



University of the  
Built Environment  
EST. 1919

# Careers Toolkit

A toolkit for all students



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# Introduction

Welcome to the Careers Toolkit, specially designed to support students navigating career journeys alongside their academic study. This comprehensive toolkit connects you to the University's Career Service and supports you to develop your own tailored Career Action Plan.

Remember, everyone's career journey is unique, your goals, skills and experience will shape your pathway, so take time to explore your options and don't hesitate to reach out for professional support and advice. There are plenty of resources here to support you to recognise and achieve your career goals and enable your career to thrive.

**This toolkit is for every student—whether you're new to the Built Environment, an Apprentice, or looking to develop senior management and leadership capability.**

## Meet the team

**Bridget Wells:** I am a qualified Careers Consultant with a broad mix of industry and education experience. Particular interests include building employability and developing Professional Identity.



**Neil Shaw:** I have a background in recruitment and more than twenty years' experience of working with employers in this sector. I really enjoy bringing employers and students together, creating opportunities for students to enhance their careers.



**Charlotte Thackeray:** I am the Lead for Outreach and Inclusion, working to reduce the risks to equality of opportunity to University of the Built Environment students and their progression into the sector after their studies. I focus on widening participation, fostering inclusive education pathways, and building stronger links between industry and communities.



# Our services and activities

Our service is always developing, our offer includes:

- **1:1 Careers advice:** Impartial, confidential and non-judgmental careers advice and guidance that encourages you to explore your career goals and options.
- **Job search strategy:** Need help with a job search strategy? Our advisors work with you to identify positive steps to explore and gain traction in the job market.
- **CV review:** CVs can be challenging to get right. If you want to improve yours with more focus, clarity and impact, send it to us via Careers Connect for a CV review.
- **Career planning:** Our advisors can work with you to build short or long term career plans, which give you direction and confidence to overcome challenges and achieve your goals.
- **Professional accreditation and membership:** We work with a wide range of professional bodies and can advise on accreditation routes and membership.
- **Employer events:** From guest speakers to Careers Fairs, we create opportunities for students to engage with employers and benefit from their experience.

Our service is always developing and we run targeted programmes and activities including Mentoring, Interview Practice, Work Experience, and Assessment Centre Preparation Training.

**All students can access our strategies and our guidance and adviser support.**

## Are you an apprentice?

Our apprenticeship students have full access to all our careers services; you don't need to wait to be referred. You might want to:

- Join a careers event.
- Use Careers Connect to explore other industries, find some online careers advice or build your career management skills.
- Book a 1:1 appointment with a Careers Advisor to discuss your career options or work on your Career Plan.
- Access advice from our Careers Advisers to help manage an upcoming transition into a new role.
- Seek support in a potential job change or redundancy situation.

You can find details of the Careers Service on the apprenticeship hub, but can login to Careers Connect to book appointments, search for events and find careers advice.

## Careers Connect

Careers Connect is the University's own careers platform. All students can use it to book an appointment with a Careers Adviser, explore events and book a place, and find a wide range of work opportunities across the Built Environment and other sectors.

Careers Connect is where we host careers resources such as recorded sessions, and learning pathways to help you improve your CV or brush up your interview techniques.

[Watch our introduction to Careers Connect here](#) and visit the platform to register your preferences for updates and job notifications.



## Professional bodies, accreditation and becoming chartered

The Built Environment sector benefits from an excellent choice of professional and membership bodies and whether you are interested in becoming a Chartered Industry professional, building your network or accessing research and the latest thinking in the sector, membership of a professional body can help.

### How we work with you

#### Introductions to our accrediting bodies

Each Autumn, we invite professional bodies, such as CABE, the RICS and the CIOB, to give an online presentation for our students, introducing themselves and promoting the benefits of student membership. All events are bookable on Careers Connect, just search under the Events tab.

#### RICS Assessment of Professional Competence webinars

Join one of our sessions to understand more about the APC and ask our experts your questions. We run workshops at different levels, including an introduction to the APC.

