

“Our team of employees are the foundation to our business, our future success relies upon you.”



SCOTIA

APPRENTICESHIPS

SCOTIA'S VISION

Our vision is to create desirable neighbourhoods and be regarded as the developer of choice by our customers, employees, and other key stakeholders.

To achieve this vision we will strive to continually improve our performance in relation to our 5 key areas:

HEALTH, SAFETY, ENVIRONMENTAL & QUALITY (HSEQ)

At every level, individual and collective, we aim to make Health, Safety, Environmental and Quality responsibility, central to everything we do – in our offices, on our sites, and in all our contacts with fellow workers, contractors or members of the public. Committing to HSEQ is not just an option, it's the way we want to do business and we all need to make sure we keep on getting better and better in every way.

OUR PEOPLE

Our team of employees is the foundation to our business and our future success relies upon them. A safe and healthy environment in which our people can develop their skills and knowledge is fundamental.

CUSTOMER SERVICE

We aim to deliver our customers' expectations by creating well designed homes in desirable locations. Our customers are at the core of our business and we look to continually improve the experience throughout the process.

PLACEMAKING

From inception to delivery, Scotia will look to create better places in order that our customers and stakeholders can enjoy the benefits for generations to come.

FINANCIAL RESPONSIBILITY

We are cost aware and carefully manage our costs. We manage financial risk systematically and communicate our financial performance in a clear, concise manner.



OVER 4,000
HOUSES BUILT



Apprentices represent **22%** of our workforce, retaining **75%** of apprentices who have served their time with Scotia Homes

APPROX **180**
NEW HOMES
BUILT PER YEAR

APPRENTICES EARN
£51,000+
OVER THE DURATION OF
THEIR APPRENTICESHIP

Winners of **37**
local and national
apprentice awards
over the last 12 years



ISO 45001 & ISO 9001
ACCREDITED ENCOURAGING
CONTINUAL IMPROVEMENT



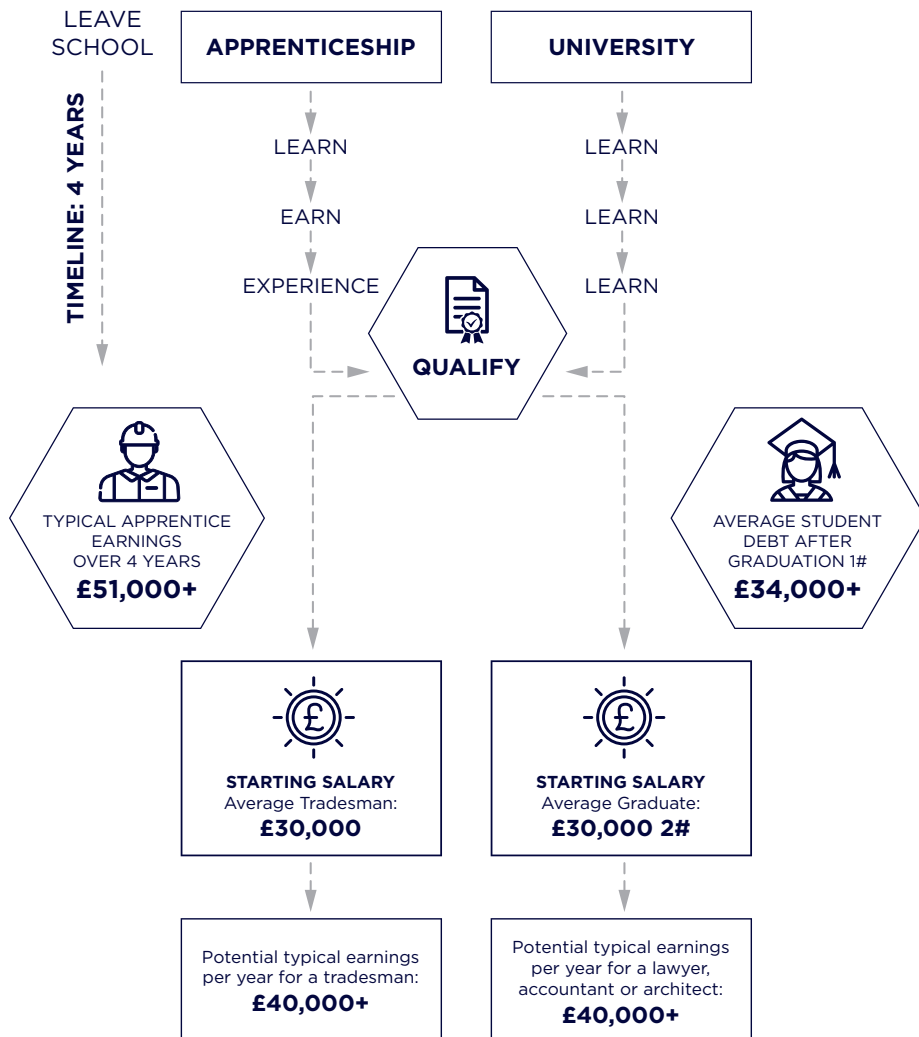
MULTIPLE NHBC HEALTH &
SAFETY AND QUALITY AWARD
WINNERS SINCE 2012

All figures stated are approximate and current at time of going to print.

