

# ADVANCED APPRENTICESHIP SCHEME

Engineering Management Apprenticeships in Bristol and Plymouth 2018

**DE&S has been running an Advanced Apprenticeship scheme in Abbey Wood, Bristol since 2004.**

In 2009, the scheme was extended to include Devonport in Plymouth. Apprentices are recruited into the scheme annually. Responding to high level business needs, the scheme prepares Project Engineers for future employment within DE&S operating centres. The aim is to provide "Intelligent Deciders" who will make key decisions within MoD Projects. The organisation requires apprentices to ensure that engineering skills are grown to support the future needs of the business.

## Abbey Wood

Apprentices will be based at the DE&S HQ at Abbey Wood in Filton, Bristol. There may be an opportunity for them to complete at least one placement of around five months at another UK location during their second and third years. Abbey Wood apprentices will be involved in various projects covering Land, UAS, Submarines, Maritime or Air Equipment. Abbey Wood apprentices are expected to complete a Mechatronics (a combination of mechanical and electronic engineering) National Diploma in year 1 and will then progress to either a Higher National Certificate (HNC) in years two and three.

## Devonport

Apprentices will be based at HM Naval Base Devonport in Plymouth although there may be a opportunity for them to complete at least one placement of around five months at Abbey Wood during their second and third years. Devonport apprentices will primarily be involved in maritime projects including naval ship and submarine maintenance and repair activities. Devonport apprentices are expected to complete an engineering based National Diploma and a Marine Engineering HNC in year 2.

## Earn while you learn

Current salaries for DE&S Engineering Management apprentices are:

Year 1 - approx £15k per annum

Year 2 - approx £16k per annum

Year 3 - approx £19k per annum

Progression to the next year's pay rate is subject to satisfactory completion of the current year's training requirement.

## The Apprenticeship

The MoD Engineering Management Apprenticeship is an enhanced version of the modern (advanced) apprenticeship as set out in the SEMTA engineering framework. The apprenticeship offers a direct path to the Engineering Technician (EngTech) professional qualification with the Institute of Engineering and Technology (IET) and /or the Institution of Mechanical Engineers (IMechE). Further information is provided below:

We currently are expecting to offer the following types of specialisation for the apprenticeship:

- Mechatronic (Abbey Wood) - covers elements of both Electronic and Mechanical specialisations.
- Marine Engineering (Devonport) - Marine Engineering qualifications coupled with on the job training on primarily Naval ship and submarine projects.

The apprenticeship consists of three phases that are each scheduled to last one year.

**Phase 1** is full time at college. Apprentices will spend approximately two days a week completing the workshop-based Performing Engineering Operations (PEO). PEO units typically involve such activities as turning, milling and welding. The remaining three days per week will be spent studying towards the relevant National Diploma in year one. The college half terms will be a mixture of leave and introductions to the MoD policies, procedures and opportunities available on successful completion of the first year. During the early part of phase 1 apprentices will be expected to attend a week of outdoor personal development type activities, such as hiking, climbing, mountain biking etc. Plymouth outward bound is normally conducted during phase 2.

**Phases 2 and 3** are spent predominantly on work-based placements, where apprentices will be pursuing opportunities to develop evidence for their NVQ Level 3 in Technical Support. Academic study towards their HNC will be completed as day or block release at a local college. Also during Phases 2 and 3 they will be required to successfully complete Employees Rights and Responsibilities (ERRs). During Phase 2 and / or Phase 3 apprentices will be expected to complete a community project. The current intention is for these projects to be linked to stimulating interest in Science, Technology, Engineering and Maths in schools.

**All Phases** - Apprentices you will be encouraged to take part in suitable personal development opportunities throughout their apprenticeship. These may take the form of service provided outdoor activities for leadership training or civil service sporting competitions. We encourage membership of the Civil Service Sports Club which provides sporting activities to suit all personal tastes, from 10-pin bowling to cross country running.

