

**BUILDING YOUR FUTURE**



**MANAGEMENT  
TRAINEE  
PROGRAMME**

**EARN A CONSTRUCTION RELATED  
DEGREE APPRENTICESHIP**



# MANAGEMENT TRAINEE PROGRAMME

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A grayscale photograph of four construction workers in safety gear (hard hats and high-visibility vests) standing on a job site. They are engaged in conversation. The background shows a brick building under construction. The image is overlaid with a semi-transparent dark gray layer, and the text is printed in a bold, purple, sans-serif font.

**COLLABORATIVE**

**RESPECTFUL**

**COMMITTED**

**RESPONSIBLE**



## OVER 60 YEARS OF THE HIGGINS FAMILY JOURNEY

A family run company with values focussed on the needs of clients and the well-being of staff.

One day in 1960, a young building estimator told a friend and colleague,

**"I'm going to start up on my own in building"**

The response was immediate

**"I'll come with you"**

On the 1st of March 1961, Derek Higgins OBE founded what is now Higgins Partnerships.

Higgins Group now consists of two aligned operating components, Higgins Homes and Higgins Partnerships.



Anyone can say they can build, but we can deliver.

Building is the key element of what we do, but we do a whole lot more! We put community needs and safety first for every project. We develop relationships with people, forging success through partnerships.

Utilising our 60 years of experience, we create solutions that overcome any financing or development obstacle, in any economy, on time and on budget. Our goal is to develop buildings that help communities thrive.

**We make the impossible possible.**

# BUILDING YOUR FUTURE

A family run company.

Big enough for you to grow in, small enough for you to make a difference.

The Higgins Management Trainee Programme was created to identify an array of young talent and to develop careers within the Construction Industry and Built Environment. The programme allows individuals to get a taste for a number of core disciplines throughout the company before deciding on a discipline to specialise in.

Once enrolled on the programme, flexible rotations allow trainees to spend 3-4 months in four different departments before a discipline is selected to specialise in.

During term time trainees will be working a four day week, with the remaining day spent at an industry accredited University working towards a Construction related BSc (Hons) degree apprenticeship. Higgins have a management trainee network who meet bi-monthly to share experiences and benefit from peer learning and wider exposure to the business.

The programme fully funds the degree and allows individuals the opportunity to 'earn whilst they learn' without the burden of debt once the course has been completed. Individuals will earn a competitive salary and will benefit from performance based annual pay rises.

Whilst at Higgins, each management trainee will be enrolled in a mentor programme whereby a senior employee will provide individual guidance on their career at Higgins as well as assistance with their studies.

At Higgins we recognise the importance of young potential and provide the building blocks for management trainees to advance to senior levels of management and Directorship.

## KEY BENEFITS



Performance related annual pay rises



Personal development plan



21 days annual leave plus 5 study days



Travel Expenses



Four day working



No student loan



One day at University



Mentor programme



1 day volunteering



Pension



Higgins Social Club



Higgins Rewards pay rises



Life Insurance (linked to pension)



Network Meetings



Buddy



# MANAGEMENT TRAINEE CORE DISCIPLINES



## Commercial

In this rotation trainees are based on one of our live sites, and have the opportunity to work with experienced surveyors as part of a project team gaining insight into:

- Budgets Reviews and Cash Flow Management
- Financial Management of Supply Chain
- Admin of Subcontract and Main Contract
- Cost Value Reconciliations
- Contract Relationships and Contract Conditions
- Conflict Avoidance
- Bonds, Guarantees, Warranties and Insurances
- Communication and Management



## Pre-construction

This rotation is split into two parts; focused on estimating and planning, trainees gain insight into these head office functions and the tender process, including:

