



Civil Service
Fast Track
Apprenticeship





a competitive starting salary
ranging between £19,500
and £27,000



work towards a Level 4 apprenticeship



gain the skills and experience
you'll need to fast track
your career in the Civil Service



gov.uk/government/
organisations/civil-service-fast-
track-apprenticeship



Contents

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The Civil Service – in a nutshell

The Civil Service helps the government of the day develop and carry out its policies. We also deliver vital services which help people across the country and from all walks of life.

Civil servants work on things you just don't get to do anywhere else. From education, health and public safety to border control and cyber security, we do it all.

Some of the areas where civil servants are doing important work include:

- shaping healthcare so that people can live better for longer
- collecting the money that pays for the UK's public services
- making sure the UK has secure, clean, affordable energy
- leading global work to end poverty and saving lives when communities are hit by humanitarian emergencies

In a nutshell, we're working to make everyone in Britain healthier, safer and more prosperous.



What makes a typical civil servant?

Civil servants come from all walks of life – we work in just about every town and city in Britain, and we come from every background you can think of. In fact, the things that make you unique are exactly what we like to see in our workforce. We want the Civil Service to reflect the society it serves.



What is a Civil Service Fast Track Apprenticeship?

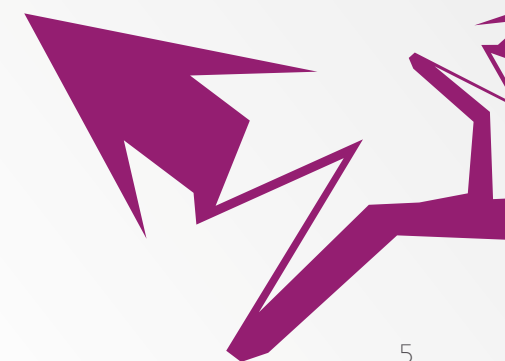
- a two-year Level 4 higher apprenticeship
- a rewarding alternative to university, where you can earn as you learn practical skills and experience
- a fast track programme that brings you into the Civil Service and gives you the skills to develop your career



You'll get:

- a permanent job with an excellent starting salary between £19,500 and £27,000 (£22,000 minimum in London)
- a choice of 5 schemes all of which offer accredited apprenticeship qualification(s)
- flexible working arrangements
- learning on the job with career development opportunities
- a mentor to help you build your network, skills and career
- access to a range of sports and social clubs
- an employer contribution pension scheme

Over 1,500 apprentices are already discovering that being on the Fast Track means you really do earn, learn and succeed.



Where will you work?

Apprenticeship locations

We allocate successful candidates to roles in merit order, so schemes and locations are dependent on availability.

A	Airdrie/Motherwell/Hamilton	R	Glasgow
B	Andover	S	Hastings
C	Bathgate	T	High Wycombe
D	Birmingham	U	Leeds
E	Blackpool	V	Liverpool/Bootle/Netherton
F	Bradford	W	London
G	Bristol	X	Manchester/Salford
H	Buxton	Y	Newcastle
I	Cardiff	Z	Newport
J	Corsham	AA	Norwich
K	Coventry	BB	Nottingham
L	Croydon	CC	Plymouth
M	Darlington	DD	Portsmouth
N	Dover	EE	Reading
O	East Kilbride	FF	Salisbury
P	Edinburgh	GG	Sheffield
Q	Gartcosh	HH	Shipleigh
		II	Southend
		JJ	Springburn/Newlands/Govan
		KK	St Austell
		LL	Stockport
		MM	Swansea
		NN	Telford
		OO	Torquay
		PP	Warrington
		QQ	Worthing
		RR	Wrexham
		SS	Yeovil
		TT	York

What apprenticeship schemes are on offer?

You will find a role to suit you no matter what your interests are or where you live. See below for an idea of some of the roles on offer.

