



Residential Property Management

APPRENTICESHIP PROGRAMME

HOUSING & PROPERTY MANAGEMENT

APPRENTICE HANDBOOK



WHO WE ARE

- ▶ Formed in 2008, we are one of the largest and most respected property management companies in the country, our portfolio spans over 120,000 homeowners across the United Kingdom.
- ▶ We manage communal areas of residential properties on behalf of private property owners, developers, residents and local authorities. We also arrange accounts, insurance and many other back office functions.
- ▶ We have eight office locations in the UK. There are approximately 170 members of staff based from our Northwich office but RMG employ around 700 people in total.
- ▶ We are part of Places for People.



THE PROGRAMME



HOUSING & PROPERTY MANAGEMENT

If you're looking for a route into the property management industry with one of the UK's largest Residential Property Management companies, then read on!

Our Residential Property Management Apprenticeship Programme is designed to prepare you for a career in the industry. The apprenticeship qualification, together with our job rotation scheme, will give you a solid understanding of the industry and the career routes available to you.

We'll give you the training, experience and support you need, all while earning a qualification and getting paid.



18 month programme starting in September 2024



37.5 hours per week, Monday - Friday. You'll be given time to study towards your apprenticeship and attend workshops.



£17,000 per annum, raising to £17,500 after 6 months.



Northwich Office: Gadbrook Park, CW9 7LN



WHY JOIN US

WHAT'S IN IT FOR ME?



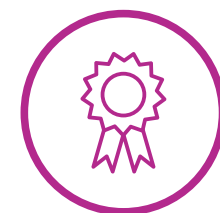
Earn while you learn

Get paid instead of getting into debt with university student loans.



Gain varied work experience

Get exposure to different business functions and possible career paths with our job rotation scheme.



Get qualified

Study towards a Level 3 Apprenticeship in Housing & Property Management with the opportunity to study for a masters degree in Property & Investment afterwards.



OVERVIEW

PROGRAMME STRUCTURE



WHAT TO EXPECT FROM US



MENTORING

You'll be assigned an RMG mentor who will be there to guide you through the process and support your learning journey.



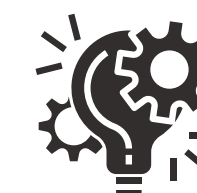
COHORT CATCH UPS

You're in it together! You'll have regular opportunities to catch up with other apprentices.



1 TO 1'S

You'll have monthly 1 to 1's with the line manager in your current rotation.



PROJECTS & EXPERIENCES

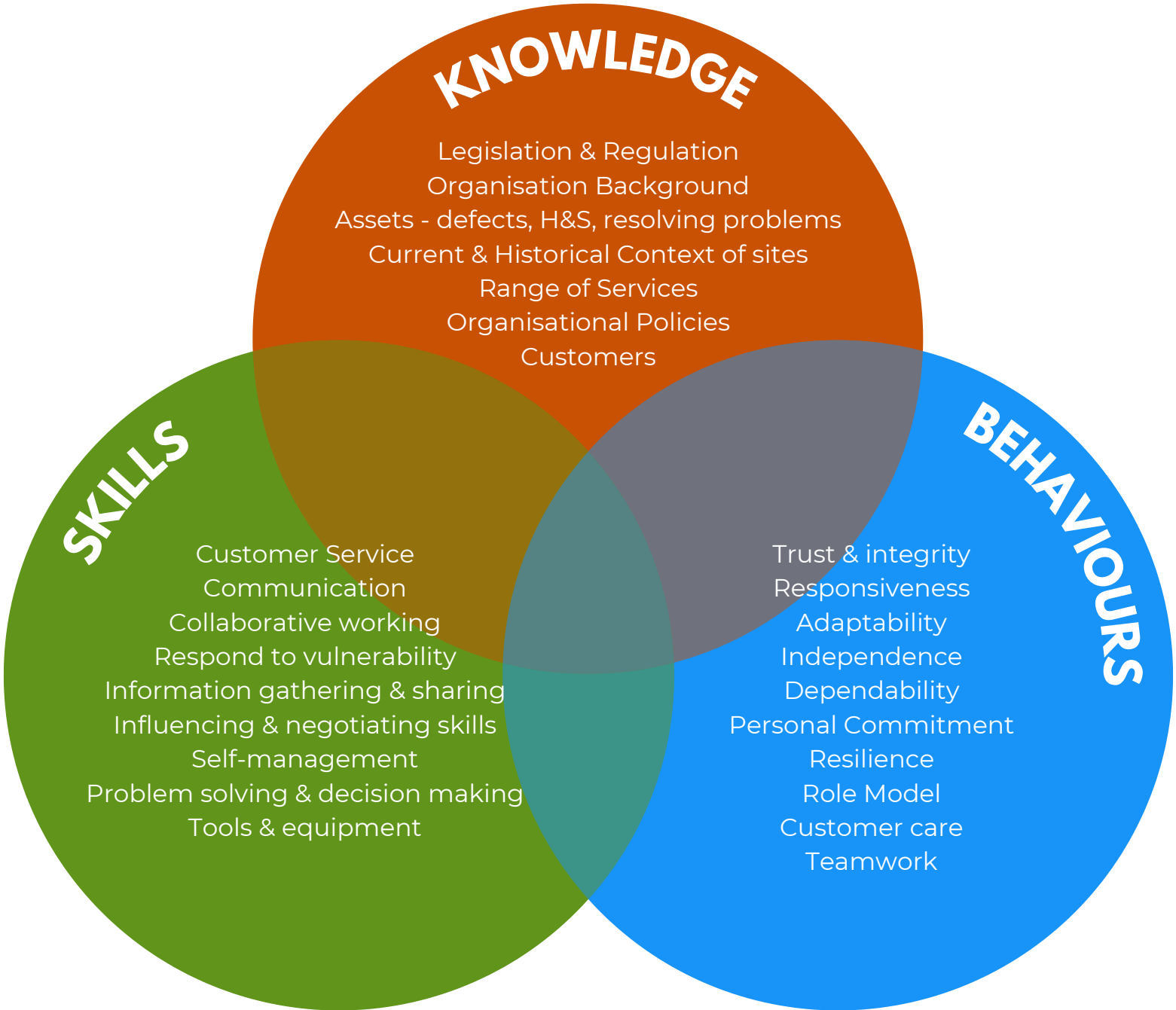
As well as learning the day to day job roles, you'll work on a range of projects and business improvement initiatives.



