



## APPRENTICE

# Warehouse Operative

When you work for a business that protects the UK's interests on a global scale, you're bound to tap into all kinds of exciting opportunities. On this 15-month programme, open to school-leavers, career-changers, or those who want to enhance existing skills, you'll learn how our Logistics team pack, plan and deliver shipments to vital government projects worldwide. Plus, you'll gain the qualifications and training you need to launch your own career in this incredible part of our business.

Balancing work and study, you'll get both academic context and practical experience across our warehouse specialisms. You might help pack construction supplies for repairs to an embassy overseas. You might learn how we scan a delivery of new electrical parts, to make sure it's safe and secure for government use. Other times, you could be checking for discrepancies, recording disposals, maintaining stock records or inputting data for Track and Trace – all vital things that enable a smooth-running warehouse.

But whatever you do, you'll be central to making sure that every project runs precisely on schedule, all over the planet, from our base in Milton Keynes. So if you're ready to stretch yourself in ways you didn't expect, then your future just got bigger.

## YOUR PROGRAMME

If successful, you'll start your apprenticeship by going straight into a role in one of our Logistics teams. Since we want you to understand the full breadth of the team's responsibilities and specialisms, there are 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 and freight
- Recording and processing of disposals
- Mail delivery and collection
- Support to the Logistics helpdesk
- Logistics planning

## KEY FACTS

- Level 2 apprenticeship
- Based at Hanslope Park, Milton Keynes
- Starting salary: £19,749 plus £1,750 location allowance
- Salary upon qualification could be in the region of £20,500
- 15-month programme – with a potential career at the end
- Combination of practical work and study
- Studying for an NVQ Level 2 certificate as a Supply Chain Warehouse Operative
- Applicants need:
  - Min. two GCSEs (or equivalent, e.g. O Levels) at grade 9-4 (A\*-C) in Maths and English
  - A genuine interest in warehouse operations and logistics
  - British citizenship, having lived in the UK for the last three years before the first day of the apprenticeship, and for at least five of the last ten years
  - To be at least 16 years old by mid June 2021
- Candidates will need to undergo Security Check (SC) clearance before joining, and Developed Vetting (DV) clearance shortly after joining

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As well as exploring the full extent of the roles on offer, you'll also take on nine structured learning sessions, delivered either onsite or at the training provider's premises. Those modules will reflect the practical work you're doing within the Logistics team, including everything from Goods In to Dispatch.

At the end of the programme, you'll go through your final End Point Assessment. It's split into two parts – assessment of your knowledge and behaviours, and a 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. Together, the two halves of your End Point Assessment will help you show us the competence you've built in your area. And of course, you'll prepare for it all with plenty of support from the team around you.

## COMPLETING YOUR APPRENTICESHIP – AND BEYOND

If you successfully complete the apprenticeship, you'll gain your Level 2 apprenticeship qualification and NVQ Level 2 certificate as a Supply Chain Warehouse Operative. But where to next?

Well, you'll have a range of options to make your future bigger. We'll do our best to find you a permanent position with us, and your most likely starting point is a role within the Logistics team. From there, you'll be able to explore your interests, develop your skills further and set your sights on realising your ambitions.



It takes a diverse team to protect a diverse world.