#### 1:1 advice

Need further help? Book a guidance appointment on Careers Connect to discuss your accreditation questions.

#### Resources

Read our guide to [Professional, Statutory and Regulatory Bodies: A Student Guide to Membership and Accreditation](#).

*"The Advisor was very quick to understand my atypical situation as a mature student" "...very insightful...I feel more at ease and optimistic going forward."*

## Working with employers

We work with employers across the sector and create opportunities for students to engage with them through technical presentations, case studies and careers events. These include:

- **The University of the Built Environment online careers fair** is open to all students and recent graduates. Usually held in the autumn, register on Careers Connect for 1:1 and group discussions with a range of industry employers.
- **Career Focus Spring Event:** Our online event brings together students, employers, alumni and experts to discuss trends and industry topics with a focus on skills, career paths and employment.
- **Targeted Mentoring Programmes:** Our mentoring programmes support key student groups including Military Veterans and students from ethnic minorities.
- **Workshops:** Guest speakers are a regular feature in the curriculum, providing case studies and expertise.

## Job applications and interview skills

Even in a buoyant job market, we recognise that getting a graduate job can be a real challenge. Managing automated recruitment systems, psychometric tests, assessment centres, all need careful navigation. Whilst not all employers use these, many do and the University's Careers Team have the expertise to support you with each stage, from application to interview, including guidance on how and when to use AI.

*"...a big thanks to the whole careers team for putting together such an awesome Careers Week... it's really opened my eyes to all the opportunities out there and how to make the most of them."*

## Career planning

Lots of people don't have a career plan, their career journeys develop organically or by chance. Taking a more structured, planned approach to your career goals can help you focus on what is important, identify your timescales and key dates.

A career plan can be really useful.



*"...I've been offered it!!! Literally over the moon...so much more comfortable now knowing I've got a job lined up, thanks so much for your help."*

# What does a career plan look like?

A Career Action Plan is a strategic roadmap, which includes your professional goals and the steps needed to achieve them.



It includes short- and long-term goals and a timeline for achieving them, usually anything from two to five years, although they can be longer.

The plan might include your “dream job” as the end goal, with ideas of the roles, experiences and the qualifications you need to help you get there.



To support that strategic roadmap, you might need a more action focused plan, with ideas on what you can do whilst at the University to support your graduate career goals. We call this a Career Action Plan.

# Career Action Plan

To help you boost your employability, we have identified useful activities that suit your career stage.

Start by deciding how you would describe yourself, then use the next pages to identify where you are on your career journey. Each stage has a list of recommended activities that you can use to build your own career action plan to reach the next stage.



## Career starter



I have limited work experience; I am using my university programme to launch my career.

## Career developer











I have extensive work experience, and relevant sector experience and am using my university programme to enhance my career.

## Career changer











I have substantial work experience gained outside the Built Environment and am using my university Programme to launch my career in a new sector.

