Professional development programme 2016–2017

Real Estate & Planning, Henley Business School
University of Reading
Introduction

This booklet is a guide to the professional development and careers activities and events delivered by Real Estate & Planning and Reading Real Estate Foundation (RREF) at the Henley Business School, University of Reading.

This comprehensive guide aims to keep you informed of activities that will benefit your studies and employment prospects.

It is important that you regularly check Blackboard, your University emails and the RREF website www.henley.ac.uk/rref for updates and any changes that may be made to existing schedules. We hope you find this guide useful and that you enhance your time at university and your employability skills by participating in the events and projects listed.

Contents

3 An introduction to RREF
4 RREF activities and events
5 Real Estate & Planning careers service
6 Calendar of professional development events
8 Other professional development initiatives
10 Join the online community
11 Contact us

With thanks to Reading Real Estate Foundation for sponsoring this publication.

Reading Real Estate Foundation

Reading Real Estate Foundation (RREF) is a unique and forward-thinking educational charity, established to support real estate and planning education at the University of Reading.

We design and deliver a calendar of student activities to engage industry and alumni with current students. Whether you have just arrived at the University of Reading or are reaching the final stages of your learning, we have a lot to offer you. We have a range of professional development initiatives that will benefit you whilst studying and beyond, including the annual Real Estate & Planning Careers Fair, Evening Lecture Series, Mentoring Programme and Access Internship Scheme.

Once you graduate you will become part of the RREF RG10s – our alumni group for graduates of the past decade – which enables you to stay in touch with fellow alumni and connect with the industry at networking and professional development events in London. We also hold regular regional and international receptions for alumni based outside of this area.
RREF activities and events

Careers Fair
As the largest single subject careers fair in the University, the annual RREF Real Estate & Planning Careers Fair offers you the opportunity to meet with graduate recruitment teams and recent Reading graduates from over 35 companies including BNP Paribas Real Estate, CBRE, Cushman & Wakefield, Knight Frank and Savills, as well as companies with real estate and planning departments such as Standard Life Investments.

Evening Lecture Series
The Evening Lecture Series runs throughout the autumn and spring terms on Tuesday evenings and aims to give you an insight into real projects and issues in the property market from leading professionals and firms in the industry. Graduate recruitment representatives and recent Reading graduates attend the lectures to showcase graduate opportunities at the firms and a complimentary pizza and drinks reception following the lecture enables you to network with the speakers and other attendees.

Mentoring Programme
The highly successful Mentoring Programme is now in its eighth year and has helped over 1000 students have a one to one connection with a real estate professional. The programme has expanded to give international students the opportunity to be partnered with a mentor in their home country and there are currently over 300 mentors involved worldwide. The programme aims to help you learn about the industry whilst at University, encourage you to find work experience prior to graduation, help you understand which area you may want to specialise in and help to make you more employable.

Access Internship Scheme
The Access Internship Scheme aims to address issues relating to widening access to the profession and help Part 1 and 2 undergraduate students overcome some of the obstacles to participation which might be, for example, financial, social or experiential reasons. We secure host firms with whom the interns are placed for a minimum of four weeks during the summer months and students can apply to receive an Access Summer Bursary to ensure they are able to successfully undertake the placement.

Real Estate & Planning Careers Service
Jane Batchelor, Career Development Advisor for Real Estate & Planning, will assist you in making career choices, developing career management skills, gaining work placements, internship roles and permanent career opportunities.

You can book individual career guidance sessions with her through Henley Careers found via Blackboard, under Enrolments.

She will also assist you with CV preparation, applications and covering letters; offering practical interview tips and guidance through the different recruitment stages.

Graduate jobs and internships
Job and internship opportunities are circulated via regular careers emails throughout the academic year.

Mock Assessment Days
Mock Assessment Days for final year students are delivered in the autumn term with input from key graduate employers. HR representatives lead workshops on what to expect at assessment centres, providing an invaluable opportunity to help in your preparation for securing a graduate position.

Weekly Drop-in Sessions
The weekly lunchtime drop-in sessions allow for wider group discussions on topical career and employability issues.

Career Management Skills (CMS)
CMS initiatives are delivered in timetabled sessions for undergraduates covering key information and skills, including opportunities to speed network with alumni and visit employers.