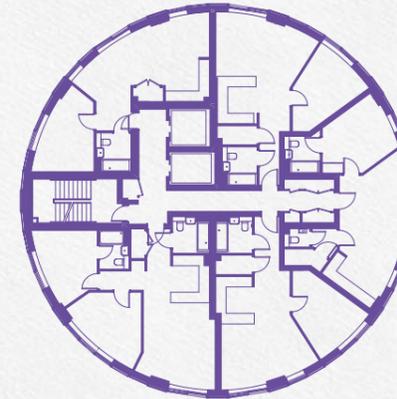
- Pre-Qualification
- Tender Process
- Tender Deliverables
- Contract Process
- Planners Procedures
- Logistics
- Pre-Tender Appraisals
- Estimating Software



## Production

In this rotation trainees are based on one of our live sites, and have the opportunity to work with an experienced site manager, with activities including:

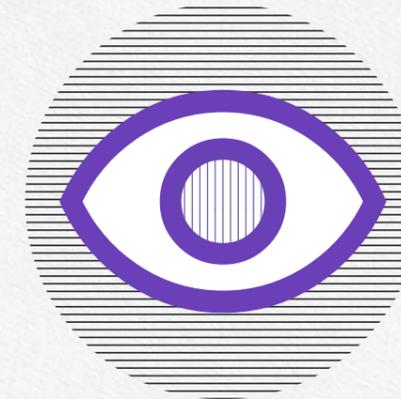
- Management System Procedures
- Construction Techniques
- Subcontractor Notices
- Material Requisitioning & Delivery Scheduling
- Subcontractor Procurement Schedules
- Client Project Meetings
- Site Progress Reviews
- Drawing Reviews
- Inspections
- Health and Safety
- Snagging



## Technical

Working between head office and site to gain practical experience working within the technical department, and understanding the roles and responsibilities of the Technical roles in the business:

- Consultant Fees & Utilities
- Consultant Appointments and Warranties
- Design Programmes
- Employers Requirements
- Building Regulations
- Planning
- Building Information Modelling
- BREEAM
- The Building Safety Act
- Document Management System



## Mini taster departments

The opportunity for trainees to consider wider roles within Higgins, by spending time with a range of business functions and learning how each department contributes to company performance.

