

## Resource Pack

**WHEN YOU THINK ABOUT ALL THE PEOPLE INVOLVED IN CREATING A BUILDING, YOU MIGHT NOT IMMEDIATELY THINK OF A QUANTITY SURVEYOR - BUT THEY PLAY AN ESSENTIAL AND INCREDIBLY IMPORTANT ROLE IN THE DELIVERY OF CONSTRUCTION PROJECTS.**

*In association with:*



## BETTER UNDERSTANDING QUANTITY SURVEYING



Quantity Surveyors manage the costs of building projects from start to finish, looking for the best value for money and making sure the project meets legal and quality standards.



So basically, Quantity Surveyors make sure buildings are safe, high-quality and cost-effective – all very important things.



This is a very skilled job and you will need a good understanding of building regulations and standards as well as a good knowledge of construction methods and materials. Quantity Surveying suits people who are well organised and are looking for a professional-level career.

This role shares similarities in terms of skills and knowledge with **Building Surveying**. **Building Surveyors** provide professional advice on the design and development of construction projects. There are also similarities with **Project Managers**, who oversee the whole project, making sure it is completed on time and on budget.

## *Resource Pack*

### **TYPICALLY YOUR JOB WOULD INVOLVE:**

- Estimating materials, time and staff costs.**
- Negotiating and writing contracts.**
- Managing costs.**
- Advising on legal and contract matters.**
- Resolving disagreements.**
- Use of computers, which will be required for many of these tasks, including making schedules and writing reports.**

## Resource Pack

### QUANTITY SURVEYING - SPECIALISMS

Working as a Quantity Surveyor means taking responsibility for a wide variety of tasks throughout the life cycle of a construction project. These include:

#### Cost / Contract Management

Cost management is a major aspect of a Quantity Surveyor's job. The surveyor will manage all costs relating to the project, from the initial calculations to post-completion. The surveyor also undertakes cost analysis for repair and maintenance work.

A sub-area of cost management is preparing and negotiating contract documents, and creating bills of quantities with the client, architect, and other parties. Changes and variations to the original plan or contract need to be monitored as they may affect the costs.

#### Procurement

On any construction project it is vital to select the right method of procuring the construction works. This can be anything from the right contractor to the appropriate contract documentation.

Essentially, procurement is the process required to organise construction projects and develop a framework that identifies the structure of duties and authorities for participants within the construction process.

#### Risk Management

In any construction project there are key risk areas. A Quantity Surveyor can be responsible for assessing these potential areas and formulating a strategy to mitigate these risks.

Analysing and minimising such things as financial risk is important to the success and longevity of any project and is often a key requirement of securing funding.



## Resource Pack

### HOW TO BECOME A CHARTERED QS

Because it is a very specialist job, you will need to get a degree or professional qualification accredited by the Royal Institution of Chartered Surveyors (RICS).

RICS is the professional body for the Quantity Surveying industry and ensures that the industry has high standards through promotion of qualifications and best practice.

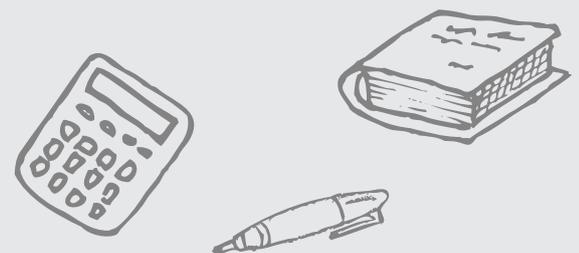
This is a breakdown of the different subjects and qualifications that will help you on the way to becoming a Quantity Surveyor:

### QUALIFICATIONS TO TAKE AT SCHOOL / COLLEGE

Because the job entails analysing figures and communicating with people, A-levels in maths and English are good starting points in terms of qualifications.

If you would like to start with a more specific qualification you can take A-level equivalent qualifications such as a BTEC, HNC or an apprenticeship in construction or something related to that industry. These qualifications take a more practical approach alongside the theory work.

Attainment of these qualifications will allow you to go onto a sponsored day release RICS accredited course or a full time university degree course.



## Resource Pack

### APPRENTICESHIPS

An apprenticeship combines the necessary academic qualifications to start the process of becoming a Quantity Surveyor with practical, hands-on workplace experience with employers.

Many different organisations and employers offer apprenticeship routes into Quantity Surveying.

In the majority of cases, these apprenticeships combine:

**An academic qualification such as a Level 3 National Vocational Qualification (NVQ) in Surveying, Property and Maintenance**

This is a work-based qualification for people who want to work in a range of areas in construction and the built environment.