Options

Qualifications you'll need

Roles on offer

Business



5 GCSEs at grade C and above, or the new grade 4 and above, including English Language and Maths (or equivalent)

- work coach
- paralegal officer
- corporate support officer
- HR officer
- policy adviser
- diary manager
- project and programme support officer

Digital and Technology



2 A Levels at grade C and above and 5 GCSEs at grade C and above, or the new grade 4 and above, including English Language and Maths (or equivalent)

- software developer
- data analyst
- test automation
- apprentice technologist

Finance



5 GCSEs at grade C and above, or the new grade 4 and above, including English Language and Maths (or equivalent)

- finance analyst
- accounts executive
- control officer
- costs budget manager

Project Delivery



2 A Levels at grade D and above in any subject and 5 GCSEs at grade C and above, or the new grade 4 and above, including English Language and Maths (or equivalent)

- project and programme support officer

Commercial



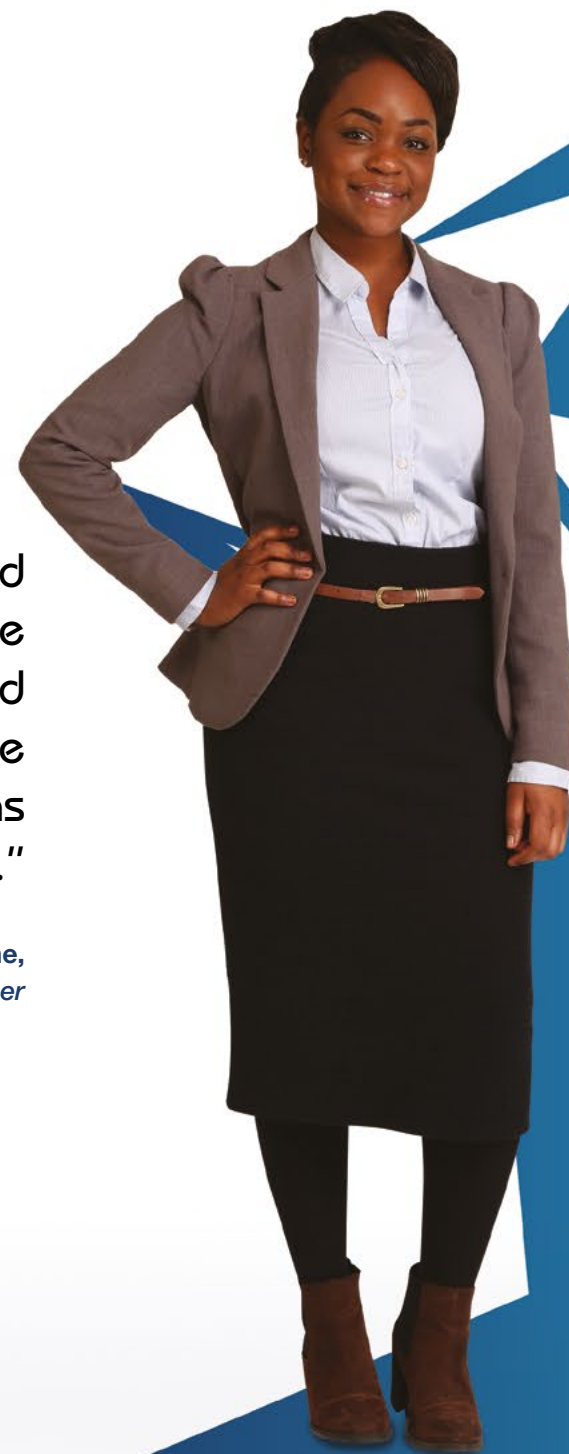
5 GCSEs at grade C and above, or the new grade 4 and above, including English Language and Maths (or equivalent)

- procurement officer
- supplier relations officer
- sourcing officer
- contract management officer
- commercial manager



"My skills have developed tremendously and I have flourished as an individual and as a potential leader in the Civil Service. The scheme has been truly rewarding."

– Aliane,
Talent Management Officer



Business

Earn, learn and succeed in exciting roles across the Civil Service

The business scheme offers apprentices the widest variety of roles across the Civil Service and opportunities to help deliver some of the organisation's most important services. You'll gain skills in problem solving, teamwork, planning and organisation, and receive the support you'll need to develop and succeed. Business roles are at the core of the work the Civil Service does and will give you the essential transferable skills and experience you'll need as you start your career.

What will I do?

You could be a policy adviser in a central department, the diary manager of a minister, or a paralegal officer at the Crown

Prosecution Service. Teamwork and collaboration are essential in all business areas and business apprentices are often an important part of this: organising high-profile meetings, managing communications and preparing important briefings. While many business roles are office based, you're just as likely to be in a customer-facing role such as a work coach in the Department for Work and Pensions or a customer assistant at Her Majesty's Revenue and Customs.

