

**The Rickard Luckin**

# **Trainee Experience**



**IRL**



# Welcome

**At Rickard Luckin we pride ourselves in the development of our entire team, a crucial part of that is providing our trainees with the very best experience in their professional training and personal development. Here is an overview of what to expect during your training contract and a guide to how we will work together on your career development.**



# Starting your career journey

**An extensive induction programme, which starts with:**

## **Meeting your buddy**

Each and every team member is assigned a buddy; someone that they can ask the day to day questions. A buddy tends to be someone who has been at RL for about a year, so can appreciate the way you might be feeling with your new surroundings.

## **Meeting your line manager**

We also all have line managers. These are the people responsible for making sure you have the right level of the right work to get the experience you need, but more of that later.

## **Your work space**

You will experience working in each of our vibrant offices. This will give you exposure to all areas of the business and mix with the whole team.

## **Meeting your new colleagues**

There's many new faces for you to remember at RL who you'll be introduced to as you go along, but don't worry you won't be expected to remember everyone straight away.

## **A tour of the offices**

You'll be given a full tour of whichever office you are initially allocated to, and we will ensure you visit all three offices shortly after joining us so you get a real feel of what RL and its team are all about.

## As you might expect, there are a few formalities that you will need to go through

### HR formalities

All the necessary stuff to get you started as an employee and trainee including health & safety, training agreements and client confidentiality forms and protocols.

### Professional training

Whatever qualification you'll be working towards, you'll want to know the exam structure, who you'll be studying with, and where and when. All of this will be explained during the induction by our training team.

**... well structured with designated dates to go to college as well as receiving first hand on the job experience.**

Elise

### RL Personal Development Programme

Then you have the RL internal personal development programme fully explained. This includes:

- our Skills Evaluation Forms and the key role they play in assessing your development and also your salary increases,
- our own RL Development Academy workshops
- various IT and software training courses,
- departmental and office rotations,
- and so much more

### Apprenticeship – your role

The vast majority of professional practices now train their trainees through the Government Apprenticeships Scheme, and RL is no exception. As a trainee you play a vital role in this. ICAEW and CIOT trainees will also be appointed a Skills Coach from First Intuition (our highly regarded college that we partner with for your professional tuition) to guide and monitor you through your Apprenticeship.

### A week of intensive training

This will take you through our various systems and software packages, and the way we use them at RL. At the end of this you will be able to join your group and start to practice these skills working on live client work.

### Our values and mission

Our Managing Director will meet you and give you an introduction to both our core values of Passionate, Personal and Professional as well as our mission and explain how we aim to bring these to life in all that we do.

**... coming from a different background through studying Architecture at university I didn't really know what to expect. But, everything so far has exceeded my expectations and I've been fully supported while I've been here.**

Olly

# Get connected



## Social Committee

At RL we know the work and your studying is important, but so is the downtime. Therefore we have our Social Committee who organise regular events, team challenges and evenings out, and of course team breakfasts and Friday drinks! These are subsidised by the firm so there's no excuse not to join in.

## ICAEW/CIOT, MGI, Local professional groups, HAT

Team building between other firms, professional bodies and local business communities is also very much encouraged, so there's many groups, forums and events you can get involved with.

## Charities and community work

We also support team members who wish to undertake volunteer work to benefit the local community, which is why we offer the chance for up to 2 days per year as paid leave to undertake voluntary work with UK registered charities.

## Wellbeing

Your mental and physical wellbeing is imperative to us and is at the heart of everything we do. Hence why we have created a team of Wellbeing Champions who build internal initiatives and partner with external specialists to ensure we have a fully supported team.

## Work hard, play hard

This says it all ...







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**... a family atmosphere  
... open door policy,  
meaning there's always  
someone to chat to.**

Alex

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# Professional colleges

## Your professional training starts here

Our college of choice for ICAEW and CIOT training is First Intuition. We have used them for a couple of years and have built up strong links with their senior team members. They are leaders in the market place and have an excellent reputation with pass rates exceeding the national average. The tutors are not only experts in their subjects but also take the time to ensure each and every trainee has a full understanding of the subject in hand and are always available for questions at the end of classes or for email queries in between study periods. The classrooms are state of the art and the virtual classroom offerings are growing by the day.

We also use Kaplan for other apprenticeship training courses and again have a great relationship with this first class college.

**“The training that I have received has been incredibly positive. When I first started, I received 1-2-1 tuition with our training provider at Kaplan. This really supported me through my first six computer based exams; I’ve since gone on to sit four professional based exams and achieved first time passes in these”**

Alex



# In-house training

## **On the job training with the support of peers and managers**

### **Teams**

Working in teams helps provide the best form of support and guidance. You'll really get to know the people within your team giving you the confidence to ask questions, and receive the feedback necessary to develop your skills and experience.

You will start off with your team helping you to develop and as you progress and gain experience, you will also start to take responsibility for helping newer trainees.

### **Departmental and office rotations**

Our clients range from private client and small start-up businesses to truly international and large trading businesses. Every Director, Associate and Manager will have experience and specialisms within different types of clients. Therefore, as trainees you will rotate through different teams, departments and offices depending on which qualification you are studying for. These rotations will help you to understand the nuances, needs and different issues that can affect each type of client as well as working with different teams across the offices.