• • • OR • • •

**A BTEC Level 3 Advanced Certificate in surveying and estimating.**

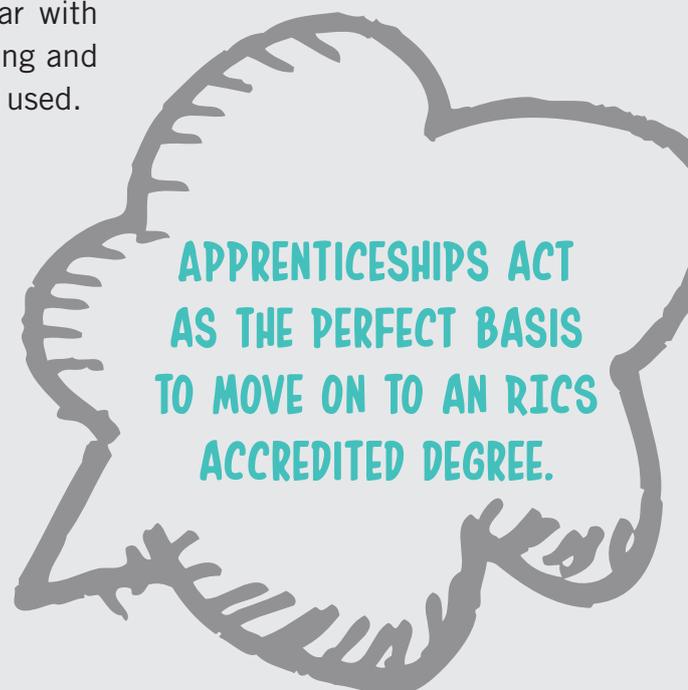
This qualification will make you familiar with the equipment used in Quantity Surveying and also the mathematics and terminologies used.

- **Paid employment**
- **An apprenticeship qualification**

**You can also choose from the following:**

Apprenticeship opportunities differ from employer to employer but offer the same benefits of earning whilst you learn the trade.

Apprenticeships act as the perfect basis to move on to an RICS accredited degree.



**APPRENTICESHIPS ACT  
AS THE PERFECT BASIS  
TO MOVE ON TO AN RICS  
ACCREDITED DEGREE.**

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### UNIVERSITY

The traditional university route is also a great platform to start a career in Chartered Surveying.

This is how both types of student can make their way into the industry:

#### **Sponsored day-release or part-time RICS accredited course**

With rising university costs, sponsored degree courses are becoming more and more popular.

Whilst working and learning in a practical environment under the watchful eye of a fully qualified surveyor, you will be provided with day release education at university, allowing you to gain degree status in Quantity Surveying by the end of your placement.

#### **Full-time RICS accredited course**

RICS offers 500 accredited courses that are the perfect first step to becoming a Chartered Surveyor. RICS works in partnership with universities to offer courses relevant to the industry. These degrees are recognised by employers as a benchmark of quality.

#### **Non-accredited degree course**

If you want to become a Chartered Surveyor but have not studied for an accredited, related degree that doesn't matter.

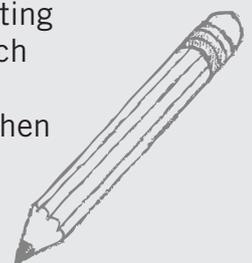
After your degree you can undertake a RICS accredited Conversion course that will allow you to then take the Assessment of Professional Competence (APC) and become chartered.

### SUMMER PLACEMENTS / INTERNSHIPS / YEARS OUT

Trainee Quantity Surveyors will work on a range of projects for a variety of clients, giving them an opportunity for on-the-job learning and career progression. Several reputable construction employers offer many different internship and placement opportunities.

For example, Rider Levett Bucknall offer Summer Placement / Internships lasting from anything from two to eight weeks, and Year Out Placement schemes which offer university students a paid year out in Quantity Surveying. Years Out also have the opportunity of gaining sponsorship for the final year of university to then join RLB full time after graduating.

These are available as part of RLB's Protégé scheme.



## Resource Pack

### SPECIFIC SCHEMES AVAILABLE WITH RIDER LEVETT BUCKNALL

#### **Bucknall's First Rung**

Rider Levett Bucknall's First Rung Project is focused on encouraging young people to achieve their full potential in the construction industry.

The Project, established to honour RLB's former Chairman David Bucknall, works directly with people who are, or at risk of, becoming classified as a NEET (Not in Education, Employment or Training).

With the construction industry identified as a preferred employer for many disadvantaged young people, RLB are well placed to help make a real difference.

Each of RLB's graduates spends two dedicated weeks working with their local communities to deliver this project, which includes a range of activities such as hosting work placements, mentoring, guest lecturing, CV and interview skills training and more.

#### **Rider Levett Bucknall's Protégé scheme**

RLB's Protégé scheme aims to recruit and retain the highest calibre graduates. Through a structured programme, they ensure that graduates are trained in their core discipline to the acknowledged professional standard.

This is underpinned by a rounded approach to training that will see graduates work across the entire RLB business so that they can avoid being pigeon-holed early in their career and can develop a broad understanding of the wider business and construction sector.