■ To apply, you need at least 5 GCSEs, at grade C and above, or the new grade 4 and above, including English Language and Maths (or equivalent).

"Being able to do real work alongside experienced developers has massively accelerated my professional development. I have enjoyed every part of the scheme so far and this is down to the variety of work that I do; it has never become monotonous because it's always changing!"

– Sam,
Software Developer

Digital and Technology

Be at the heart of the digital transformation of government services

Do you have an interest in designing, building and running digital and technology services, which are transforming the lives of millions?

If you are creative, a good communicator, a problem solver who can use initiative, and have an eye for detail, then you have the potential to fill one of our apprentice roles. This could lead you into a career as a software developer,

network engineer, business analyst and more.

What will I do?

Working alongside digital and technology professionals, you'll learn a range of specialist skills that may include coding, website development, extracting and understanding data, and presenting information in creative and interesting ways. You will also develop your organisational and communication skills.

- To apply, you'll need at least 5 GCSEs, at grade C and above, or the new grade 4 and above, including English Language and Maths (or equivalent). You will also need 2 A levels, at grade C and above, preferably in STEM subjects (those that cover the areas of Science, Technology, Engineering and Mathematics).



"As well as providing me with financial skills, the Fast Track has given me the chance to meet new people and develop networks that will be invaluable to me as I progress my career."

– Gurdeep,
Treasury and
Scheme Accountant



Finance

Learn important finance skills and add value to both our organisation and your career

Getting value for money for the taxpayer is one of the Civil Service's main objectives and the finance apprenticeship allows you to be at the heart of that. You'll enter a specialist profession and be supported as you learn the skills and build the foundations for a successful career in finance. Also, alongside your exciting and challenging day job, you'll be studying for a Level 4 Finance qualification.

What will I do?

You could be working as an accounts executive, analyst, control officer or costs budget manager. Producing monthly management reports, compiling finance instructions for budgets or providing financial

guidance on business cases are just some of the tasks you might find yourself doing.

Completing a finance apprenticeship offers lots of prospects for promotion and a number of possible career paths with opportunities for further study and accreditation. You could become a key decision maker, shaping the way government works and playing an essential role in the delivery of front-line services and policies which affect the public.

➤ To apply, you need at least 5 GCSEs, at grade C and above, or the new grade 4 and above, including English Language and Maths (or equivalent).

Project Delivery

Get involved in some of the most exciting projects happening in Britain today on our project management apprenticeship

If you want to work on some of the most fast-paced and challenging projects in the UK today, then the project delivery apprenticeship is for you. Ranging from proton beam therapy and airport expansion plans to court reform and Building Schools for the Future, Civil Service projects are of a scale and complexity that you won't find anywhere else in the UK.

You'll be involved in exciting work and learn valuable skills at the same time as earning a competitive salary. And you'll have the rewarding experience of knowing that the projects you work on can transform the lives of millions of citizens across the country.

What will I do?

You'll be working with experienced project delivery professionals from day one, learning from their experience and working across a

range of important roles. You could be supporting project reviews, managing risks, building relationships with stakeholders, forecasting budgets, analysing data and producing reports. You won't need any previous project experience – all we're looking for are positive, proactive people who'll make the most of the opportunities they're given.

You could be working in high-profile departments such as the Department for Transport, the Home Office, the Ministry of Justice or the Ministry of Defence.

▶ To apply, you'll need at least 5 GCSEs, at grade C and above, or the new grade 4 and above, including English Language and Maths (or equivalent). You will also need 2 A levels, at grade D and above in any subject.



"I have learnt new skills and developed as a professional thanks to the opportunities the scheme has given me, such as shadowing directors, collaboration days and social events. I feel my decision to earn, learn and succeed in the public sector has given me a clear vision for my future."

– **Kyran,**
Project Support Officer



Commercial

Gain valuable skills while you work for one of Europe's biggest buying organisations

With the UK government spending £240 billion across the public sector, every year, there's no better place for you to gain commercial skills and real on-the-job negotiation experience. You could play a part in sealing a crucial deal, negotiate with the senior managers of some of the UK's largest companies and work on some of the government's most interesting projects.