# Undergraduate Career Action Plan Roadmap

	 <b>EXPLORING</b>	 <b>PLANNING</b>	 <b>COMPETING</b>	 <b>SORTED</b>
	← Suggested semester timeline. Making your own career plan will help you know what you need to do and when →			
Planning stages	<b>SEMESTER 1 AND 2</b>	<b>SEMESTER 3, 4 AND 5</b>	<b>SEMESTER 6, 7 AND 8</b>	<b>AFTER GRADUATION</b>
	<ul style="list-style-type: none"> <li>• Self-awareness</li> <li>• The Built Environment</li> <li>• Career options</li> <li>• Potential Employers</li> <li>• Professional body student membership</li> </ul>	<ul style="list-style-type: none"> <li>• Work Experience</li> <li>• Develop your skills</li> <li>• Building networks</li> </ul>	<ul style="list-style-type: none"> <li>• Job search</li> <li>• CVs and applications</li> <li>• Graduate Schemes</li> <li>• Interviews</li> <li>• Professional Accreditation</li> </ul>	<ul style="list-style-type: none"> <li>• CPD</li> <li>• Professional Accreditation</li> <li>• Career Management</li> <li>• Be a University Alumni</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Consider your transferable skills, such as problem solving, communication or critical thinking. Knowing what you are good at can help you identify the kinds of work you will enjoy.</li> <li>• Research the skills used in different sectors, online and by talking to useful people.</li> <li>• Develop business and personal skills through free webinars from <b>RICS Lionheart</b> and Learning Pathways in <b>Careers Connect</b>.</li> <li>• <b>Contact the ASET Team</b> if you want to develop academic and study skills.</li> <li>• Build your skill set through volunteering with a University group such as the Sustainability Committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop your personal and business skills through free training with <b>RICS Lionheart</b>.</li> <li>• Research the skills employers are looking for, identify gaps and include new experiences in your Career Action Plan.</li> <li>• Practice your skills in the workplace and outside.</li> <li>• Find out about work experience opportunities, use <b>Careers Connect</b> to find internships etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Review your job application and interview skills. What would you like to improve on?</li> <li>• Brush up on your Psychometric and Situational Judgement Skills. <b>Ask the Careers Team</b> for access to our testing platform.</li> <li>• Looking at Graduate programmes for next year? Ask about our Graduate Programme Preparation sessions to support your application. and interview skills. Applications start a year before you want to start work.</li> <li>• Volunteer to get involved with a University of the Built Environment group such as Sustainability Committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Create a CPD plan.</li> <li>• Identify key professional skills you want to improve and ask your employer how they can help you.</li> </ul> <div style="border: 1px solid #004a7c; padding: 10px; text-align: center;">  <p><b>Create a CPD plan</b></p> </div>
	<ul style="list-style-type: none"> <li>• Login to <b>Careers Connect</b>, the University's Careers platform to find out about our events and find careers resources.</li> <li>• Book a 1:1 appointment with our Careers Advisors to discuss your options and work on your career plan.</li> <li>• Update your <b>LinkedIn</b> profile and use it to follow industry trends and content.</li> </ul> <div style="border: 1px solid #004a7c; padding: 10px; text-align: center;">  <p><b>Login to Careers Connect, the University's careers platform</b></p> </div>	<ul style="list-style-type: none"> <li>• Explore opportunities to build a portfolio of relevant experience.</li> <li>• Career Planning can be really beneficial. BSc Career Developers might need a more detailed plan than Career Starters and Changers in this planning stage.