- Accounts
- After Sales
- Land & New Business
- Compliance/ESG

# ADDITIONAL LEARNING AND DEVELOPMENT

## Training



H&S Induction



Communication Skills



Procurement and Supply chain overview



CSCS Card



Assertiveness



Print Room and Facilities overview



Presentation Skills



Business Writing Skills



Health and Safety in practice overview



Time Management Skills



Social Value overview



Plant Yard overview

## Applications to Onboarding:



6 November 2023  
Applications open



March 2024  
Interviews



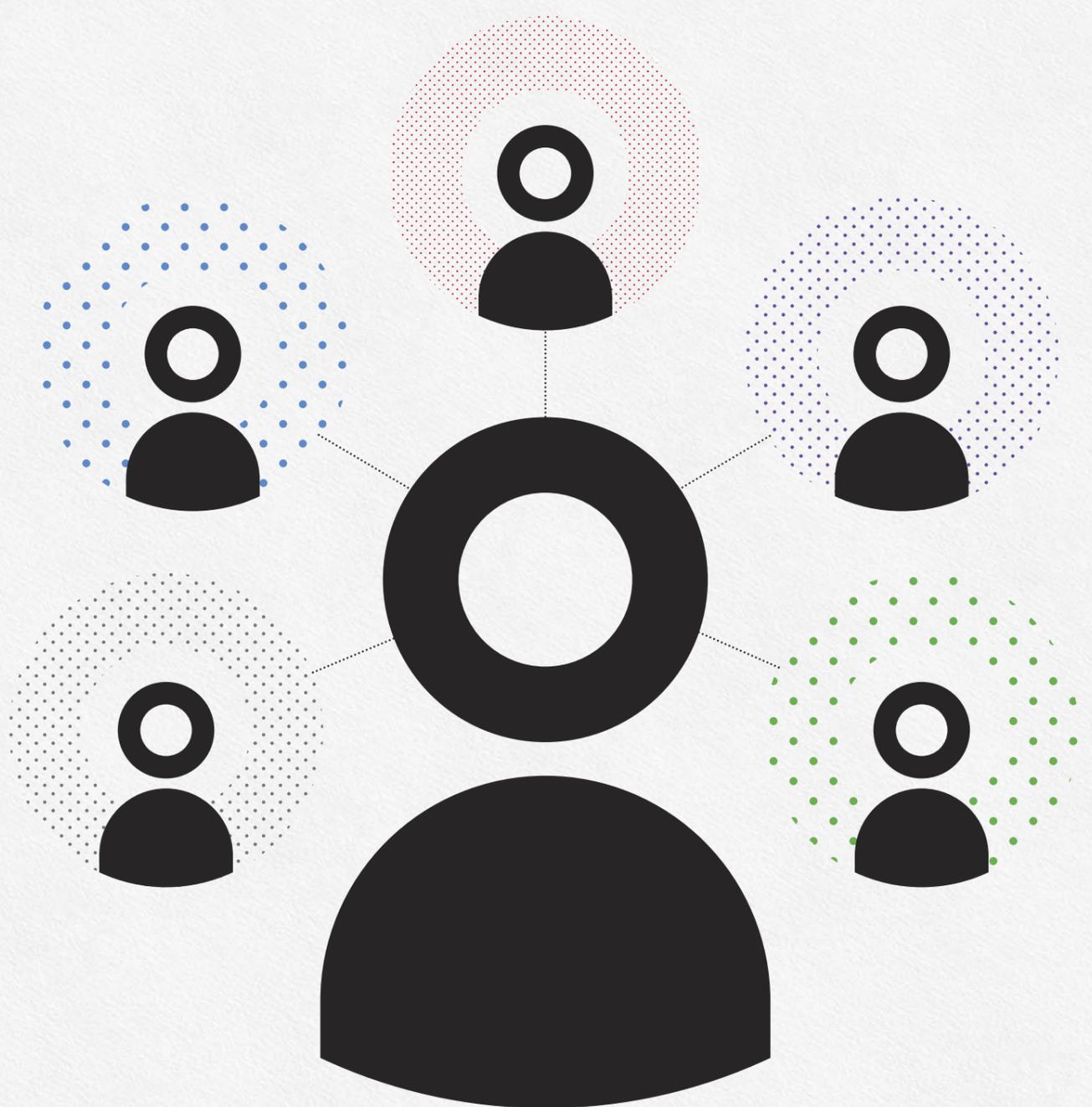
September 2024  
Trainees start with Higgins  
Trainees start at University