Since improving commercial skills is one of the Civil Service's highest priorities, you'll receive plenty of support as you develop the abilities and build the networks for a successful career. You will also be supported in completing a diploma with the Chartered Institute of Procurement & Supply.

What will I do?

The Commercial apprenticeship offers you an incredible variety of experiences in a number of

government departments – you could be buying battleships for the Ministry of Defence, procuring prisons for the Ministry of Justice or negotiating the cost of medical equipment for the Department of Health.

You won't need any previous commercial experience – we're looking for people with inquisitive minds, excellent problem-solving abilities and a real enthusiasm to learn about business. Commercial skills are sought after in both the public and private sector, and the things you learn on the apprenticeship will open up a world of opportunity.

▶ To apply, you need at least 5 GCSEs, at grade C and above, or the new grade 4 and above, including English Language and Maths (or equivalent).



"My apprenticeship has given me a real insight into the commercial world and allowed me to gain a level of experience and skills that I wouldn't have been able to get at university. I truly feel that the Fast Track is an excellent way to kick-start your career."

– Emma,
Sourcing Executive



Who can apply for the Fast Track apprenticeship?



We want as many people as possible to benefit from the Fast Track. That's why we only have a handful of eligibility requirements:

Your age

Anyone aged 16 or over can apply for the apprenticeship. If you're not yet 16, but will be by 31 August 2017, then you're also welcome to apply.

Your qualifications

To apply, you'll need at least 5 GCSEs, at grade C and above, or the new grade 4 and above, including English Language and Maths (or equivalent), or expect to have these qualifications by 31 August 2017.

If you have a degree then you won't be able to apply for Fast Track. Instead you might want to think about our graduate scheme, the Civil Service Fast Stream programme.

For 2 of the Fast Track schemes, you'll need additional qualifications:

- for the project delivery scheme, you'll also need 2 A levels, at grade D and above, or equivalent (or expect to have these qualifications by 31 August 2017)
- for the digital and technology scheme you'll also need 2 A levels, at grade C and above, or equivalent (or expect to have these qualifications by 31 August 2017)

Your nationality

You can apply for the Fast Track apprenticeship if you're one of the following:

- European Economic Area (EEA) national (this includes British citizens)
- Commonwealth citizen
- Swiss national
- Turkish national (in some circumstances)

Where you've lived

If your Fast Track application is successful, we'll need to undertake a few security checks before confirming your placement.

You must have been a resident in the UK for at least 2 of the 10 years immediately before your application (and this must include at least 1 continuous 12-month period).

These UK residency requirements won't apply if you've:

- served overseas with HM Forces
- served as a representative of the UK government
- lived overseas as a result of your parents' or partner's government employment

Promoting diversity and inclusion

The Fast Track is committed to improving the delivery of public services for everyone in society. We therefore need to attract and retain the very best talent from diverse communities across the UK. To achieve this we:

- run school mentoring and work experience programmes to support and encourage disadvantaged students
- work with outreach partners to raise awareness of the Fast Track amongst talented individuals from any background
- offer tailored support for applicants with a disability to ensure every candidate has the same opportunity

We do our utmost to support every applicant. During the application process there is an opportunity to indicate and discuss any reasonable adjustments you may require.

For more information please visit: gov.uk/guidance/promoting-diversity-and-inclusion



An incredibly supportive workplace where they give you real responsibility from day 1, the best career decision I have ever made.



Ben,
Trainee Work Coach,
Department for Work and Pensions



After your apprenticeship

After successfully completing your Level 4 apprenticeship, you'll be a permanent employee of the Civil Service.

You may have reached the end of your apprenticeship but your career is just beginning. You'll be able to apply internally for roles on the Civil Service Jobs website. You can develop your skills or learn new ones using the courses and resources offered by Civil Service Learning. In many cases, you'll be able to gain further accreditation in your field and you'll be supported in taking your career in any direction you like.

In doing so, you can work towards one of the many career paths within the 25 Civil Service professions including communications, project delivery, operational delivery, HR and digital technology. You'll also be able to apply for the Fast Stream, the Civil Service's flagship graduate recruitment programme, even if you don't have a degree.

