APPRENTICESHIPS IN

IT

Candidate Information Pack

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FCDO Services

1. Essential criteria for this programme

In addition to the minimum qualification requirements, we are seeking applicants who can demonstrate how they meet three essential criteria for this role.

For the role of Apprentice in IT, they are:

Essential Criteria one

Good personal planning and organisational skills (attention to detail and proactivity)

Essential Criteria two

Creative and intuitive approach to problem solving

Essential Criteria three

Passion for technology and/or IT and computing

The application form will prompt you to outline how you meet the above criteria.

2. The application process

1. Check your eligibility

Before you start your application, be sure to check that you meet the minimum requirements for the programme you're interested in, as you'll need to demonstrate this in your application. You can find details on the requirements for each programme in the job listing on our application page here or on our main apprenticeships page here.

2. Complete our online application form

Once you've chosen the programme you want to apply for and are happy you meet the requirements, you're ready to start your online application. All applications will be considered solely on the information you provide in the form, so make sure you take the time to complete it thoroughly and follow all the instructions carefully.

You'll be asked to provide some personal details like your name, contact details and details of your citizenship. You'll also need to confirm your **current qualifications or predicted grades** so we can check they match the minimum entry requirements for your programme. You'll then be asked to complete a **Letter of application** which is your opportunity to tell us about yourself and why you're interested in this apprenticeship.

Finally, you'll have a chance to demonstrate **how you meet the essential criteria for the role**. **Please don't repeat your formal/academic qualifications here**, this is your chance to demonstrate how you meet the essential criteria for the programme (as outlined on page 3 of this document).

2. The application process contd.

3. Application sift

At this point, you don't need to do anything, but our team will be conducting a sift behind the scenes. That means we'll assess all our applications against the essential criteria for the programme, progressing applications based on merit and who best fits the criteria. It's important to note that our sifting process anonymises the personal data in the application form.

4. Complete our assessments

Please note, some Engineering candidates will also need to undertake a colour-blindness test, since part of your role will rely on distinguishing colours in wires and cables. You will be asked to complete this before the assessment stage to make sure you're OK to continue.

If you're shortlisted, we'll invite you to take part in an online assessment:

• **Civil Service online judgement test** that's designed to measure your ability to demonstrate sensible judgement and decision-making based on the behaviours needed for your programme. The behaviours for this programme are:

Developing Self and Others, Managing a Quality Service, Working Together

• **Once completed and dependant on the volume of applicants** we may ask you to undertake another assessment and you will be provided with full details at that time

• **It's likely that we will also conduct a face-to-face group/interactive exercise** where you can show us your interpersonal, team building and problem-solving skills. These will take place at either our Hanslope Park site (near Milton Keynes) or our London offices at King Charles Street.
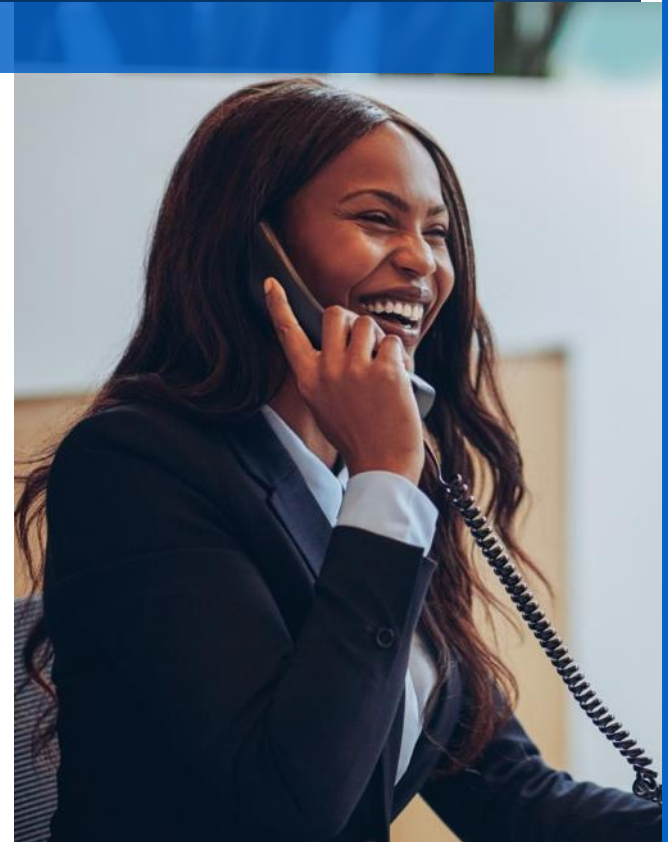
2. The application process contd.