THE APPRENTICESHIP

COURSE CONTENT

The apprenticeship will develop your knowledge, skills and behaviours, giving you a solid foundation from which to launch your career in property management. Below is an outline of what's covered.



KEY POINTS

- 18 month course
- 7 online workshops
- Meeting with Skills Coach every 6 weeks
- Off the job hours 1 day a week or equivalent
- Gather a portfolio of evidence
- End point assessment
 - Project (80%)
 - Interview (20%)



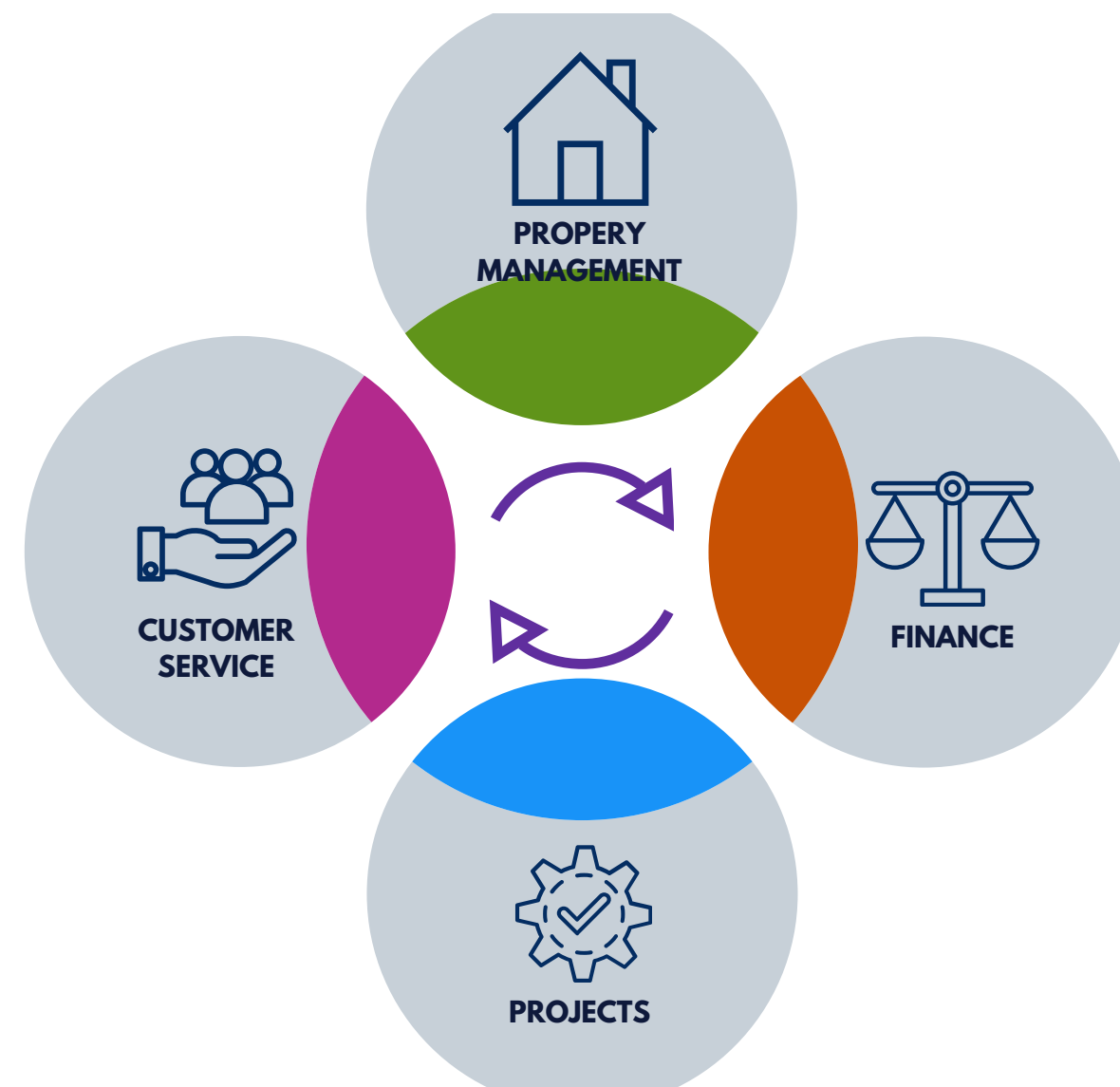
THE JOB

ROTATION SCHEME

We want to give you exposure to the different business functions at RMG so that you can choose the career path that's right for you.

Our job rotation scheme will give you valuable hands on experience in four or five different teams and you'll finish the programme with a broad knowledge of residential property management.

You'll have the chance to build your skills in a supportive, friendly environment with training and practical help from our experienced team, every step of the way.



KEY POINTS

- Rotate around 4 teams based in the Northwich office.
- Valuable experience & good overview of RMG's business functions.
- Exposure to the different career paths available.
- Opportunity for you to find out what areas of property management you enjoy.
- Opportunity to work on projects.