</li> <li>• Connect with potential employers and industry people, through Careers Events and networking.</li> </ul> <div style="border: 1px solid #004a7c; padding: 10px; text-align: center;">  <p><b>Build a portfolio of relevant experience</b></p> </div>	<ul style="list-style-type: none"> <li>• Book a 1:1 appointment with the Careers team to discuss your Job search, next steps. Talk to us about exploring your options.</li> <li>• Use the resources on <b>Careers Connect</b> to update your CV before asking for a review.</li> <li>• Create a Job Search Strategy. Update and nurture your online profile.</li> <li>• <b>Update</b> your preferences in <b>Careers Connect</b> to receive regular job alerts.</li> <li>• Ask about Careers Fairs.</li> <li>• Think about your personal brand and update your <b>LinkedIn</b> profile.</li> <li>• Find out how your targeted employers recruit and when. Check out their career pages and any employer events such as recruitment evenings on online events for potential applicants.</li> </ul>	<ul style="list-style-type: none"> <li>• Update your Career Action Plan, what do you want to achieve in the next few years?</li> <li>• Develop your personal brand and update your <b>LinkedIn</b> Profile.</li> </ul> <div style="border: 1px solid #004a7c; padding: 10px; text-align: center;">  <p><b>Update your LinkedIn profile</b></p> </div>
Professional Membership	<ul style="list-style-type: none"> <li>• Read our <b>Guide to Professional Bodies</b> and become a student member.</li> <li>• Join us for a live session with our accrediting organisations.</li> <li>• Join our APC sessions, our introduction is perfect for those wanting to find out more about the APC.</li> </ul>	<ul style="list-style-type: none"> <li>• Create your APC timeline (if appropriate).</li> <li>• Join in a PSRB Early Careers Network event such as a site visit or RICS Matrics event.</li> </ul>	<ul style="list-style-type: none"> <li>• Looking to become MRICS? Create your APC timeline and consider enrolling for the APC.</li> <li>• Join an APC workshop. Our advanced workshop is perfect for those about to enrol.</li> </ul>	<ul style="list-style-type: none"> <li>• APC candidates should keep their records up to date and talk to their Counsellors regularly.</li> <li>• Explore other accreditations that could support your career, such as MCIQB.</li> </ul>
	<ul style="list-style-type: none"> <li>• Explore the networking groups, such as RICS Matrics set up for students and early careers professionals.</li> <li>• Join us for our annual Careers Focus Event in Spring, to hear from employers, industry leaders and alumni.</li> <li>• CITB's "Open Doors" Programme, offering site visits, can be great for career starters.</li> </ul>	<ul style="list-style-type: none"> <li>• Take part in our Spring Careers Focus Event to engage with employers, industry leaders and alumni and learn about different jobs and specialisms.</li> <li>• Become a student volunteer or ambassador.</li> <li>• Consider finding an industry mentor. Ask about the University's targeted mentoring programmes.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue exploring employer events to find out more about the sectors and roles that interest you.</li> <li>• Plan to visit a conference this year and use the networking opportunities there.</li> <li>• Use the early career networks to meet local employers.</li> <li>• Find out about industry competitions open to you and consider applying.</li> </ul>	<ul style="list-style-type: none"> <li>• Find ways to give back and share your experience with others. Become a mentor, speak at a Careers Event.</li> <li>• Join UBE's Alumni's <b>LinkedIn</b> group and the Global Community Network.</li> <li>• Volunteer to represent your firm at a recruitment event.</li> <li>• Get involved in an Early Careers Network such as RICS Matrics</li> </ul>
Get to know your industry				