## The jobs apprentices are training for

### On completion

The apprenticeship is designed to prepare apprentices for an engineering management role as part of an office based team, for a defined area of the business. This is usually as the main MOD point of contact for a specific defence equipment or system during its development, or while it is in-service. Apprentices could be responsible for anything from a water treatment unit on the battlefield to an electronic control system on a fast jet. In this type of role they will be required to undertake the following types of activity:

- manage equipment/system modifications and updates required to meet user needs and legislative requirements;
- provide advice and support to military users;
- liaise with other MOD personnel, contractors and military users and specify tasks for contractors;
- review and analyse technical reports;
- control the configuration of technical information.

DE&S is based at Abbey Wood in Bristol but many roles provide the opportunity to travel in the UK, with some requiring overseas visits. Apprentices could be in the office in Bristol on Monday reviewing the latest standard for diesel engines and in the engine room of a Type 45 Destroyer in Gibraltar on Thursday to discuss the latest technical report from the ship with the ship's engineering staff.

The opportunities available to MOD employees are vast. There is the potential for apprentices to progress their career in a number of different ways including:

- becoming a specialist in an engineering field;
- moving into project management;
- following alternative paths into contract management, HR, Finance etc.

### Benefits of working for DE&S

- An opportunity to be involved in high technology and leading edge projects. A competitive salary and pension.
- 25 days annual leave, rising incrementally up to 30 days after 5 years plus 9 days public / privilege holidays.
- Pension schemes are available and more information will be provided to successful candidates. For further information on these schemes please refer to the following website [www.civilservice.gov.uk/pensions/](http://www.civilservice.gov.uk/pensions/).

- Flexible working is encouraged to suit the organisation and employee needs.
- The MOD has a sports and social club, which all staff are eligible to join. It offers a variety of sports and activities, many at low cost compared with commercial alternatives. Upon joining the opportunity exists in some areas to use gym facilities, again for a small cost.
- The MOD can provide specialist knowledge and support to employees on all types of welfare issues.
- Childcare Support. The MOD was the first Civil Service department to set up a workplace nursery some twenty years ago and now accounts for about half of all the nursery places provided by the Civil Service.
- Training and Development. The range of training and development opportunities open to employees are probably unrivalled. Personal and professional development is encouraged within the MOD and DE&S. Apprentices will have the opportunity to progress their professional qualification from Engineering Management status at the conclusion of the apprenticeship towards Incorporated Engineer and beyond. There are a number of development schemes across the MOD that they will be eligible to compete for places on, including leadership and project management development schemes. After completion they may have the opportunity to undertake a degree in engineering.

## Why?

The investment in DE&S apprentices is seen as critical to the development of a skilled workforce to meet the future challenges of the organisation. This gives apprentices the opportunity to join a leading organisation offering an advanced modern apprenticeship to a very high standard, with learning and development opportunities to suit everyone. The Engineering Management Apprenticeship is an ideal route into engineering with the opportunity to earn while you learn.

As part of the MOD, apprentices are likely to have the opportunity to further study to degree level following their apprenticeship. This means that they could possibly reach the same point as someone who leaves school and follows a path with GCSEs and university, but would have the benefit of reaching that point having earned a salary over this time and also having gained invaluable experience of working within an engineering environment.

## Applying for a DE&S Apprenticeship

### Who can apply?

Anyone who will be over the age of 16 on the start date (usually on, or soon after, the 1st September every year). Minimum qualifications do apply as the apprenticeship is a demanding course. Successful applicants must have (or expect to obtain) a minimum of 5 GCSEs at Grades A - C or Grades 4 - 9 (or equivalent). The subjects must be English, Maths, a Science or Engineering subject and any two other subjects.

### How do you apply?

Applications must be made through the MOD's on-line application process. 2018 applications are invited from 9 October 2017 in Bristol and 20 November 2017 in Plymouth. Applications for both locations close on 8 May 2018:

[www.civilservicejobs.service.gov.uk/csr/index.cgi](http://www.civilservicejobs.service.gov.uk/csr/index.cgi)

You must first register your details in order to be able to see and apply for vacancies. Please create an account and follow the instructions. Once you have successfully registered, you can search for the apprentice vacancies by "location" (Bristol or Plymouth) and then by "salary" (Up to £15,000) under the advanced search option or by "job reference number". Click on the vacancy to access the job information and click "apply now" to fill out your application.