Opportunities in Real Estate & Planning
This networking evening highlights the wide range of opportunities available in property. With a broad spectrum of small medium, niche and public service companies attending a reception for students to build contacts and explore the diverse range of roles for property graduates.
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<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Event Description</th>
<th>Time</th>
<th>Venue</th>
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<tbody>
<tr>
<td>1</td>
<td>Monday 19 to Friday 23 September</td>
<td>Induction Week</td>
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<td>BSc Part 1 and MSc students</td>
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<td>2</td>
<td>Tuesday 26 September</td>
<td>Part-time Jobs Fair</td>
<td>6:00pm - 8:00pm</td>
<td>208 HBS</td>
<td>All Students</td>
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<td>208 HBS</td>
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<td>49</td>
<td>Thursday 1 December</td>
<td>Autumn Enhancement Week 2 November - 6 November</td>
<td>6.00am - 3.00pm</td>
<td>108 HBS</td>
<td>All Students</td>
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Other professional development initiatives

Careers, Placement and Experience Centre
The Careers, Placement and Experience Centre works with schools and departments in partnership with employers, alumni and other support services across the University, to ensure that students gain the best possible access to ‘real world’ opportunities to help you build your transferable skills, career confidence and improve your employability.

www.reading.ac.uk/careers.

Reading Experience and Development Award (RED)
The Reading Experience and Development Award (RED) is a University scheme that rewards students for undertaking extra-curricular activities as well as helping students get the most out of their experiences in terms of their professional and personal development.

This is a great chance to be rewarded for the things you do outside of your studies, as well as allowing you to recognise the personal attributes and skills that you develop as a result. The RED Award is open to all University students whether undergraduate or postgraduate, full-time or part-time, taught or research students.

For more information about the initiative please visit www.reading.ac.uk/internal/readingexperienceanddevelopmentaward.

International students
There is additional information for international students on the University of Reading website, covering information on arriving and living in the UK, Tier 4 student visas (including visas for employment in the UK), studying in the UK, and how you can get involved, make the most of your time here and enhance your employability.

For more information please visit www.reading.ac.uk/internal/student/international-students.

Royal Town Planning Institute (RTPI)
As a student of planning you are taking the first step towards a highly rewarding career. By becoming a Student Member of the RTPI you will be demonstrating your commitment to the profession. You will also be able to participate in the Institute’s activities to promote planning and access a wealth of information and knowledge on planning policy and practice. You can benefit from member services such as free access to publications and networks such as the Young Planners’ network.

For more information visit www.rtpi.org.uk/membership/membership-classes/student.

Royal Institution of Chartered Surveyors (RICS)
Potential employers are interested in your commitment to the sector and RICS student membership offers a way to demonstrate that. It also has a range of specific benefits including access to materials to help your studies, a dedicated jobsite and opportunities for networking.

For more information about becoming a student member visit www.rics.org/en/join/student.

The Central Association of Agricultural Valuers (CAAV)
Students interested in careers in rural property should consider student membership of the Central Association of Agricultural Valuers (CAAV). Most of our key rural employers will look for this on students’ CVs and the CAAV produces some excellent technical publications which are valuable study aids.

Dr Victoria Edwards, Senior Lecturer REP, (v.m.edwards@reading.ac.uk) is the School’s CAAV representative and can supply application forms and further information.
Join the online community

Online careers portal
The online Henley Business School careers portal can be accessed via Blackboard. There you can find information on key career guidance including:
• What employers want
• Your job search and networking
• Career paths and progressions
• Applications
• Selection stages
• Working outside of the UK.
You can also book to attend careers events, book an appointment with the Career Development Advisor and see general announcements from the Henley Business School careers team. The careers portal will be updated frequently so please ensure you check it regularly.

Keep Connected
Keep up to date with all the latest news and events from RREF and REP.

Facebook
www.facebook.com/RealEstateAndPlanning
www.facebook.com/rrefstudents

LinkedIn
Search Reading Real Estate Foundation

Twitter
@UniRdg_RREF

To apply for financial support, mentoring and Access Internships go to www.henley.ac.uk/rref/rref-current-students/rref-current-students.aspx

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Professional development programme

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www.henley.ac.uk/rref
www.reading.ac.uk/rep
www.reading.ac.uk/careers

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