

A man with dark hair, wearing a light blue button-down shirt, is seated and looking towards the camera with a slight smile. A woman with long, wavy brown hair and glasses, wearing a light-colored blouse, is seated next to him, smiling and looking towards the right. They are both holding and reviewing large sheets of paper. The background features a modern office interior with a wooden wall and a staircase. A semi-transparent dark grey banner is overlaid across the middle of the image, containing the text "Learning and development" and "Early careers programme".

Learning and development

Early careers programme

CUNDALL

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Introduction

Our early careers programme is all about developing your skills and knowledge. The programme is a significant investment in your career development, designed to help you achieve chartered status. This document gives you an overview of the Cundall early careers programme, covering a training roadmap and information regarding your journey to chartership. It also outlines your role as an early careers professional, and the responsibilities of your line manager and the L&D team. Plus we'll prepare you for your first days at Cundall and highlight the benefits you can expect.



Early careers programme



Early careers programme

Our Early Careers Programme aims to develop your knowledge and skills, providing you with the foundational knowledge required to successfully achieve chartership status in your early career. The programme runs for just over two years, with a focus on the following areas.



Technical skills



Professional development



Business and industry knowledge

Your competencies in these focus areas are developed through:

Workshops and e-learning

You will be required to participate in training that will support the development of your knowledge and skills in the key focus areas.

1-1 coaching support from line manager

You will receive ongoing support from your line manager.

On-the-job experience

You will dive into tasks and projects, gaining hands-on experience – “learning by doing”.

Mentoring received through journey to chartership

You will receive a mentor to support you once you begin your journey to chartership



Innovators
Experts
Designers
Entrepreneurs
&
Consultants

Net Zero
Carbon
Goals

Engineering
Excellence

By 2030
every
project will
be **NET ZERO
CARBON**

**ZERO
CARBON
Design
2030**

**CARBON
NEUTRAL
in
2020**

**ZERO
CARBON
Pathways**

**1500
projects
a
year**

Early careers roadmap



Technical skills

You'll have the opportunity to engage in various technical skills training, allowing you to effectively and efficiently apply your engineering knowledge to specific tasks in your discipline.



Professional development

- Mastering Productivity
- Confident Communication
- Presence and Impact
- Impactful Presenting
- Working well as a Team
- Resilience and Wellbeing
- Managing your Career



Business and industry knowledge

- Enginuity – Global construction competition
- Local networking events
- MEP Tech Talks
- CPD sessions
- Engineering challenges – Internal Cundall challenges
- Office and site visits – Location specific
- Early careers conference



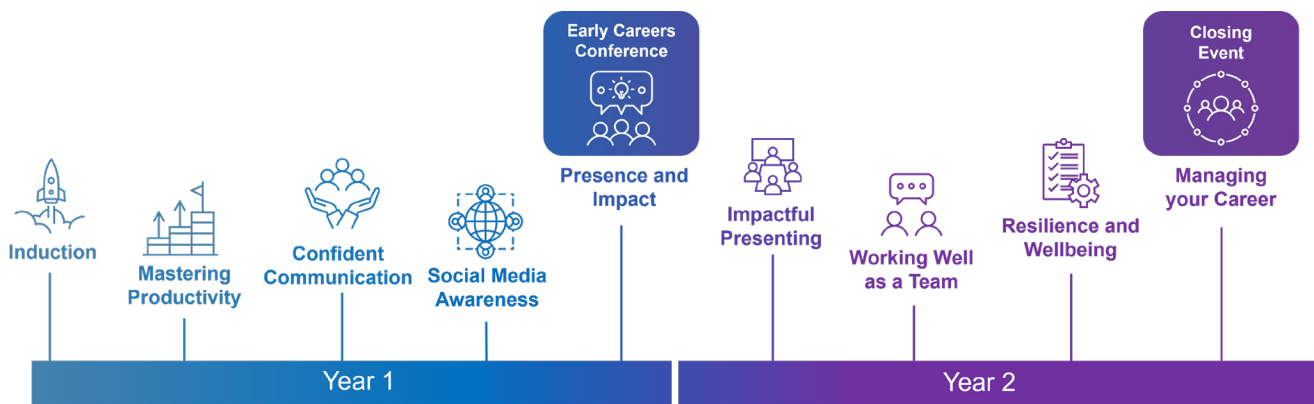
Technical skills

We run a continuous, regular programme of technical training that is available to everyone in the business, including early career professionals. Our technical training is specifically tailored to your discipline and the projects you are currently engaged in.





Professional development





Business and industry knowledge

Enginuity - You will be invited to join Enginuity. This global competition allows you to pit your management skills against your peers, both within Cundall and the wider construction industry, by running your own 'virtual' global construction business. This experience will give you the opportunity to face the everyday challenges encountered by the Partners and Directors running our business here at Cundall.