Applications will be shortlisted on the basis of the qualifications that you hold or expect to obtain. To ensure your application is considered at the shortlisting stage, you **MUST** ensure you enter all your qualifications, the examination body, grade achieved and date on your application. If you fail to provide the above information your application will be rejected. A CV is not required at the initial application stage so please **DO NOT** submit one.

### The recruitment process

Following the shortlisting of applications, successful candidates will be invited to attend an Apprentice Selection Test (AST) in Spring / early Summer 2018. The AST will examine levels of ability / knowledge for relevant areas such as English, Maths and Engineering. Successful candidates from the selection tests will subsequently be invited to interview. Interviews will take place in late Spring / early Summer 2018.

At the interview, we will be exploring your commitment and motivation to become an apprentice pursuing a career in the MOD. It is recommended that you research the DE&S business and understand what it is we do. As well as some engineering based questions we will be looking to explore your ability to be able to interact effectively with others, communicate effectively and manage your workload, so any examples of where you have done these things will be invaluable.

Following interviews, we will have a good idea of those candidates we would like to employ. At this point we may well issue provisional offers to preferred candidates and inform any potential reserve candidates of their status.

We will initiate security, health and reference checks for preferred and reserve candidates. Where these checks rely on information being submitted from you as a candidate or from previous employers, it is your responsibility to make sure this is submitted in the timescales requested. Failure to attend medicals or submit information when requested may prejudice any potential offer of employment.

Our aim will be to issue offers of employment by late June / early July 2018. These will be conditional if subject to exam results being received in August 2018.

#### **Important Applicant Information (Bristol)**

- Applications open on 9 October 2017 and close on 8 May 2018
- Selection Tests will take place in April, May and June 2018
- Interviews will take place in June and July 2018
- The start date will be early September 2018

#### **Important Applicant Information (Plymouth)**

- Applications open on 20 November 2017 and close on 8 May 2018
- Selection Tests will take place in May and June 2018
- Interviews will take place in May, June and July 2018
- The start date will be early September 2018

#### **DUE TO THE TIGHT TIMESCALE OF THE RECRUITMENT PROCESS, PLEASE NOTE THERE ARE NO ALTERNATIVE DATES AVAILABLE TO THOSE LISTED ABOVE**

- You will be requested to bring documentation such as educational qualification certificates, proof of ID at various stages of the selection process (primarily at the selection test and interview).
- If you do not produce these documents when requested your application could be disqualified.
- It is advisable to notify your potential referees that they could be contacted for a reference from June onwards and that they should respond as soon as possible. A delay in their response could jeopardise the progress of your application.

During the first year of the apprenticeship all Bristol apprentices will work full-time at Bridgwater & Taunton College, Bath Road, Bridgwater. Free daily return coach transport will be provided from Abbey Wood to Bridgwater. It remains with the individual to pay any travelling costs involved if they choose not to use the allocated transport. Plymouth apprentices will work full-time at Cornwall College, Sisna Park, Plymouth during their first year. It is important apprentices are available to attend at all times as their holiday entitlement throughout the first year of the apprenticeship will coincide with college shutdown periods only.

### Contact

Information or queries on the recruitment process  
Email: [DBSCivPers-EngApprentice@mod.gov.uk](mailto:DBSCivPers-EngApprentice@mod.gov.uk)

Information on DE&S Advanced Apprenticeships  
Email: [DESTECH-AMTMAILBOX@MOD.GOV.UK](mailto:DESTECH-AMTMAILBOX@MOD.GOV.UK)

### Related Links

Civil Service Jobs Website: [www.civilservicejobs.service.gov.uk/csr/index.cgi](http://www.civilservicejobs.service.gov.uk/csr/index.cgi)

DE&S Website: [www.gov.uk/government/organisations/defence-equipment-and-support](http://www.gov.uk/government/organisations/defence-equipment-and-support)

MoD Core Competence Framework:  
[www.gov.uk/government/publications/civil-service-competency-framework](http://www.gov.uk/government/publications/civil-service-competency-framework)