



FCDO Services

Apprenticeships in

Associate Project Management IT

Candidate Information Pack





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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 Associate Project Management IT, they are:

Essential Criteria one

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

Essential Criteria two

Excellent written and oral communication skills.

Essential Criteria three

Creative and intuitive approach to problem solving.

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 continued

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:

- **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:
Making Effective Decisions, Delivering at Pace and 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 our Hanslope Park site (near Milton Keynes).



2. The application process continued

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?

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





2. The application process continued

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. Timetable 2024

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 4th March 2024

Shortlisted candidates from sift will be invited to assessment

Assessments

- | | |
|---|--|
| <ul style="list-style-type: none">• Civil Service online judgement test: This will test the following behaviours:
Making Effective Decisions Delivering at Pace Working Together | 14 th – 22 nd March 2024 |
| <ul style="list-style-type: none">• Dependent on the volume of applicants, we may ask you to undertake another assessment.
You will be provided with full details at that point. | |
| <ul style="list-style-type: none">• Face-to-face group/interactive exercise. This will be held at Hanslope Park in Milton Keynes | 2 nd – 12 th April 2024 |

Shortlisted candidates from assessment will be invited to interview

Strength-based interviews

15th – 30th April 2024

Outcome

30th April 2024 onwards

Start date

We aim to start successful candidates early Sept 2024, but this is dependent on vetting and pre-employment enquiries being completed



FCDO Services

Thank you.

For more information on apprenticeships, please visit:
fcdoservicescareers.co.uk/apprenticeships