11 February 2024  
Applications close

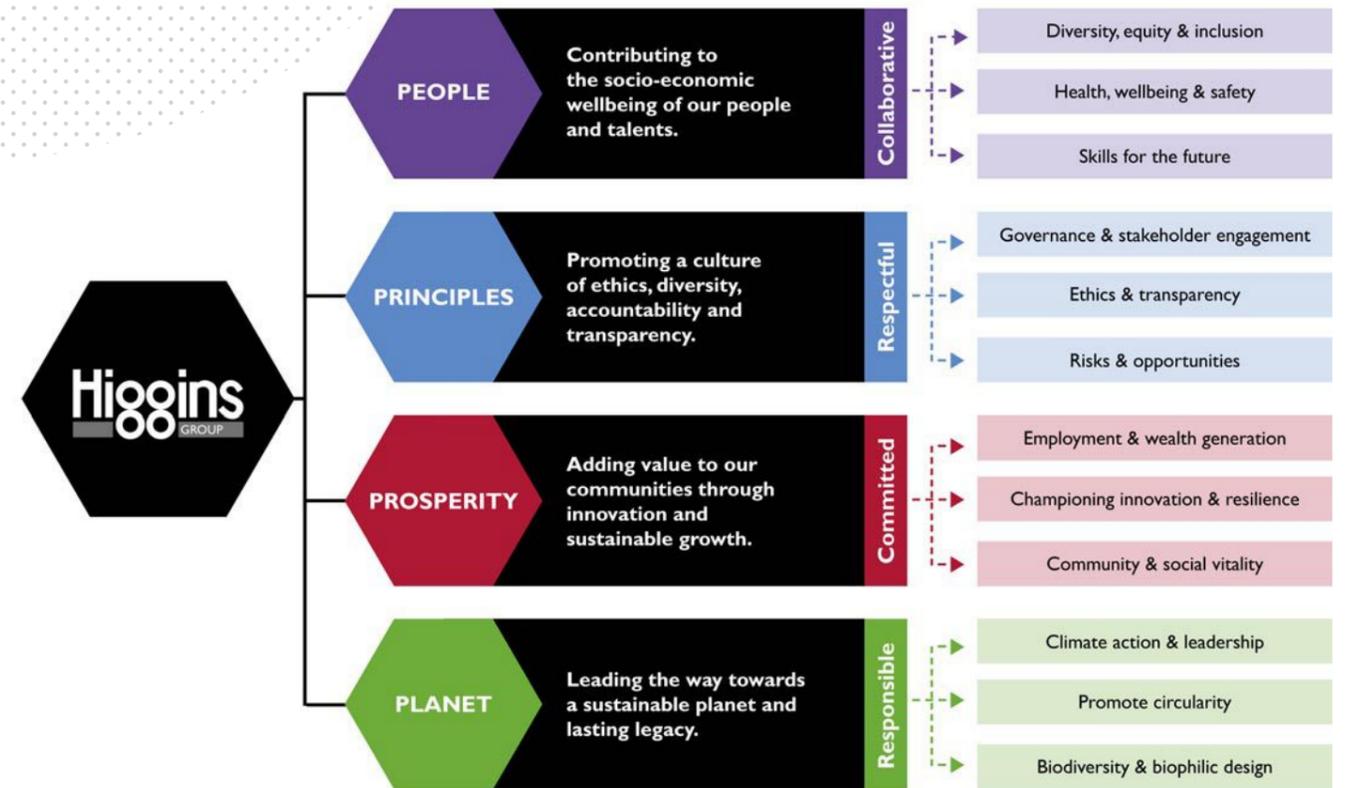


April-August 2024  
Trainees make University applications



**£245m** turnover  
**28** live projects  
**300** employees

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE – FOUR PILLARS



## WORKING AT HIGGINS

Higgins Group is a regional contractor developer operating throughout London and the South East. As a family owned company, trainees are fully supported throughout their career.

At Higgins you are treated as an individual and given the opportunity to grow and develop your career with fantastic support from the team.

On Building Your Future we will work with you to choose the profession that best suits you. You will get experience working in all parts of the company and will not specialise in a particular discipline until your second year at the business.



20% of employees have been through a Management Trainee Programme



Student Awards



100% have received training in the 1st year

## OUR CORE VALUES



**COLLABORATIVE**

We are collaborative with our colleagues, our supply chain and our clients.



**RESPECTFUL**

We are respectful of our colleagues, our supply chain and of the communities we work in.



**COMMITTED**

We are committed to maintaining high standards, to building a positive culture and to continual improvement.

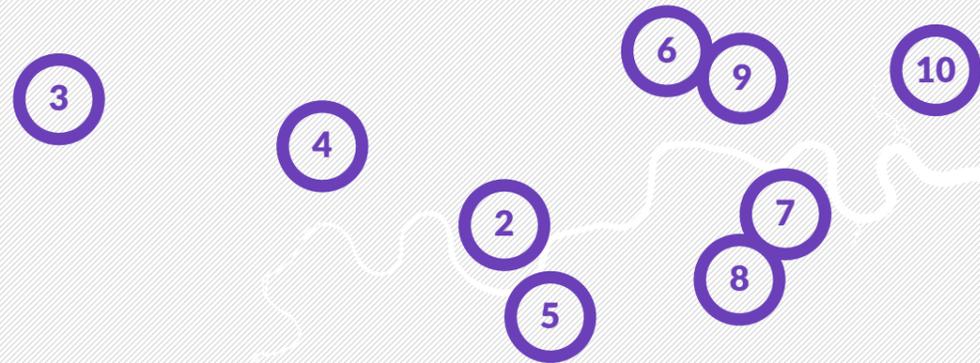


**RESPONSIBLE**

We are responsible for ourselves, for others and for our work environment.