WHAT NEXT

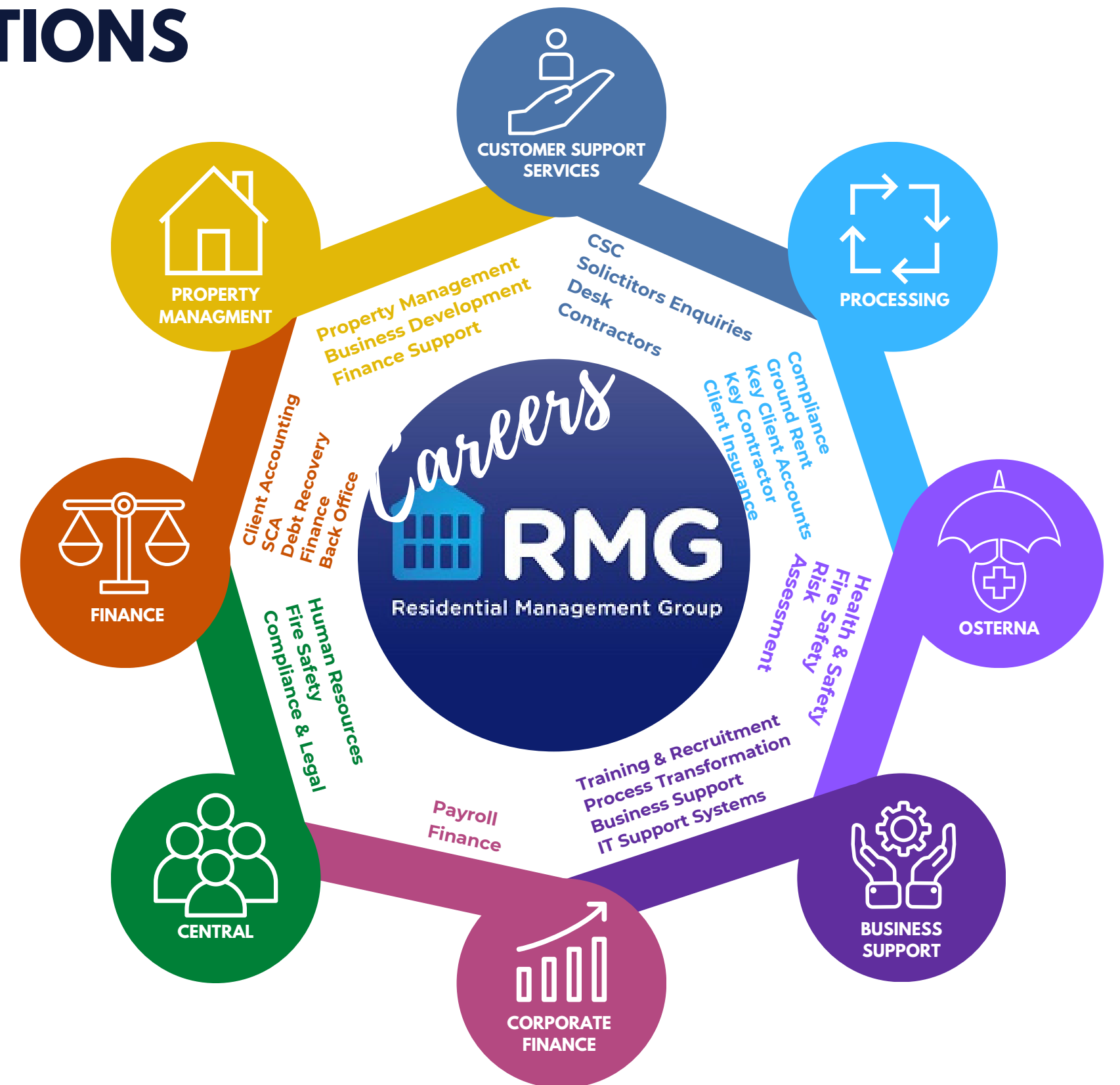
YOUR CAREER OPTIONS WITH RMG

We employ over 700 people across 8 departments.

Opportunities frequently arise across the business and we LOVE to use the knowledge and skills of our existing employees to fill roles internally and encourage career progression.

The diagram opposite show the different departments and teams at RMG, so whatever path you choose to take, we can support you.

We have an in house training team to support up-skilling our staff, as well as great links with external training providers so that our employees can work towards accredited qualifications.





CAREER DEVELOPMENT



A CAREER, NOT JUST A JOB

We're serious about offering genuine career development opportunities and we love to see our employees progress through the business.

At the end of the scheme you'll have the chance to apply for a permanent role and if successful you'll have access to a huge range of further qualifications to aid your career development.





WHY RMG?

GREAT BENEFITS

Our people are our greatest asset. As a thank you for your hard work, we offer a range of fantastic benefits.



Reward Gateway



2 Paid
Volunteer Days



Free Fruit



Employee Loans



Cashback Health
Care Plan



Cake Fridays



Employee Assistance
Programme (EAP)



Mental Health
First Aiders



Pension Plan,
matched to 7%



Cycle to Work
Scheme



Life Assurance



Never Work
Your Birthday



WE ARE PLACES FOR PEOPLE. WE ARE COMMUNITY.



Our People Promises are at the core of everything we do. This is what we stand for and this is how we roll. When you're in our community, this is what you sign up to.



Do the right thing. Always.

