



Apprenticeships in Logistics

Delivering for a globally trusted courier.
Dispatching each shipment with care.
Seeing your impact go further.
It all matters.





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The success of a government project can depend on secure, timely shipments. Fortunately, our Logistics team always deliver the goods. From dedicated drivers to King's Messengers, they've delivered to 250+ destinations worldwide, moving over a million kilograms of freight annually across land, air, and sea. And now, you've got the opportunity to join them.

Balancing hands-on practical experience with academic learning delivered via an approved training provider, you'll carry out a wide range of logistics responsibilities in our Hanslope Park Regional Distribution Centre. Packing construction supplies for repairs to an embassy overseas. Scanning a delivery of new electrical parts to make sure it's safe and secure for government use. Whatever the task, you'll help to make sure that every project has the vital supplies it needs to run precisely on schedule, no matter where in the world.

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.

At the end of the programme you'll have achieved a Supply Chain Warehouse Operative Level 2, and have taken your first steps towards a rewarding career in a fast-moving part of our organisation.

KEY FACTS

- Level 2 apprenticeship, working towards a Level 2 Supply Chain Warehouse operative
- Based at Hanslope Park, Milton Keynes
- 15-month programme leading to a potential full-time role
- Open to all ages, but you will need:
 - Two GCSEs (or equivalent e.g. O levels) including Maths and English grades 9-4 (A*-C)
 - The ability to manage your time and work well within a team
 - The ability to use IT systems efficiently and accurately
 - 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 in one of our Logistics teams. To understand every team's responsibilities and specialisms, there is a broad range of areas you could go into, including:

- Goods Inwards
- Issuing
- Store Stock Control and Ordering
- Packing
- Bagging and Manifesting of Diplomatic Mail
- Recording and Processing of Disposals
- Mail Delivery and Collection
- Support to the Logistics Helpdesk
- Logistics planning.

You'll also take on nine structured learning sessions, delivered either onsite or at the training provider's base. These modules will reflect the practical work you're doing, including everything from Goods In and Picking to Stock Management and Dispatch.

At the end of the programme, you'll go through an End Point Assessment which is split into two parts: the Knowledge and Behaviours Test; and your Practical Assessment. In the first, you'll be tested on what you've learned, either in a written exam or by an assessor. You'll go through a series of short questions and scenarios, designed to see how you'd respond in real life. Then, in your Practical Assessment, you'll be given a simulated scenario – a list of tasks you'd be given on a normal day, allowing you to demonstrate all the skills you've picked up along the way. And of course, as you prepare, you'll have plenty of support from the team around you.

COMPLETING YOUR APPRENTICESHIP – AND BEYOND

Once you successfully complete the apprenticeship, you'll gain your Logistics Apprenticeship qualification. We'll do our best to find you a permanent position with us. Your most likely starting point is a role within the Logistics team. From there, you'll be able to explore your interests and set your sights on what you want to accomplish next.



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In just one day, I can send items to embassies in all corners of the globe – from Fiji to Mongolia to Ecuador.”

Logistics Apprentice