




Ministry
of Defence

Civilian Apprenticeships in the Ministry of Defence

An overview of the opportunities available for you
to earn while you learn as a civilian in Defence



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Working in Defence

The Ministry of Defence (MOD) is responsible for protecting the security, independence and interests of our country at home and abroad.

Our aim is to ensure that the armed forces have the training, equipment and support necessary for their work, and that we keep within budget.

We have 7 military tasks:

- defending the UK and its overseas territories
- providing strategic intelligence
- providing nuclear deterrence
- supporting civil emergency organisations in times of crisis
- defending our interests by projecting power strategically and through expeditionary interventions
- providing a defence contribution to UK influence
- providing security for stabilisation



At the most basic level, Defence is made up of two things.

1. A Department of State: the MOD is responsible for delivering defence. It is funded by and answers to Parliament, and to the Prime Minister, through the Secretary of State for Defence.
2. The armed forces: the organisations delivering military capability.

Underpinning this are our people – regular and reserve service personnel, civil servants and contractors. Together these different groups form the ‘**whole force**’ which delivers Defence outputs.

Why choose a civilian apprenticeship in the MOD?

A civilian role within the MOD allows you to make a vital contribution to this effort whilst enjoying levels of variety and challenge that can only be found working alongside the armed forces.

The MOD and its agencies are one of the major providers of civilian apprenticeships within the Civil Service - making the Ministry of Defence an employer of choice. You can choose from a huge range of schemes from craft and technician apprenticeships, to engineering, IT, cyber, finance and management.

Over the next few pages you will find information on some of the apprenticeship schemes currently available.



The Civil Service Fast Track Apprenticeship Scheme

Offering a permanent job with a choice of 5 accredited, 2-year, Level 4 apprenticeships, the Civil Service Fast Track is a Civil Service-wide scheme that offers an attractive alternative to university.

Depending on your location preference, you could be allocated a role in the Ministry of Defence on any of the following schemes:

Work in: Business

Business

You could be: a policy adviser, a corporate support officer

You can earn: between £19,500 and £27,000 a year

You need: 5 GCSEs, grades A* to C (or equivalent) including English language and Maths

Work in: Finance

Finance

You could be: a finance analyst, a budget manager

You can earn: between £19,500 and £27,000 a year

You need: 5 GCSEs, grades A* to C (or equivalent) including English language and Maths

Work in: Digital & Technology

Digital
and
Technology

You could be: a web developer, a data analyst

You can earn: between £19,500 and £27,000 a year

You need: 5 GCSEs, grades A* to C (or equivalent) including English Language and Maths. 2 A-levels, at grade C and above, preferably in STEM subjects

Work in: Project Delivery

Project
Delivery

You could be: a project support officer

You can earn: between £19,500 and £27,000 a year

You need: 5 GCSEs, grades A* to C (or equivalent) including English language and Maths, you must have 2 A-levels grades A* to D in any subject



Defence Commercial Apprenticeship Programme

Defence Commercial handles all the purchasing and contract management activities of the MOD.

Work in: Commercial

You could be: a commercial officer

You can earn: a starting salary of circa £19,000

You can achieve: Level 4 Public Sector Commercial Professional Standard (PSCP)

You need: GCSEs at grades A* to C (or equivalent) in English Language and Maths, and 2 A-levels

The portfolio of MOD's business is unique. We acquire and support a huge range of equipment, services and infrastructure: from the latest vehicles used on the front line to new accommodation for service personnel. We have by far the largest spend and most diverse acquisition activity in UK Government.



Therefore working at the MOD can give you exposure to a huge range of related commercial activities, such as improving supplier relations, dealing with Intellectual Property Rights matters, and providing commercial policy guidance.

The aim of the Defence Commercial Apprenticeship Programme is to develop you into commercial officers with excellent professional skills and industry recognised qualifications. The programme is based in Bristol.

Going forward, the MOD is utilising the Level 4 Public Sector Commercial Professional Standard (PSCP) over a 20 months period, with regards to the 2017 cohort, which is aligned to professional recognition from the Chartered Institute of Procurement and Supply (CIPS), and you will complete a range of six month placements in purchasing and contract management roles to gain experience across the Defence Commercial function.

Testimonial from Olivia Campbell (2016-2018 Apprentice):

"I joined the commercial apprentice scheme at the age of 18, straight out of sixth form. I chose the scheme over University as I wanted to earn a decent salary as well as getting qualifications. The best thing about the apprenticeship is the flexibility. You get to rotate placements to gain more knowledge and expertise about commercial and you'll also have masses of support from mentors, buddies, tutors and managers, as well as peers."

Defence Equipment & Support Apprenticeships

A vital part of the Ministry of Defence, Defence Equipment & Support (DE&S) procures and maintains all the products and services that the UK's armed forces need for current and future operations.

