

Civil Service Apprenticeship Scheme: knowledge sheet

Key Lines:

“The Civil Service wants talented people who take pride in what they do and have the commitment to develop their skills whilst undertaking a full time job”.

“Our apprenticeship scheme offers exciting opportunities for school leavers and non-graduates”.

Civil Service Fast Track Apprenticeship Schemes (NVQ Level 4)

Business:

You will study key modules such as business strategy, marketing and organisational cultures whilst undertaking generalist roles in operations and the corporate centre. Roles under this framework can vary from working on Early years and Childcare policy, Department for Education to supporting the promotion of the fast track apprenticeship through social media, Civil Service Resourcing.

Commercial:

You will gain invaluable experience in the process of buying goods and services as well as managing contracts, supporting the government in transforming the way that we deliver the best quality public services. You will support your organisation in sourcing and negotiating the best deals on products and services. The types of projects you could be working on may include finding the right company to provide the maintenance of a new prison for the Ministry of Justice, sourcing and managing the contracts for purchasing military equipment for the Ministry of Defence, or sourcing and managing the best IT system to put in place across the Cabinet Office.

Finance:

Whether it's health, education, benefits, environment or justice government finance can make a real difference. You will get to play an important role in ensuring public services are cost-effective. Examples of work our Finance apprentices have undertaken include: investigating the cost of infrastructure projects, helping to end child poverty through one of the largest projects in Europe, and managing the Prime Minister's Office communications budget.

Digital and Technology:

You will have a passion for technology to receive intensive training in software development and web operations. You'll help to provide simpler, clearer and faster government information and services built around user need. You'll work creatively with teams in an agile environment to provide solutions to existing problems and work with departments to ensure they have systems which allow staff to do their jobs effectively.

Project Delivery:

The project delivery apprenticeship scheme gives you the opportunity to work on some of the most fast-paced and exciting projects being undertaken in the UK today. The government is responsible for a diverse range of projects often on a very large scale and of great complexity. Civil Service apprentices have an unrivalled opportunity to learn the valuable skills and experience they'll need to develop excellent careers in project management. You'll also have the rewarding experience of knowing that the projects you work on can transform the lives of millions of citizens across the UK.

Who and what do we look for?

- We're after potential; people who like to learn new and exciting skills on the job
- Enthusiasm...and lots of it! We want to see that you are highly motivated and keen to complete our program to a high standard.
- We welcome applications from any one aged 16 and over on 31st August 2016, having gained at least 5 GCSEs Grades A*- C inc Maths and English (plus 2 A Levels A*-C in a STEM subject or equivalent for Digital & Technology).
- For the project delivery scheme you must have 2 A levels at grade D or above, or equivalent, in addition to your GCSEs. (Or you expect to have these qualifications by 31 August 2016.)

What are the benefits of Civil Service Fast Track Apprenticeship?

- Significant work experience and a certified qualification NVQ Level 4
- A spring board into a Civil Service career
- Roles with real responsibility from day one
- Competitive salaries; minimum salary £19,000 pa
- Locations nationwide

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Applications for September 2016 intake will reopen in spring 2016.

For further information including eligibility requirements and updates on the next application window please see:

www.gov.uk/civil-service-apprenticeships

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