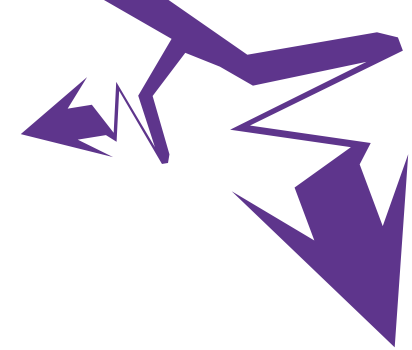


“ While it used to be the case that Fast Streamers would have come from one of Britain's top universities...you can now join the Fast Stream without having gone to university at all and I think that's a fantastic tribute to the quality of our apprenticeship scheme. ”

Sir Jeremy Heywood,
Head of the Civil Service

Completing your apprenticeship successfully will give you the skills and experience you need to kick-start your career and progress through the organisation.

The Fast Track programme is all about finding the future leaders of the Civil Service – that could be you.



Helping you to achieve your potential



An apprenticeship is an exciting opportunity, but there are some occasions when apprentices need extra support. Beth Valkai, Fast Track manager, understands this.



Throughout my own career in the Civil Service, where I started at the same level as Fast Track Apprentices, I have observed and experienced how each individual develops at their own pace and may at times need access to tailored advice and support. I have found a career in the Civil Service extremely rewarding, but like any demanding work there are times when apprentices need extra help. My team provides that help.

We don't underestimate the challenge of starting a new job in a large organisation, performing in a demanding role and studying. That's why, alongside departments, we support apprentices to settle quickly and to be confident about performing at their best. We've a dedicated welfare officer who offers confidential guidance and who's worked with apprentices across government and the private sector.

Once apprentices are recruited and join departments, my team works to deliver induction events for apprentices to build confidence and understanding about what the Civil Service offers and the exciting opportunities ahead.

When apprentices join we also make sure that they have a 'buddy' in their team, and as they move through the programme we provide mentors and timely coaching. We keep apprentices talking to one another and we've built a network of existing and former apprentices who can share their experience.

We're very proud of the achievements of our apprenticeship graduates, with over 80 per cent of our first group passing their diploma.



**Beth Valkai,
Fast Track Talent Manager**

A parent's view



The Fast Track apprenticeship programme is proving to be a fabulous opportunity for my son Elliot. University wasn't a route that he wanted to take – he knew that his learning style was much better suited to on-the-job experience.

Once he'd identified the Fast Track, he was convinced that it was the programme for him. He's been on the programme since September 2015 and we couldn't be more delighted with how he's been doing. He's finding his day job enjoyable and challenging and has been working towards a qualification while being supported and coached by mentors around future opportunities.

He's thriving in the environment – and has so much ambition and focus around his future. I'd recommend the Fast Track apprenticeship to anyone.

**Liz Williams,
mother of Elliot Williams and Director
of Tech Literacy and Education, BT Group**



Application process



1 Stage 1: **Register**

Register your details and complete the 4 online tests: verbal reasoning, numerical reasoning, situational judgement tests and a competency-based questionnaire. These will take about 1 hour to complete.



2 Stage 2: **Attend**

If you pass the online tests, you'll attend a half-day assessment centre where you'll have a one-to-one interview, participate in a group exercise and complete a written assessment.

We'll be in touch as soon as we can to let you know how you got on at the assessment centre. Whether you're successful or not, you'll receive feedback on your performance.

If you're successful, we'll tell you more about your role and the next steps, including how we complete pre-appointment checks.

If you require additional support please let us know, by contacting the Fast Track recruitment team by emailing fast.track@csresourcing.gsi.gov.uk or phoning **03000 54 22 11**. Anything you share will be treated in strict confidence and won't affect any selection decision.

We also offer a guaranteed interview scheme.


See gov.uk/government/publications/guaranteed-interview-scheme



The Civil Service Fast Track will open for applications by March 2017.
Visit our website and apply –

gov.uk/government/organisations/civil-service-fast-track-apprenticeship

Find out more and apply at:
gov.uk/government/organisations/civil-service-fast-track-apprenticeship

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**Fast Track Help Desk and
Assisted Digital telephone number:**
03000 54 22 11