Work in: Finance

DE&S Finance Apprenticeship level 3

You could be: Finance Administrator/ Specialist

You can earn: £16,453

You can achieve: Level 3 & 4 Association of Accounting Technicians (AAT)

You need: 5 GCSEs grade A*- C including English Language and Maths (grade B and above)

DE&S Finance Higher Apprenticeship level 4

You could be: Finance Administrator/ Specialist

You can earn: £19,101

You can achieve: CIMA Certificate in Business accounting

You need: 5 GCSEs including Maths and English as well as 96 UCAS points (post May 2016) or 240 UCAS points (pre May 2016) including one subject in a finance or business related subject.

The DE&S Finance Apprenticeship Scheme is a training & development programme based mainly in Bristol. You could be in in teams ranging from buying ammunition to military boots, ration packs or aircrafts. Financiers work alongside project managers, commercial officers, inventory managers, technical experts, risk managers and military colleagues to ensure that the equipment DE&S purchases is fit for purpose and achieves the best possible value for money.

Roles are varied and may include:

- Controlling the Budget
- Forecasting the future budget
- Providing financial analysis to support decision making
- Ensuring suppliers charge us correctly for goods and services
- Using Financial Systems



Work in: Engineering

DE&S Degree Engineering Apprenticeship

You could be: a Nuclear or Weapons engineer in a management role

You can earn: a starting salary of approx. £14,000 a year rising to approximately £24,000 on qualification

You can achieve: a full degree

You need: 5 A* to C GCSEs (from 2017 GCSE 9-5), including Maths and either Physics, Electronics or Further Maths, B B C grade A-levels (or equivalent 280 UCAS points)

The apprenticeship is based in Bristol, although some placements may be elsewhere. In addition to the academic framework, apprentices will have complete work based training placements and defence specific nuclear or weapon training.



DE&S Advanced Engineering Apprenticeship

You could be: a Mechatronic Engineer or Marine Engineer in a management role

You can earn: £14,432, rising to £18,484 by the third year

You can achieve: an NVQ Level 3 in Engineering Technical Support, BTEC Level 3 Diploma in Engineering and HNC in Mechatronics Engineering.

You need: 5 A* to C GCSEs (from 2017 GCSE 9-5) including Maths, English and a STEM subject

This is a 3-year development programme, based in Bristol and Plymouth.

Defence Munitions Apprenticeship (Gosport, and Beith)

You could be: a mechanical manufacturing engineer

You can earn: £14,556 - £18,643

You can achieve: DM Gosport offers a BTEC National Diploma at level 3 with the opportunity to continue onto an HNC level 4, functional skills to a minimum of level 2, and an NVQ Extended Diploma in Mechanical Manufacturing Engineering.

DM Beith offers core skills at intermediate level one, SVQ Level 2 Performing Engineering Operations (PEO), a National Certificate in Mechanical Engineering and a SVQ level 3 in Mechanical Manufacturing Engineering

You need: Maths, English and Physics or a suitable technical/science subject at or above National 5 Grade C or equivalent required for an apprenticeship at DM Beith

If you are interested in becoming a mechanical engineer, then a 3-year craft apprenticeship with Defence Munitions Gosport or Beith (Scotland) could be for you.

Defence Science and Technology Laboratory (Dstl) Apprenticeships



Dstl supplies specialist services to the MOD to ensure that innovative science and technology contribute to the defence and security of the UK.

Work in: Engineering

Aerospace Engineering Higher Apprenticeship (Fareham)

You can earn: £20,307 a year

You can achieve: Level 6 apprenticeship (equivalent to a BSc Degree)

You need: 240 UCAS points (96 as per new tariff) or above at A-Level standard to include Maths plus at least one further STEM based subject.

Engineering Apprenticeship – Mechanical and Electrical (Salisbury)

You can earn: £12,500 a year

You can achieve: NVQ level 3 Mechanical and Electronic engineering

You need: 5 A* to C GCSEs (from 2017 9-5) including Maths, English and 1 Science

Work in: Information Technology

Cyber Degree Apprenticeship (Salisbury)

You can earn: £20,307 a year

You can achieve: Level 6 apprenticeship (equivalent to a BSc Degree)

You need: 300 UCAS points (120 as per new tariff) or above at A-Level standard to include at least two STEM subjects

Software Developer Apprenticeship (Salisbury)

You can earn: £15,000 a year

You can achieve: Level 4 Software Developer apprenticeship

You need: 2 A levels A* to C, 5 GCSEs A* to C (from 2017 GCSE 9-5) including Maths, English and Science

Work in: Operational Analysis (Fareham)

Operational Analysis Apprenticeship (Fareham)

You can earn: £15,142 a year

You can achieve: Level 4 Data Analyst apprenticeship

You need: 2 A Levels including 1 STEM subject, 5 GCSEs including English/Maths

Work in: Business and Administration (Fareham)

Business and Administration (Fareham)

You can earn: £10,605 a year

You can achieve: NVQ level 2 Business Administration apprenticeship

You need: GCSEs including English and Maths grade A* to C (from 2017 9-5)

MOD Information Apprenticeships

With more and more focus on the defence information arena and the vital role it plays in ensuring the success of military operations, MOD is keen to develop the next generation of information professionals.