SCHOOL LEAVER



WHAT ARE MY OPTIONS



1# STATISTA.com research 2018

2# The UK Graduate Market 2019 by High Fliers Research

What are the benefits of an apprenticeship?

Apprenticeships provide the best of both worlds and offer high quality, work-based training programmes and are a fantastic way to launch into a career when you have finished school. They are also a great route for those already in employment to develop or change their future prospects and career.

> Earn while you learn

An apprenticeship is a lot different to being at school. Even though you are learning, you will be working too. As an apprentice, you will be employed and working on one of our sites earning a weekly wage, while putting into practice the skills you are learning.

> What will I be doing as an apprentice?

Most apprenticeships last for up to four years in the construction industry. You will have an appointed mentor and will work on our sites learning and applying the skills you are taught.

The apprenticeship programme offers many opportunities. We aim to develop our apprentices, giving them all the encouragement to further their education and training, enabling their career progression.

> Get Qualified

You will gain nationally recognised qualifications that will be valid for further developing your career.

> Become a valuable asset to your employer

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> Future Prospects

Apprenticeships can be demanding but very rewarding. Apprenticeships train you in the skills employers want. They give you choices in your career. Your career doesn't have to stop at an intermediate or advanced Apprenticeship. You could progress onto a foundation degree or a higher level qualification. Within our company we have apprentices who are now Contract Managers, Site Managers and Health & Safety Advisors.



"In 2002 I started my career at Scotia Homes as an apprentice Joiner, going on to successfully complete my Advance Certificate in Carpentry & Joinery and HNC in Construction Practice. After 10 years on the tools, I decided to look for a career change and since have progressed on to being Assistant HSEQ Manager. During this time I have gained internationally recognised training and qualifications. Scotia Homes provides a great foundation and career path to anyone looking to enter the industry."

ROSS WARRANDER

- > Apprentice: 2002-2006
- > Joiner: 2006-2012
- > HSE Advisor: 2012 -2018
- > Assistant HSE Manager: 2018 to present

**For our latest Apprenticeship Vacancies please visit www.scotia-homes.co.uk
email: careers@scotia-homes.co.uk | facebook: [@scotiahomesltd](https://www.facebook.com/scotiahomesltd)**

CURRENT DEVELOPMENTS & HOUSE TYPE DESIGNS



Step by step

GUIDE TO APPLYING FOR AN APPRENTICESHIP

You enjoy working with your hands and are interested in a trade within the construction industry. Want to work with a successful company with proven track record in apprenticeships. Contact Scotia Homes!

Visit the website/careers/apprentices or call into the office.

Download and fill in the application. Return with covering letter and CV.

This is your first opportunity to sell yourself - make your application stand out above everyone else's. Important - fill in all the boxes!

You made it through and receive an invite to interview.

Interviews can be scary for anyone but don't worry... we've all been there and we won't bite!

You will sit a test that will challenge your numeracy, logic, and Health & Safety knowledge.

A small panel of our apprentice team will meet with you and chat through your CV, your interests and why you want to join the Scotia team.

TOP TIPS FOR SUCCESS

- 01 **Research Scotia Homes** - we know we build houses... what else can you tell us about the company at an interview?
- 02 Know where you are going for the interview and **be on time!**
- 03 **Make an Impression** - Try to relax, turn up smart and most importantly... be yourself.
- 04 **Ask questions** - think outside the box and get us on the back foot!



4 YEAR SCOTIA APPRENTICESHIP JOURNEY

YEAR 1



- > Inductions & Introductions
- > Tool Kit
- > Site based work alongside experienced Mentor
- > Block Release College Attendance - 12 to 18 weeks in a year, depending on trade - compulsory
- > Awards & Success



YEAR 2



- > Site based work alongside experienced Mentor
- > Block Release College Attendance - 11 to 15 weeks in a year, depending on trade - compulsory
- > Continuous support and learning (on site and at college)
- > Annual Pay Rise
- > Awards & Success



YEAR 3



- > Site based work alongside experienced Mentor
- > College - optional eg Advanced Craft certificate
- > Continuous support and learning (on site and at college)
- > Annual Pay Rise
- > Awards & Success



YEAR 4



- > Site based work alongside experienced Mentor
- > Final college assessment
- > Continuous support and learning (on site and at college)
- > Annual Pay Rise
- > Awards & Success



YEAR 5 & BEYOND



- > Now fully qualified in your chosen trade, continue to gain experience and develop trades skills, earning a good annual salary.