This helps you to become a rounded business adviser and will also help you to understand the types of clients that you may prefer to work with later on in your career.

### **Sector experience**

At RL, we deal with many different sectors of the business world including specialisms in agriculture, property, legal & professional services, retail, tourism & leisure, charities, medical and academies, many of which you will gain experience in as you work for different teams.

# How will I know I am on-track with my development?

## Skills Evaluation Forms

This programme is accredited by the ICAEW and replaces their own requirements for documenting your on the job experience – so it's pretty good!

In short this document has all of the skills listed that you are expected to obtain at the various levels as you progress through your training. Whenever you complete a piece or series of work and are satisfied that you can perform that particular skill competently, you sign it off with an example and pass to your manager to approve. Your line manager will then countersign this to evidence that you are competent in that skill.

These skills are designed to run alongside the technical knowledge you obtain at college.

## Monthly development meetings

You will have monthly 1-2-1 meetings with your line manager to review your skills. This is an opportunity to reflect back on the work you have completed in the previous month where you may have skills to sign off and to agree which skills you can target next month based on the expected work looking forward.

## Assignment reviews

As it says this is a review of an assignment you undertake. The written document is completed for tasks detailing what went well, what new skills and experience you have gained from the assignment and what needs working on. These are completed as part of the task to enable you to learn from what you did and build on this to take it to future assignments.

## Six monthly reviews

Trainees have a formal review meeting every six months, held with members of the training committee and/or an Associate or Director of your chosen specialism. These meetings give you the opportunity to really reflect on your performance and demonstrate how well you have progressed against your previous personal development action plan and what support you need to succeed even further.

These meetings consider the assignment review forms, self-review forms, Skills Evaluation Forms, exam results and upcoming study plans, ethics learning and work place scenarios - all to assess how you're developing and to build your development plan for the next period.

## Self reviews

This is designed for you to give your opinion on how you've performed over the period, what you've done well and where you see you need to gain more experience. These are initially completed by you, and your line manager provides input for you to discuss.

## Salary increases based on skills achieved

The skills also serve another purpose, because they are the basis for your six monthly salary reviews. Each skill obtained at the various levels carries a monetary value which reflects in your six monthly salary increase.

So the more you push yourself and develop, the more skills you'll sign off and the more you'll get paid. It's as transparent as that.

# How will I be able to progress once I qualify?

## The future

Our dedication to learning and development doesn't stop when you qualify and complete your training contract. We want to ensure that all of our team have the opportunity to continue developing into well-rounded trusted business advisers through our ongoing people development programme.

## Clear career development pathways

RL believe in transparency and people being responsible for their own destiny and successes, while providing them with the support and tools to be able to do so. We have very clear pathways across the firm for you to consider what your role could be once you are qualified. You will have an opportunity to talk to service leaders in different areas of the firm as well as other members of the team to understand which roles may appeal to you.

## Promotion pathways

We also have a career promotion pathways system which enables people to apply for promotions when they feel they are ready to progress to the next level or into a new role.

## RLPDP workshops

Within the RLDA are a vast number of workshops created especially for us by members of our team covering all the things you can imagine, from technical and IT usage, how we do things at RL, to softer skills such as helping us to develop in building client relationships and supporting those in or transitioning to leadership roles.

These are for you to discuss with your line manager as to whether or not attendance is appropriate, and then you just book yourself on the next course available.

**“The RLDA is a unique programme of development, available to all the team whatever their particular skill set, putting the individual's progression in their own hands. This investment in the team clearly demonstrates how important they and their development really is to the firm.”**  
Terri

## Mentors

Once you move into your post qualified role, you will be offered a Mentor to work with you whose role it will be to support and encourage you in your continued personal and career development.



**“ ... there is a clear structure in terms of the progression that is available to you. HR maps out a clear progression route for you; it’s very easy to get to where you want to go.**

**Togy**

**“ I would recommend Rickard Luckin as a training firm to others, they provide a lot of support throughout both the training period and when you qualify. You have a lot of opportunity to work in different areas which also helps with developing your skills.**

**Sara**



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**Rickard Luckin provides a fantastic foundation and support network to ensure that all trainees are offered the very best opportunity to excel in their studies and I am so grateful for the support I have been afforded.**

Dean

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**From my very first day, I had full and constant support, both from other trainees and from more senior members of the team, all of who were more than happy to help in any way that they could ... I have never once felt that someone didn't have time to listen to my concerns or the patience to help with my queries.**

Tamzin

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**But it's not all work and no play – Rickard Luckin is also a place where I have made countless friends and the firm invests a lot in ensuring that the team across all three offices often get together to build one team. This fosters an atmosphere where anyone is only too happy to help in any situation, whether you are a trainee, a Director or anything in between.**

Dean

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**I immediately became part of a family. The team are supportive and approachable at all levels and give so much of themselves to help you better yourself and learn all aspects of Accountancy and business advice. Internal training goes hand in hand with that given by external providers ensuring you have both a technical and practical knowledge.**

Jan

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# Our Mission

**To help clients realise their  
potential and achieve their aims**



**[rickardluckin.co.uk/recruitment](http://rickardluckin.co.uk/recruitment)**

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