We construct and develop throughout Greater London and the South East.

We currently have 28 live projects ranging from £6 million to £280 million with a number of much larger opportunities in the short term pipeline.



# WHERE YOU COULD WORK

1



**1. BOTANICAL PLACE, SURREY**

**Partner:** Retirement Villages Group  
**Homes:** 196



**2. HARTOPP POINT & LANNOY POINT, HAMMERSMITH**

**Partner:** London Borough of Hammersmith and Fulham  
**Homes:** 134



**3. HAYES TOWN AND AVONDALE DRIVE, HILLINGDON**

**Partner:** London Borough of Hillingdon  
**Homes:** 740



**4. HANWELL SQUARE, HANWELL**

**Partner:** A2 Dominion  
**Homes:** 360



**5. GARRATT LANE, WANDSWORTH**

**Client:** Higgins Homes and London Borough of Wandsworth  
**Homes:** 193



**6. YORK WAY, ISLINGTON**

**Partner:** City of London Corporation  
**Homes:** 91



**7. ECOLE, BERMONDSEY**

**Partner:** London Borough of Southwark  
**Homes:** 56



**8. LEDBURY ESTATE, PECKHAM**

**Partner:** Southwark Council  
**Homes:** 340



**9. BUCKLAND STREET AND WIMBOURNE STREET, HACKNEY**

**Partner:** London Borough of Hackney  
**Homes:** 81



**10. GREENHILL CENTRE, HATHAWAY CRESCENT, ST JOHN STREET, PLAISTOW**

**Partner:** London Borough of Newham  
**Homes:** 223



## HARRY

◀ "I studied Business, Economics and Media at school and was always found apprenticeships more appealing than university. When I saw information about degree apprenticeships this seemed just right as it would give me the best of both worlds. I researched what was on offer and the Higgins programme really stood out for me because of the rotations across different departments for two years before making a final choice of which career path. I'm now a month into the programme and loving it. Everyone has been really welcoming and it's already exceeding my expectations and have learnt so much in such a short space of time. I'm growing in confidence speaking to subcontractors and spending one day a week at University which is a good balance. **I would encourage anyone to look at this route as you're able to build your knowledge and skills before deciding which route to go down. It's really opened my eyes to how many opportunities there are in the construction industry and given me a broader understanding of how it all works.**"

# CURRENT MANAGEMENT TRAINEES



## GRACE

▶ "Working in the construction industry has always appealed to me and I was fortunate to be able to do a lot of school engagement within the sector while I was at school. I love seeing the whole process of building new homes and what goes into it. I studied GCSE Design in the Built Environment before going on to do an A-Level in Professional Construction Practice and heard about Higgins' programme through school and liked the opportunity to cover the rotations before specialising. I am really enjoying it so far, spending my first rotation with the production department on site at Chobham Farm. **Everyone has been so supportive and happy to help me wherever they can. I am getting really involved and reading and absorbing so much.** This is definitely the best route as you are able to put what you learn at University into practice, and it really broadens your knowledge and understanding."



## JAKE

◀ “I’ve always had an interest in the industry and studied Construction Management at college. I knew I wanted to start working so searched the Government website for apprenticeships before discovering the opportunity at Higgins. **It really appealed to me as I wasn’t 100% sure which area of construction I initially wanted to go into, so the rotations would give me a broad understanding of each discipline.** Just over a month in and I am really enjoying it. I have initially started in production and being based on site at Boston Road is so beneficial, it’s great to put what I have learnt into practice. I would highly recommend this route for anyone considering a career in the industry, I am really supported and learning so much from the team on site and throughout the company. Gaining experience is the best way to learn.”