Work in: Information Technology

You could be: an Information Security or IT Professional

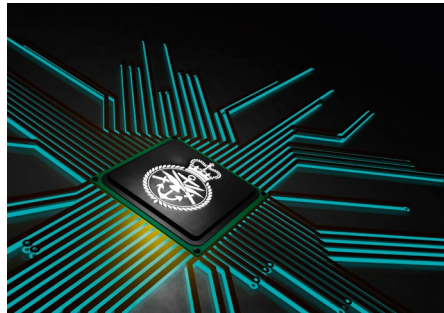
You can earn: £16,455 a year

You can achieve: Advanced Apprenticeship at Level 3 or Level 4 and accreditation with the British Computer Society (BCS)

You need: Minimum 5 GCSEs A*-C (from 2017 GCSE 9-5) including English and Maths

The MOD Information Apprenticeship is a two-year scheme predominately based in Corsham, Wiltshire. As a MOD Information Apprentice you will support design, development and operation of IT systems and services for defence. The scheme allows individuals to gain technical knowledge and interpersonal skills along with real practical experience in a variety of roles

- Information/Security Assurance
- Information Management
- IT Project Management
- Application Development
- Systems Integration and Testing
- Technical Service Management



Royal Fleet Auxiliary Apprenticeships

The Royal Fleet Auxiliary (RFA) delivers logistical and operational support to the Royal Navy, wherever they are in the world.

Work in: Engineering

You could be: mechanical engineer

You can earn: £14,600 a year

You can achieve: NVQ Level 2 Diploma in Engineering, plus Maritime and Coastguard Agency certification

You need: no minimal qualification required

You'll be doing the essential work that keeps our ships moving.

Work in: Communications Technology

You could be: a radio communications operator

You can earn: £14,600 a year

You can achieve: Level 1 BTEC Diploma in Functional Skills Maths, English and ICT, Level 2 BTEC Diploma in Communications

You need: ECDL parts 1 & 2 or IT GCSE Grade C or above

It's your job to guarantee the transmission and receipt of messages that are pivotal to Replenishment at Sea operations.

Work in: Seamanship

You could be: a seaman

You can earn: £14,600 a year

You can achieve: Level 1 BTEC Diploma in Functional Skills Maths, English and ICT, plus Maritime and Coastguard Agency certification

You need: no minimal qualification required

You'll be transferring fuel and supplies to the most advanced warships in the world.

Work in: Hospitality

You could be: a chef

You can earn: £14,600 a year

You can achieve: NVQ Level 2 Diploma in professional cookery, plus Maritime and Coastguard Agency certification

You need: no minimal qualification required

As a chef apprentice you're the person who provides fuel for our people, with three square meals a day. You will also have crucial duties as part of the ship's company

You could be: a steward

You can earn: £14,600 a year

You can achieve: NVQ Level 2 Diploma in Hospitality, plus Maritime and Coastguard Agency certification

You need: no minimal qualification required

As a steward apprentice you are responsible for looking after catering, accommodation, mess rooms and the saloon.

Mick, Engineer Apprentice:

"I got sick of doing the 9-5; I wanted a change, something different. As an Engineer Apprentice every day is different, as we serve all the ship's main systems."



UK Hydrographic Office Apprenticeships

The UK Hydrographic Office collects and supplies hydrographic and geospatial data for the Royal Navy. They are based in Taunton.

Work in: Data Analysis

You can achieve: Level 4 Data Analyst qualification

Work in: Business and Administration

You can achieve: Level 3 Business qualification

Work in: Finance

You can achieve: Association of Accounting Technicians (AAT) Level 2 or 3

Work in Cyber Security

You can achieve: Level 3 or 4 Cyber Security qualification

Work in: Tech Ops

You can achieve: Level 3 or 4 qualification

Gain valuable skills and experiences in a specialist area, and benefit from mentoring and coaching, with the UK Hydrographic Office. We are always looking for talented and skilled individuals to join us, particularly if you have the experience or specialist skills to complement our existing team.



Next steps

To find out more information, simply search online for each of the apprenticeship schemes or visit: www.gov.uk/guidance/apprenticeship-opportunities-in-the-ministry-of-defence

All schemes will be advertised on the Civil Service Jobs website. You can sign-up for job alerts from the Ministry of Defence at: www.civilservicejobs.service.gov.uk

To find MOD apprenticeships on Civil Service Jobs, filter your search by organisation name and contract type.

Eligibility

To join an MOD apprenticeship scheme you must have British nationality and normally have been resident in the UK for the past five years. If you have dual nationality, you may be eligible to apply if one of those nationalities is British, you are eligible to hold a British passport, and you are free to work in the UK. All eligibility information will be provided at the job application stage, along with details of security clearance requirements.





The Ministry of Defence is an equal opportunity employer and is fully committed to equal opportunities policies.

Applications from all sectors of the community, irrespective of racial origin, gender, sexual orientation, religion or disability are positively welcomed.

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