**FIND OUT MORE ABOUT THE RLB PROGRAMMES AT:**

[WWW.RLB.COM/CAREERS](http://WWW.RLB.COM/CAREERS)

**RLB** Rider  
Levett  
Bucknall

## Apprentice Case Study

In association with:



Gareth Coddington

JUNIOR QUANTITY SURVEYOR @ RLB

### EXPLAIN WHAT YOU DO DAY TO DAY?

Day to day tasks I do can vary. Some days I will be out of the office assisting with valuations or attending design team meetings and progress meetings whilst taking notes for the minutes. Other days I will be in the office assisting with preparing cost plans, financial statements, drafting contract documents and comparing tenders.

### WHAT SKILLS DO YOU NEED FOR YOUR APPRENTICESHIP?

You need to be highly motivated and willing to learn a variety of new skills. Also, you need good written and verbal communication skills as well as a good IT knowledge as lots of work is done using programmes such as Excel and Word.

### WHAT MADE YOU GO FOR THIS APPRENTICESHIP? IS IT AN AREA YOU ALWAYS WANTED TO WORK IN?

The construction industry was always an industry which I wanted to work in as I found it interesting, however I did not know which role I would enjoy the most. I chose this apprenticeship as RLB provided me with the opportunity to try different roles (Quantity Surveying, Building Surveying and Project Management) and then chose my preferred option to progress with. I am due to start my part time degree in Quantity Surveying in September.

## Apprentice Case Study

### WHAT MAKES THE INDUSTRY AN EXCITING ONE TO WORK IN?

For me the construction industry is exciting because there is always something interesting to be working on as every project is different. For example, I have worked on a range of projects which include a new airport hangar, hospital refurbishment and new residential properties. No project will be exactly the same.

### WHAT IS THE CULTURE LIKE AT RLB?

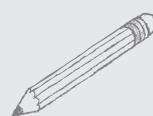
The culture at RLB is great, everybody gets along in the office, and are always helpful and willing to answer questions you may have.

### ARE RLB SUPPORTIVE OF APPRENTICES IN HELPING THEM DEVELOP?

RLB was very supportive in helping me develop as any help/information I needed was always provided. Also as I started my college course late, RLB allowed me to attend college two days a week (rather than one) from February to June to enable me to finish the course in time to start university this September. This was a great benefit as otherwise I would have had to wait an extra year to progress.

### WHAT TIPS DO YOU HAVE FOR SOMEONE LOOKING TO START AN APPRENTICESHIP?

Research the types of apprenticeships that are on offer and find one you are interested in as they are available in many different industries. I would then find out more about what the role actually involves so you can then tailor your application to suit this and decide if it is the right role for you.



## Tips for getting a job

Considering a job as a Quantity Surveyor, but need some help getting started? We asked the experts at RLB for some top tips to kick start your career.



### BRING YOUR PERSONALITY TO THE JOB

In consultancy firms like ours, people are our core asset. They deliver benefits to our clients through their proven ability and experience, underpinned by a collaborative, customer-focused attitude. When applying for roles, find ways to demonstrate how you work well with others, your organisational skills and your enthusiasm and desire to develop your career and the business you want to work for.

Global travel is a possibility in a QS role, so if you are well travelled or interested in overseas work it could be a good differentiator.



### GET SOME WORK EXPERIENCE

Work experience is essential if you want to get a position in the current job market. It doesn't need to be as a Quantity Surveyor; you just need to show a willingness to learn from direct experience. It is not enough these days to just have the qualifications; employers want 'experience' as well.



### ASK FOR ADVICE

Whether you get advice from the Royal Institution of Chartered Surveyor's (RICS) website, your schools careers office, the National Careers Service, or your parents, the more you know about the career the better prepared to succeed you will be.



### RESEARCH, RESEARCH, RESEARCH

There are many routes to getting a career as a Quantity Surveyor, so make sure you have looked at the best one for you. Look online, talk to people in the industry and make sure you make the most informed decisions. It is important to choose the right subjects to succeed - maths and English are key.



### GET ON LINKEDIN

LinkedIn is a great platform to make yourself known to people who can help you get started in Quantity Surveying. Create a profile, add a picture (think professional and not Saturday night out) and start linking with companies that interest you. LinkedIn will help you with making contacts, job interviews, keeping up to date with the industry and finding jobs.

*More useful resources*

Need more help with your careers choices? You can find a wealth of help and opportunities at the following places:



**RLB.COM**

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**THEBIGCHOICE.COM**

Find quality advice and opportunities in apprenticeships, part-time jobs and training on this youth careers portal.

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**SCHOOL LEAVERS GUIDE**

This interactive app guide brings together expert advice, guidance on career steps and positions from top employers via your tablet or smartphone.

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**NATIONAL CAREERS SERVICE**

The official place for careers advice and information in the UK.

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**NATIONAL APPRENTICESHIP SERVICE**

Everything you need on apprenticeships and the best vacancies on offer.