Inductions and introductions



Safety First

PPE, Toolbox Talks, Risk Assessments, Method Statements.

"Nothing you do at work today is more important than going home safe to your family and friends."



Tool Kit

Scotia will ensure you have all the correct tools provided, giving you the best opportunity to flourish in your chosen trade. Be sure to look after these tools.



Mentors

Your mentor is a hand-picked experienced tradesperson, work hard, listen and learn off their knowledge.



Regular Monitoring

Quarterly Reviews are carried out by your relevant Apprentice Training Body and Scotia Homes to ensure you are working and progressing to the best of your ability.



College

You will attend college on a block release basis, undertaking practical and theory work, where you will gain nationally recognised qualifications in your chosen trade.



Annual Pay Rises

Rates of pay are reviewed and increased annually as per training body guidelines.

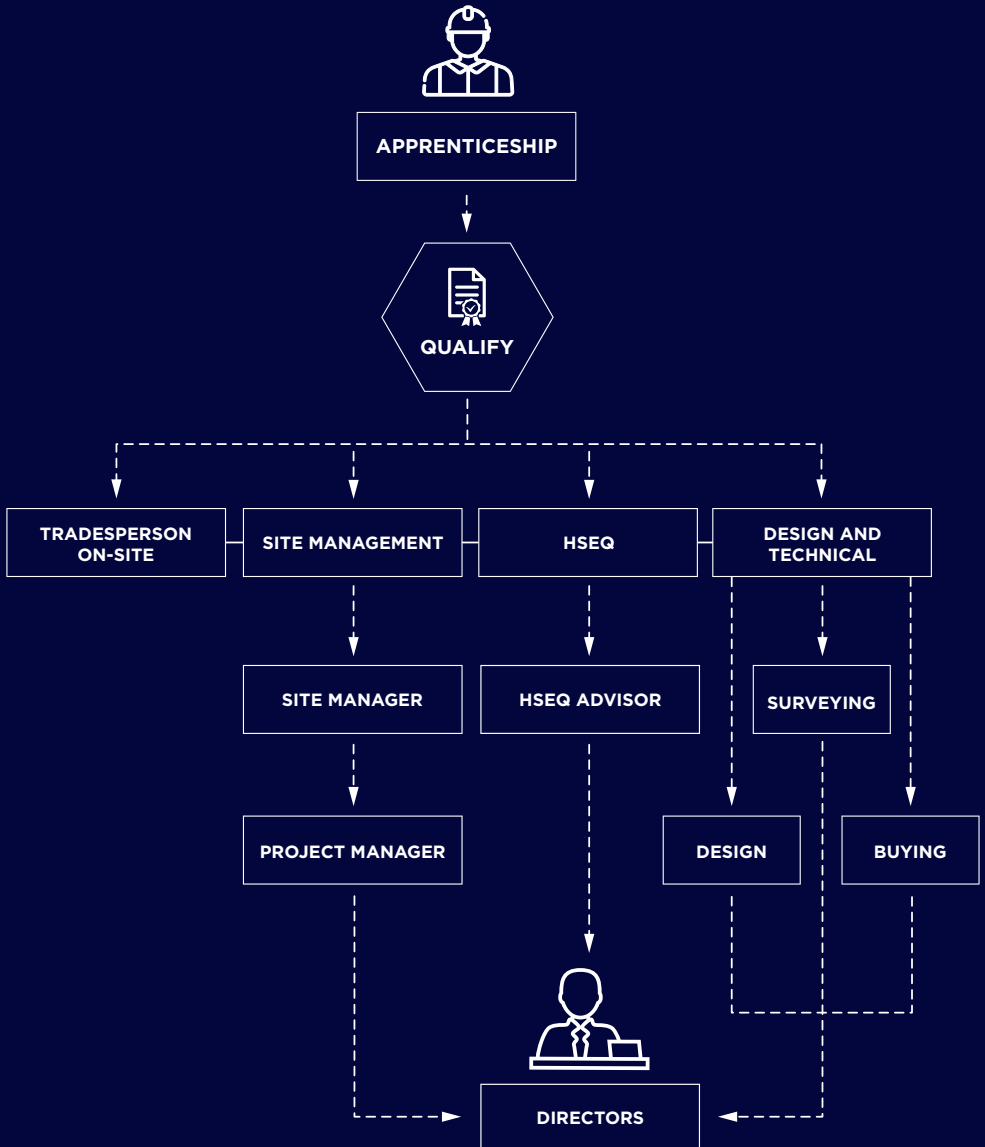


Awards & Success

Scotia acknowledge and take great pride in promoting the success of our apprentices... work hard, give it your all to be in with the chance of being rewarded at our annual Apprentice Awards Day.