Engineering challenges - You will also be invited to attend engineering challenges throughout your program. During these sessions, you will face real-life engineering problems, which you will solve with your designated group. This will help you develop your problem-solving skills and ability to think on the spot.

Early careers conference - At the end of your first year, you will attend a conference and connect with your cohort from around the world. You will experience networking and development activities, featuring presentations from our senior leadership team and various internal and external speakers.

Training webinars - You will be invited to attend staff training webinars, CPDs, technical talks, and other learning opportunities. This will help you stay current with industry trends and learn from peers across the business.



Chartership



Your journey to chartership

We encourage all of our people to work towards professional registration with an institution relevant to their area of expertise. Professional registration is the first step towards chartership and demonstrates that an individual has achieved an in-depth level of technical competence within their field. It also illustrates their commitment to maintaining current competence through continuing professional development.

For Cundall, a professionally qualified person is a valuable asset, who will:

- Maintain our high standards of service to our clients
- Have the requisite skills, knowledge and competence to become a valued member of staff
- Where appropriate, demonstrate the potential to lead teams and become a member of our management team
- Have access to the latest information on issues such as sustainability and innovation

- Be committed to their own continued professional development
- Lead and mentor others to achieve professional accreditation

The achievement of CEng is a pre-requisite for employees wishing to be considered for internal promotion to Associate or Partner roles. Our expectations of staff at these grades are high, and the achievement of CEng is required in order to demonstrate the level of technical expertise required to fulfil these roles. Before applying for professional registration, each individual will need to become a member with their relevant institution. Cundall will support this by paying two professional institution membership fees annually, for each employee.

If you are interested in learning more about the chartership journey please contact the L&D Team.



Chartership mentoring

During the chartership application process, graduates will have a designated mentor who they will meet regularly to assess and monitor their performance towards gaining chartership.

Chartership Mentors are responsible for:

- Assisting the graduates in setting objectives to achieve their chartership
- Monitoring their professional development progress in consultation with their line manager
- Reviewing their chartership scheme records and providing feedback and guidance (through formal quarterly meetings and informal catch ups)



Roles and responsibilities



Early Careers Professionals

It's crucial that you take ownership of your career. Here are some ways we ask you to do this:

- Attending all scheduled training and early careers events.
- If unable to attend, discussing the issue with their line manager and letting the L&D team know with plenty of notice, so that cancellation fees can be avoided (partner approval required).
- Monitoring career progress against development goals and driving own development.
- Deciding on a professional institution and completing registration process with support from L&D.
- Decide on a mentor by seeking support from own team and L&D.
- Engaging with the early careers cohort, advising and supporting others on the same journey as yourself.



Learning & Development Team

We will support you with all aspects of your early careers development, including:

- Facilitation of professional development workshops, monitoring engagement and attendance.
- Checking in with early careers professionals to support them on their journey.
- Providing a safe space for any feedback or issues to be raised and resolved.
- Providing sufficient information to the graduates on their registration steps, assist with registration where necessary.
- Supporting graduates in finding a mentor.



Line Managers

You'll spend more time with your line manager than anyone else, gaining valuable knowledge from them and your team. They are also responsible for:

- Supporting early careers professionals as they adapt into the work environment.
- Engaging in regular discussions on progress.
- Providing regular, constructive feedback.
- Understanding their experience – the highs and the lows.
- Ensuring early careers professionals are receiving the needed on-the-job development for their role.
- Ensuring early careers professionals have protected time to attend early careers events and training.



Benefits of working for Cundall



STEM coordinator

We have a proud tradition of working proactively to encourage young people to consider a STEM (science, technology, engineering and mathematics) career. We work closely with education providers (schools, colleges, universities etc.) and industry bodies (IET, CIBSE, ICE etc.) to raise awareness of engineering and construction, as well as the specific work we undertake at Cundall. We do this by physically going out to schools, fairs and related events to talk to children and educators about why we love what we do. We also offer a range of work experience and placement opportunities, and many of our current employees originally joined the business through one of these routes.



Volunteering

We support employees who want to engage in volunteering activities. We organise employee volunteering days at a local level, in support of our local communities. We provide each member of staff up to 2 days additional leave per year (subject to prior approval by a Partner), to work in the community on activities which support our nominated charities. In return we expect employees to give up an equal amount of their own time (e.g. weekend, evenings) on volunteering activities to support either our nominated charities or their own preferred charities. Contributing to the wellbeing of our communities is about much more than just money.

Our graduates getting involved and giving their time and skills is vital to building strong relationships and making a genuine difference to local people's lives. That is why we encourage active participation.



Secondments

Once you've gained experience in your role, secondments at Cundall become available, depending on your role and location. These opportunities allow you to experience life and work in another Cundall location, while also sharing best practices across the business. All of our secondment opportunities are advertised on our internal careers portal.



Rotations

We also offer rotational opportunities within certain disciplines, providing early career staff with the chance to gain hands-on experience across a variety of projects.

