



**Apprenticeships in Associate Project Management - IT**

Drawing big plans for bigger projects.

Keeping people connected.

Seeing your ideas come to life.

**It all matters.**





## Apprenticeships in Associate Project Management - IT

Whether we're deploying Wi-Fi globally to government buildings or delivering secure tech to the world's most isolated areas, every project needs a plan. That's where our Project Management team shines. They deliver projects end-to-end, considering every single detail as they keep everything on time and on budget. And now, you've got the opportunity to join them.

Whether you're just leaving school, returning to work after a career break, or looking for a change of career, you'll combine training and practical work, helping us deliver successful IT solutions around the globe and taking part in real digital projects along the way. At the end of your apprenticeship, you'll achieve a recognised qualification, accredited by the Association for Project Management.

Our work is as varied and vital as it gets, but we never lose sight of our people. Their skills, aspirations and growth mean as much as the global mission we're on. In our world, it all matters.

### KEY FACTS

- Associate Project Manager apprenticeship, working towards a professional qualification
- Based at Hanslope Park, Milton Keynes, with the flexibility of hybrid working depending on business need
- 24-month programme leading to a potential full-time role
- Open to all ages, but you will need:
  - Five GCSEs (or equivalent e.g. O levels) at grade 9-4 (A\*-C) including English and Maths, and
  - A minimum of 48 UCAS points or equivalent
  - British citizenship, having lived in the UK for the last three years before the first day of the apprenticeship (aiming to start September 2024), and for at least five of the last ten years
  - To be at least 16 years old by 1 July 2024 so you can complete Security Check (SC) clearance before your start date



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## YOUR PROGRAMME

You'll start your apprenticeship with a combination of classroom and on-the-job learning through a series of work placements inside our Technical and Operations Group. Working on live projects alongside our project managers, you'll gain experience and absorb knowledge. Your training will consist of a series of face-to-face workshops, activities and challenges that can be completed at work or in your own time.

Every six to eight weeks, you'll have one-to-one sessions with a skills coach to teach you how to apply what you've learned to workplace scenarios, building a useful portfolio of tools and techniques.

Once you've completed your qualification, your work placements will be tailored towards the potential role opportunities at the end of your programme. There'll also be extra training to help you gain skills in Prince2 and Agile Project Management and core Civil Service competencies.

The key areas covered as part of this apprenticeship are:

- Principles of Project Management
- Communications and Stakeholder Management
- Business Case, Budgets and Cost Control
- Planning, Risk and Quality
- Project Leadership.

As part of your professional qualification you'll be assessed on the following competencies, gained through your work placements:

- Delivering projects and change at pace
- Harness the skills in making effective decisions for responsible project management
- Using and championing working together to ensure excellent project delivery.

## COMPLETING YOUR APPRENTICESHIP - AND BEYOND

Once you successfully complete the apprenticeship, we'll do our best to find you a permanent position with us, working as a professional to support our fascinating work. Whatever you decide, we'll do all we can to help you explore your interests and realise your ambitions.



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I've loved the interaction with all levels of the business, working with colleagues in such varied roles has exposed me to different techniques, skills and ways of thinking.”

Associate Project Management - IT Apprentice