# Postgraduate Career Action Plan Roadmap

	 <b>EXPLORING</b>	 <b>PLANNING</b>	 <b>COMPETING</b>	 <b>SORTED</b>
	← Suggested semester timeline. Making your own career plan will help you know what you need to do and when →			
Planning stages	<b>SEMESTER 1 AND 2</b>	<b>SEMESTER 3, 4 AND 5</b>	<b>SEMESTER 6, 7 AND 8</b>	<b>AFTER GRADUATION</b>
	<ul style="list-style-type: none"> <li>• Self-awareness</li> <li>• The Built Environment</li> <li>• Career options</li> <li>• Potential Employers</li> <li>• Professional body student membership</li> </ul>	<ul style="list-style-type: none"> <li>• Work Experience</li> <li>• Develop your skills</li> <li>• Building networks</li> </ul>	<ul style="list-style-type: none"> <li>• Job search</li> <li>• CVs and applications</li> <li>• Graduate Schemes</li> <li>• Interviews</li> <li>• Professional Accreditation</li> </ul>	<ul style="list-style-type: none"> <li>• CPD</li> <li>• Professional Accreditation</li> <li>• Career Management</li> <li>• Be a University Alumni</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Consider your transferable skills, such as problem solving, communication or critical thinking.</li> <li>• Research the skills employers are looking for, identify gaps and build them into your Career Action Plan.</li> <li>• Develop business and personal skills through free webinars from <a href="#">RICS Lionheart</a> and Learning Pathways in <a href="#">Careers Connect</a>.</li> <li>• <a href="#">Contact the ASET Team</a> if you want to develop academic and study skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop your personal and business skills through free training with <a href="#">RICS Lionheart</a>.</li> <li>• Research the skills employers are looking for, identify gaps and include new experiences in your Career Action Plan.</li> <li>• Practice your skills in the workplace and outside.</li> <li>• Find out about work experience opportunities, use <a href="#">Careers Connect</a> to find internships etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Review your job application and interview skills. What do you need to improve on?</li> <li>• Brush up on your Psychometric and Situational Judgement Skills. Ask the Careers Team for access to our testing platform.</li> <li>• Sign up for the Graduate Scheme Preparation programme to work on your application and interview skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Create a CPD plan.</li> <li>• Identify key professional skills you want to improve and ask your employer how they can help you.</li> </ul> <div style="border: 1px solid #003366; padding: 5px; text-align: center;">  <b>Create a CPD plan</b> </div>
	<ul style="list-style-type: none"> <li>• Login to <a href="#">Careers Connect</a>, the University's Careers platform to find out about our events and find careers resources.</li> <li>• Book a 1:1 appointment with our Careers Advisors to discuss your options and work on your career plan.</li> </ul> <div style="border: 1px solid #00897b; padding: 5px; text-align: center;">  <b>Login to Careers Connect, the University's careers platform</b> </div>	<ul style="list-style-type: none"> <li>• Explore opportunities to build a portfolio of relevant experience.</li> <li>• Review and update your action plan.</li> <li>• Connect with potential employers and industry people, through Careers Events and networking.</li> </ul> <div style="border: 1px solid #003366; padding: 5px; text-align: center;">  <b>Build a portfolio of relevant experience</b> </div>	<ul style="list-style-type: none"> <li>• Book a 1:1 appointment with the Careers team to discuss your Job search, next steps. Talk to us about exploring your options.</li> <li>• Use the resources on <a href="#">Careers Connect</a> to update your CV before asking for a review.</li> <li>• Create a Job Search Strategy.</li> <li>• Update your preferences in <a href="#">Careers Connect</a> to receive regular job alerts.</li> <li>• Ask about Careers Fairs.</li> <li>• Think about your personal brand and update your <a href="#">LinkedIn</a> profile.</li> <li>• Find out how your targeted employers recruit and when. Check out their career pages and any employer events such as recruitment evenings or online events for potential applicants.</li> </ul>	<ul style="list-style-type: none"> <li>• Update your Career Action Plan, what do you want to achieve in the next few years?</li> <li>• Develop your personal brand and update your <a href="#">LinkedIn</a> Profile.</li> </ul> <div style="border: 1px solid #003366; padding: 5px; text-align: center;">  <b>Update your LinkedIn profile</b> </div>
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Get to know your industry	<ul style="list-style-type: none"> <li>• Read our <a href="#">Guide to Professional Bodies</a> and become a student member.</li> <li>• Join us for a live session with our accrediting organisations.</li> <li>• Join our APC sessions, our introduction is perfect for Career Starters and Changers.</li> </ul>	<ul style="list-style-type: none"> <li>• Research accreditation options.</li> <li>• Create your APC timeline (if appropriate).</li> <li>• Join in a PSRB Early Careers Network event such as a site visit or RICS Matrics event.</li> </ul>	<ul style="list-style-type: none"> <li>• Looking to become MRICS? Create your APC timeline and consider enrolling for the APC.</li> <li>• Join an APC workshop. Our advanced workshop is perfect for those about to enrol.</li> </ul>	<ul style="list-style-type: none"> <li>• APC candidates should keep their records up to date and talk to their Counsellors regularly.</li> <li>• Explore other accreditations that could support your career, such as MCIOB.</li> </ul>
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# Supporting widening participation activities

## What is “Widening Participation?”

The University of the Built Environment’s widening participation activity is designed to break down barriers and create accessible pathways into the built environment for students from underrepresented backgrounds.