We always aim to do the right thing for our Customers, for our Communities, for each other. Never walking by. Owning it. Picking up the litter. Doing that bit extra. Helping. Giving. Being transparent. Making choices for the right reasons. Never letting anyone down. Running through the line. We know what the right thing is because it's in our DNA. It's who we are.



Fired Up, Ready to Grow.

We have a drive to improve and make things easier. We do something new, and something better, every day. We have a thirst to learn. We're curious. We take care of our precious resources so we can reinvest them wisely. We're bold, we're adaptable. We're passionate about thriving Communities.



One Community.

Our differences make us who we are, our shared mission makes us different. In our inclusive Community everyone is welcome, everyone is important, everyone is supported, and everyone can thrive.



Be Respectful, Earn Respect.

We keep our promises. We're not scared to admit we're wrong. We're open, honest, humble. We'll always listen, we're always accessible. We are respectful, and we respectfully challenge and question. We trust each other and in turn are trusted. We recognise, appreciate, and celebrate each other. We say thank you, a lot.



Enjoy Work.

Work can be hard, but we have a very special role to play – to be a force for good for our Customers, for our Communities, and for our society. That's why we enjoy what we do. It's a rare opportunity we've been given, we never take it for granted.



APPLY NOW

WHAT WE'RE LOOKING FOR

We'd love to hear from you if:

- ✓ You have 5 GCSEs at grade 4 (C) or above
- ✓ You're motivated to work and learn
- ✓ You're interested in residential property management

HOW TO APPLY

Visit our vacancies page



 careers@rmguk.com

 rmguk.current-vacancies.com



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