5. Strength-based interview

If you're successful after the assessments, we'll invite you to attend a strengths-based interview, which is designed to give you an opportunity to talk about your natural strengths and the situations that help you shine. For us, it's about finding out what you *love* to do, rather than what you *can* do. We'll also ask some specific questions to understand your basic knowledge of the subject area for the programme you've chosen, as well as your passion for this. As an example, your interview might involve questions like:

• What do you like to do in your spare time?

• What motivates you?

• How would your close friends describe you?

• Do you most like starting tasks or finishing them?

• Do you prefer the big picture or the small details?

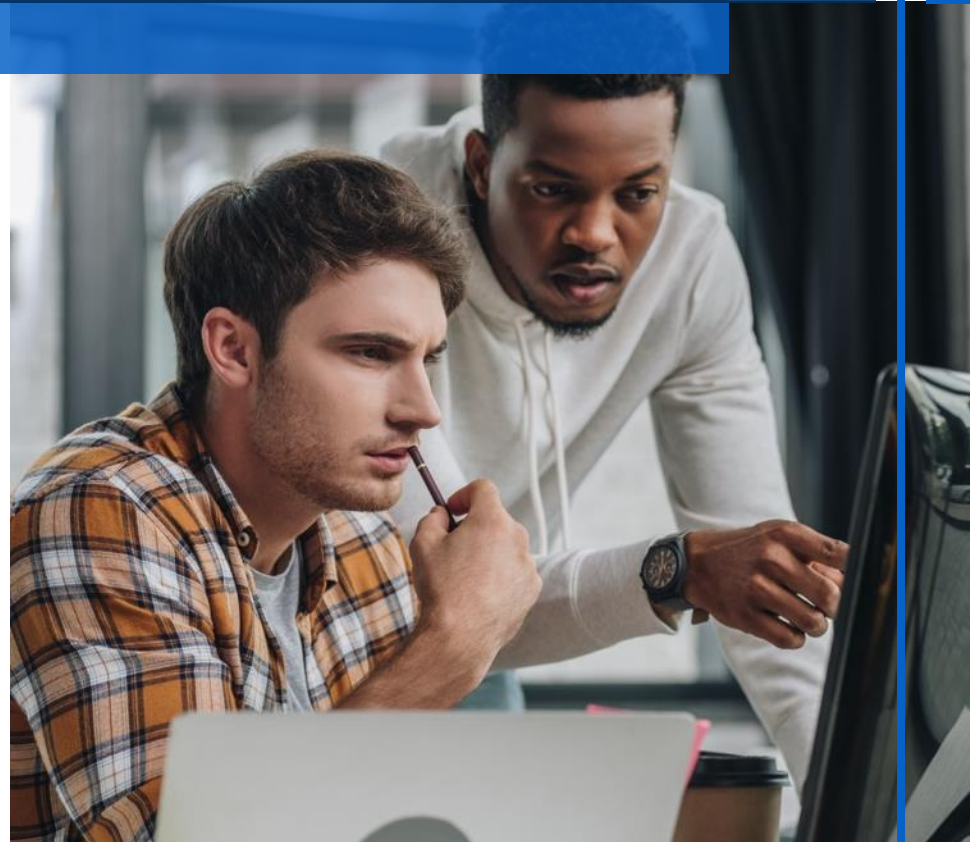• Can you describe a successful day?

• What are you good at?

If you need us to make any adjustments at any stage, you can find out more about that here.

2. The application process contd.

6. Conditional offer and vetting

If you're successful at interview and we offer you a place, you'll go through our pre-employment enquiries, including referencing and medical assessment. This assessment helps establish any reasonable adjustments we can make for you. You'll also begin the relevant vetting process to make sure you're suitable for the position. You can find out about that in more detail – what's involved and why it's necessary here.

3. IT Apprenticeship Timetable 2023

Please be aware that the following timetable is indicative and subject to change. It is not typically possible to offer alternative dates.

Advert closes	**11:55pm on 26 March 2023**
Shortlisted candidates from sift will be invited to assessment	
Assessments • **Civil Service online judgement test: T**his will test the following behaviours: Developing Self and Others | Managing a Quality Service | Working Together • **Dependent on the volume of applicants, we may ask you to undertake another assessment**. You will be provided with full details at that point.	**3-6 April 2023**
• **Face-to-face group/interactive Exercise.** This will be held at Hanslope Park in Milton Keynes	**11 April – 1 May 2023**
Shortlisted candidates from assessment will be invited to Interview	
Strength-based Interviews	**9– 26 May 2023**
Outcome	**30 May 2023 onwards**
Start date	**We aim to start successful candidates early September 2023, but this is dependent on vetting and pre-employment enquiries being completed**

Thank you

For more information on apprenticeships, please visit:

fcdoservicescareers.co.uk/apprenticeships