to improve
the way this part of the
business is run?

How could this rotation
have been improved?

ROTATION MANAGER'S FEEDBACK

Manager's name/position:

Date:





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