



FCDO Services

APPRENTICESHIPS IN

Project Management

Helping to earthquake-proof embassies in bustling cities. Fixing flood-damaged residential buildings used by government-level customers. Delivering secure technology to the world's most isolated areas. Overseeing sympathetic renovations to an 18th century embassy or managing contractors to build an entirely new one. It's all in store for you as an Apprentice in Project Management at FCDO Services. It's challenging, rewarding work you won't find anywhere else. All to protect people, assets and information.

IT TAKES A DIVERSE TEAM
TO PROTECT A DIVERSE WORLD

VISIT OUR WEBSITE
[FCDOSERVICESCAREERS.CO.UK/APPRENTICESHIPS](https://fcdoservicescareers.co.uk/apprenticeships)

APPRENTICESHIPS IN PROJECT MANAGEMENT

Balancing hands-on experience with academic study, you'll work with multi-disciplinary teams delivering projects of national importance and build skills while working towards a degree that will jump-start your career as a qualified professional. You'll be part of project and resource planning. You'll learn how to manage budgets, contracts and quality control, and you'll discover what it takes to deliver complex global projects on spec, and to the highest security level.

Whether you're a school-leaver, returning to work after a career break, or looking for a career change, over the course of this four-year programme, you'll take on increasing responsibility for projects that protect the UK's interests and achieve an invaluable qualification along the way. Plus, you'll enjoy the amazing benefits that come with a career in the Civil Service. In other words: your future just got bigger.

YOUR PROGRAMME

You'll start your apprenticeship in September and be based in our Hanslope Park office. After an intensive induction of everything we do at FCDO Services, you'll explore a wide range of our business areas, working with teams that play a significant role in the successful delivery of our projects. From cost engineering to logistics to the customer contact centre, you'll gain an appreciation of the breadth of their responsibilities.

KEY FACTS

- Level 6 degree apprenticeship, working towards either a BA or BSc honours degree in Project Management, plus an International Project Management Association (IPMA) Level D qualification and an APM Fundamentals and APM (PMQ) Project Management Qualification during the course
- Based at Hanslope Park, Milton Keynes, with the flexibility of hybrid working depending on business need
- Opportunity for overseas travel
- Four-year programme, with a potential full-time role at the end
- Combination of practical work and study
- Open to all ages, but you will need:
 - A minimum of four GCSEs (or equivalent e.g. O levels) including Maths and English at grades 9-4 (A*-C)
 - A minimum of three A levels at grades A*-C, preferably with at least one in Maths, Business Studies, IT, Engineering, Science or another numerate subject, or an equivalent qualification
- A genuine interest in project management
- To be proactive, collaborative, inquisitive and eager to learn
- The ability to juggle multiple tasks and have good time management skills which will be vital to keeping everything on track
- To be willing to travel overseas as part of your apprenticeship
- British citizenship, having lived in the UK for the last three years before the first day of the apprenticeship (aiming to start September 2023), and for at least five of the last ten years
- To be at least 16 years old by 30 April 2023 so you can complete Security Check (SC) clearance before your start date
- Candidates will need to undergo Security Check (SC) clearance before joining, and Developed Vetting (DV) clearance shortly after joining

APPRENTICESHIPS IN PROJECT MANAGEMENT

You'll also work as part of our experienced project management team across the four years, so you'll be exposed to and work on all aspects of global project delivery – from planning and quality control to budget management and negotiation. The first-hand experience and training you gain will give you the skills you need to contribute to the overall delivery and achievement of our corporate objectives and set you up for a successful career in project management.

You'll combine working as part of the team with your academic studies to gain your qualifications. Over the four years, you'll complete various learning modules vital to project management, including:

- Fundamentals in project management
- Stakeholder and communications management
- Governance and scope management
- Leadership and behaviour
- Quality management and control
- Procurement management
- Corporate and project governance
- Negotiation and conflict resolution
- Legal, ethical and professional issues within project management
- Project supply chain and contracts management



As with all our apprenticeships, this programme is designed to nurture your talents, give you a well-rounded experience, and the opportunity to grow. The projects we work on are unique, varied and unlike any you'll find elsewhere. It's why we think it's fair to say: your future just got a whole lot bigger.

COMPLETING YOUR APPRENTICESHIP - AND BEYOND

Complete the apprenticeship, and you'll gain a BA or BSc (Hons) degree in Project Management, a Level D qualification in International Project Management Association and an APM Fundamentals and APM Project Management Qualification. But where to next? 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, working as a professional either in the UK or overseas. Whatever you decide, we'll do all we can to help you explore your interests and realise your ambitions.

Website: fcdoservicescareers.co.uk/apprenticeships

Email: fcdoservices.recruitment@fcdo.gov.uk