## How could the University’s Widening Participation Strategy benefit me?

Through its 2024–2030 Widening Participation Strategy, the University targets groups such as care-experienced learners, mature students, disabled students, students from ethnic minority backgrounds, LGBTQ+ individuals, and those from areas with low higher education participation or limited access to the built environment sector.

There are a number of activities that support individuals in these student groups. So far, these have included mentoring from professionals in the built environment, supporting students with their APC preparation through coaching, and funding for female professional development courses.

New activities are launched each year, and eligible students are usually contacted direct. If you would like to know more about our programmes, [get in touch with the Student Outreach team here](#).

*“The DiverseCity Surveyors Mentoring Scheme has been a valuable experience. It helped build my confidence, clarify my career goals, and connect me with professionals in the industry.”*



# 4 easy things to do to boost your career journey

## 1. Create a Career Plan

Engaging early with your career gives you more time to engage in employability boosting activities such as networking.

Having a career plan helps you understand not just what you need to do, but when to do it, such as preparing for recruitment deadlines.

## 2. Join a professional body as a student member

Joining a professional body such as the RICS or CIOB can bring a wealth of benefits, and for Career Starters or Changers it is often the first step to connecting with a new industry.

If you still need convincing, [watch Alumni and RICS Matrix Board member, Annabel Huffer talk about the importance of Early Careers Networks and the power of networking](#).

## 3. Consider finding some work experience

Employers often value relevant work experience, so if you are new to the industry or making a career change, consider finding some relevant work experience to boost your employability.

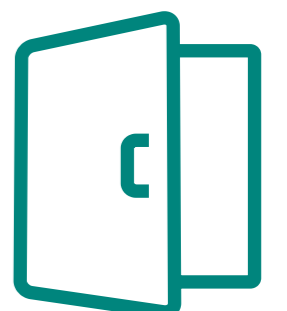
You might think that Work Experience is a one-off event, but we find a little and often

approach can work better, perhaps starting with opportunities such as the CIOB Open Doors Programme, which organizes visits to sites in action, a great thing to do if you are new to the industry.

Whatever your situation, the Careers Team have lots of tips to help you find work experience, just book an appointment with one of our advisers to discuss your options.

## 4. Check out our Careers Events

From Careers Fairs to APC Training, we list all our events, presentations, skills training, recruitment and professional body sessions on Careers Connect. It’s easy to search and book a place on our events and [if there is something you would like us to organize, get in touch!](#)



## Explore further

Sometimes, a story or perspective can help us make sense of our professional journeys, shift the way we think about our careers, or help us understand we are not alone in facing barriers to progression. Whether you're looking to broaden your careers thinking, find comfort in shared experiences, or learn something new, books, films, podcasts, and more can offer powerful tools for reflection and support.

There is a wealth of resources out there for you to explore, but here the Careers Team offer up some of their favorites. They are all resources that resonated with us, and we hope they inspire you too.

### Career planning

Career Plans don't always run smoothly, Odyssey Career Planning is all about options and flexibility: [Odyssey Plans: What is an Odyssey Plan?](#)

The Squiggly Careers podcasts at: [Podcasts Archive | Amazing If](#)

Dr Rangan Chaterjee interviewing Mel Robbins: [Ask Yourself These 5 Questions - Find Peace, Purpose & Design Your Dream](#)

### Industry talk

The TED talks are a great resource, for a little inspiration, particularly if you are new to the industry, try Renzo Piano's session: [The genius behind some of the world's most famous buildings | Renzo Piano](#)

The [RICS Podcast](#) delves into a world of insightful discussions, enlightening interviews and thought-provoking conversations that showcase what it means to be a surveyor working in the public interest.

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**"The frameworks used to develop the Career Action Plans are based on the work of Brammar, Wade & Weaver, (2025) of the University of London Careers Service"**

## And something else...

**"Doesn't Sound Right" is a podcast by University of the Built Environment Academic, Matt Fedigan.** It explores the role of UK regional accents in the law profession but there is plenty here for all professions.





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# Built for careers