THE SCOTIA JOURNEY

IT'S NOT JUST AN APPRENTICESHIP,
IT'S A CAREER!



SUCCESS STORIES



"I started as a Trainee Site Manager in 2003 and Scotia has supported my development throughout. I am passionate about my job and Scotia continue to provide opportunities to learn and develop. An already fulfilling and rewarding career is made even better by working with great people creating a great place to work."

RICHARD BEGBIE

- > Graduate 2003.
- > Trainee Site Manager 2003-2007.
- > H&S Advisor 2007-2014.
- > HSEQ Director 2014-2017.
- > Construction Director 2017 to Present.



"I started my career at Scotia as a Site Administration Assistant. After 3 years, I was given the opportunity to train as a Trainee Assistant Site Manager. The support I have received has been invaluable. During my time as a Trainee Assistant I have gained numerous training certifications."

The construction industry might not seem an ideal place for a female but I feel at home here at Scotia. The mentoring and guidance I have been given has been second to none. I look forward to what the future may bring."

DIANNE WRIGHT

- > Site Administration Assistant 2014 to 2017.
- > Trainee Assistant Site Manager 2017 to Present.



"I started my career as an Apprentice Joiner at Scotia Homes in 2006, after successfully completing my 4 year apprenticeship. I continued my career as a joiner for a further 5 years until I was given the opportunity to get into Site Management where I have progressed from a Trainee Site Manager all the way through to a Site Manager."

FRASER STEPHEN

- > Apprentice Joiner 2006-2010.
- > Trainee Assistant Site Manager 2015-2016.
- > Assistant Site Manager 2016-2018.
- > Site Manager 2018 to Present.

AWARDS



GRAHAM STEELE

3rd Year Apprentice Bricklayer
2016-Present

Robertson Construction Shield
for Best Practical Bricklayer Award
Winner - 1st Year 2017

Highland Industrial Supplies Shield
for Best Practical Bricklayer Award
Winner - 2nd Year 2018

2017 Skills Build National
Competition 3rd Place - South
Lanarkshire College

2018 Skills Build National Competition
Runner Up - Glasgow College



CHARLIE TAYLOR

NHBC Health and Safety Awards.
Winner 2018 at our Collierburn,
Peterhead Development.



RYAN WILBY

NESCOL Construction Crafts &
Plumbing Awards - Stage 1 Award
for Best Bricklayer 2018

Grampian Construction Training
Group Trophy (Best Bricklayer
Over All 3 Years) 2018



NORMAN BRUCE

NHBC Pride in the Job Quality Award.
Winner 2017 for our Hamilton Gardens,
Elgin Development.

The myths and facts

- 01 CONSTRUCTION IS AN INDUSTRY FOR MEN**
Not at all! Over 320,000 women work in the construction industry, across a range of roles.
- 02 THERE IS NOT A LOT OF CAREER CHOICES IN CONSTRUCTION**
There are a wide range of professional careers and craft trades within the construction sector.
- 03 CONSTRUCTION APPRENTICESHIPS ONLY GIVE YOU A LIMITED CAREER POTENTIAL**
Many construction managers and professionals started as apprentices; it's fast becoming a great way to get into the industry, without accruing large student loan debts.
- 04 CONSTRUCTION IS ALL ABOUT WORKING IN THE COLD AND GETTING DIRTY**
Sometimes, however construction is one of the most forward thinking and modern industries with a vast range of jobs.
- 05 CONSTRUCTION WORKERS ARE POORLY PAID**
Many trade operatives now earning £50k+ per annum.
- 06 WORKING IN CONSTRUCTION IS DANGEROUS AND BAD FOR YOUR HEALTH**
There is no safer construction industry in Europe than in the UK. Systems ensure that everyone working onsite has been fully trained in health and safety.
- 07 CONSTRUCTION IS A DIRTY INDUSTRY THAT IS BAD FOR THE ENVIRONMENT**
At Scotia Homes we work to the ISO 14001 Standard (the international standard for environmental management systems) focusing on green technologies and sustainability, making sure the environment is protected during the construction process.

To apply, please contact:



careers@scotia-homes.co.uk



www.scotia-homes.co.uk



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