## KEZIAH

▶ “The programme is going really well, and I’ve enjoyed experiencing lots of different aspects of construction – no day is the same and there is always something to take away. I’m currently in Pre-Construction which is really interesting; the programme has really shown how many opportunities there are for a career path and how much goes on behind the scenes. **The support has been good and there is always someone available to get advice from, who has so much knowledge of their field which helps with my studies.** The buddy system was beneficial, and I’m now able to support a new trainee this year. I would highly recommend this route as there are so many different opportunities to go into and you are able to put what you’ve learnt in university straight into practice.”



## GEORGE

▶ “The programme has helped me build relationships throughout the whole business and it’s been good to gain experience in all four rotations. I’ve been given quite a bit of responsibility which helps you learn, and you are always encouraged to ask questions and learn more. The mentoring side works well as it’s good to have some to talk to who has been through the programme before, and I am now enjoying being a buddy for the new trainees. **I have a good balance of study and work which is going well and it’s nice to know that I will come out with a degree and not have to worry about student debt.**”



## TOBY

◀ “I’ve loved the past year and been given such a great insight into the range of opportunities in the construction industry, through the four rotations. Currently I am working two days a week on site and the other two days in head office, along with a day at University. It’s a good mixture and I am learning so much from everyone. The mentoring has also gone well, and you always feel supported and never on your own; you really feel a valuable part of the company and people are always keen to teach you new things. **My advice to anyone starting would be to ask lots of questions as it really helps you to learn and grow your confidence. I would highly recommend this route.**”



## OLIVIA

◀ “I’m currently on my last rotation. Spending several months in each department has been helpful as you can get real life experience of each discipline before making the final choice. I’ve really enjoyed working in both surveying and planning and having the mini tasters in other departments was great. **The programme has given me a mix of being based in both head office and out on site, and everyone is so friendly and happy to help you. Studying my degree whilst working has also been very beneficial to my learning as I am able to see how learnt concepts work in real life on site.** I am overall really enjoying my time at Higgins and look forward to selecting which department I’d like to join.”

# PROGRESSION

## RONAK, TRAINEE SURVEYOR

### Progress

- ▶ Management Trainee
- ▶ Trainee Surveyor



## KYLE, TRAINEE SURVEYOR

### Progress

- ▶ Management Trainee
- ▶ Trainee Surveyor



## BRODIE, TRAINEE PROJECT CO- ORDINATOR

### Progress

- ▶ Management Trainee
- ▶ Trainee Project Coordinator



## BRIDGET, TRAINEE SURVEYOR

### Progress

- ▶ Management Trainee
- ▶ Trainee Surveyor



## EMILY, TRAINEE PROJECT CO- ORDINATOR

### Progress

- ▶ Management Trainee
- ▶ Trainee Project Coordinator



## GEORGE, ASSISTANT CONTRACT SURVEYOR

### Progress

- ▶ Management Trainee
- ▶ Trainee Surveyor
- ▶ Assistant Contract Surveyor

## CHARLIE, ASSISTANT CONTRACT SURVEYOR

### Progress

- ▶ Management Trainee
- ▶ Trainee Surveyor
- ▶ Assistant Contract Surveyor



## NATALIE, ASSISTANT CONTRACT SURVEYOR

### Progress

- ▶ Management Trainee
- ▶ Trainee Surveyor
- ▶ Assistant Contract Surveyor



## HENRY, ASSISTANT SITE MANAGER

### Progress

- ▶ Management Trainee
- ▶ Trainee Site Manager
- ▶ Assistant Site Manager



## MAISIE, ASSISTANT PRE- CONSTRUCTION MANAGER

### Progress

- ▶ Management Trainee
- ▶ Trainee Bid Manager
- ▶ Assistant Pre-Construction Manager



## CALLUM, ASSISTANT SITE MANAGER

### Progress

- ▶ Management Trainee
- ▶ Trainee Site Manager
- ▶ Assistant Site Manager



## STUART, COMMERCIAL MANAGER

### Progress

- ▶ Trainee Surveyor
- ▶ Assistant Contract Surveyor
- ▶ Contract Surveyor
- ▶ Senior Contract Surveyor
- ▶ Principal Surveyor
- ▶ Commercial Manager



## NICOLA, SENIOR PROJECTS CO-ORDINATOR

### Progress

- ▶ Apprentice Plumber
- ▶ Management Trainee
- ▶ Pre-Construction Assistant Project Coordinator
- ▶ Project Coordinator
- ▶ Senior Project Coordinator

# BE PART OF A WINNING TEAM

## 2023

### Construction News Awards

Shortlisted for Community Engagement Project of the Year – Chippenham Gardens

### Inside Housing

#### Development Awards

Shortlisted for Partnership of the Year – Hanwell Square, Hanwell

### Construction News Workforce Awards

Shortlisted for Apprenticeship Initiative of the Year

### Construction News Workforce Awards

Shortlisted for CSR Initiative of the Year

### Social Value Awards

Shortlisted for Best Private Sector Leadership

### Black Professionals in Construction

Best Apprenticeship Programme

### Social Value Awards

Shortlisted for Private Sector Leadership Award

### Inside Housing Development Award

Shortlisted for Best Shared Ownership Development – Hanwell Square, Hanwell

### Inside Housing Development Awards

Shortlisted for Best Affordable Housing Development – Hanwell Square, Hanwell

### First Time Buyer Awards

Shortlisted for Private Developer of the Year

### First Time Buyer Awards

Highly Commended for Best Small Development – Alphabet, NW6

### The East of England National Apprenticeship Awards

Recruitment Excellence

### The Defence Employer Recognition Scheme

Silver Award

### LABC Warranty The Bricks Site Recognition Award

Hanwell Square, Hanwell

### TPAS Awards

Shortlisted for Outstanding Tenant Engagement (Contractor) Grange Farm Estate, Harrow

### UK Housing Awards

Shortlisted for Neighbourhood Transformation Award – Wooddene Estate, Peckham

### Inside Housing

#### Development Awards

Shortlisted for Best Affordable Housing Development (£20m+) Grange Farm Estate, Harrow

### Inside Housing

#### Development Awards

Winner for Best Urban Development (outside London) for City Park West, Chelmsford

### New London Awards

#### People's Choice Awards

Shortlisted in Housing – Wooddene Estate, Peckham

### LGC Awards

Shortlisted for Housing – King Square, Islington

## 2022

### The National Apprenticeship Awards

Recruitment Excellence - Large Employer of the Year – Highly Commended

### The East of England National Apprenticeship Awards

Large Employer of the Year – Recruitment Excellence

### The East of England National Apprenticeship Awards

Large Employer of the Year – Highly Commended

## 2021

### Black Professionals in Construction

Best Apprenticeship Programme

### National Apprenticeship Awards

Highly Commended for SME Employer of the Year

### The Inspire Awards

Most Inspiring Contractor

### The East of England National Apprenticeship Awards

SME Employer of the Year



## DECLAN HIGGINS

"At Higgins we understand how difficult it can be for school leavers to select a career path without understanding the multitude of roles and responsibilities within the construction industry.

'Building Your Future' has been designed to remove the pressure of blindly selecting a career by allowing trainees to gain experience in a number of key departments within the business. This exposure also supports trainees with their studies and upon completion, results in an all-round young professional that understands the 'Higgins way' of working.

We are extremely proud of the programme that continues to successfully identify young talent for the industry and we look forward to what the future brings."



**Head Office**

One Langston Road, Loughton,  
Essex, IG10 3SD

Telephone

**020 8508 5555**

Email

**[buildingyourfuture@higginspartnerships.co.uk](mailto:buildingyourfuture@higginspartnerships.co.uk)**

Website

**[www.higginspartnerships.co.uk](http://www.higginspartnerships.co.uk)**