

Embark on your digital journey

Apprenticeship Programmes 2017

Trusted partner for your Digital Journey

Atos

Contents

About Atos	04
Apprenticeship programme	05
Apprenticeship opportunities - Level 3	06
Apprenticeship opportunities - Level 4	08
Our apprentices	10
Application hints and tips	13
ParentZone	14
QA Apprenticeships	15
Benefits	17
FAQs and how to apply	19



About Atos

We bring together people, technology and business to accelerate digital journeys worldwide. As evolving technologies continue to shift the way industries work we're ready as a trusted partner to our clients. Our business technologists truly listen, and use their genuine technical understanding and strategic business acumen to produce innovative answers to our clients' biggest challenges.

As IT partner to the Olympic and Paralympic Games, people look to our business technologists to deliver on an extraordinary scale, under the scrutiny of the entire world. And it shows in the work we do - at the 2016 Rio Olympic Games we delivered race results as they happened around the world in just 0.3 seconds.

We're trusted to deliver excellence every time, and that takes 100,000 business technologists in 72 countries - each using their expertise to bring business and technology together for clients across the globe. Each year we support apprentices across the UK to start their own digital journey.

Our Level 3 and 4 apprenticeship programmes cover a diverse range of disciplines. So it doesn't matter whether you want to develop your business skills or work within a more technical role - we'll have something for you. You can expect both on-the-job mentoring and structured training courses - giving you the skills to take your career anywhere you want to go.

For more information about us visit:

uk.atos.net/apprentices

We have
annual
revenues of
€12 billion



Apprenticeship programme

Our Apprenticeship Programme will help kick start your business or technical career. We offer a starting salary of £13,000 for Level 3 schemes or £15,000 for Level 4 schemes (£15,000 or £17,000 in London, respectively), an attractive range of benefits and a permanent contract from day one.

You'll enjoy a structured learning journey, and be provided with the technical and business skills you need to confidently take on new responsibilities, as you build a rewarding and satisfying career. All our apprentices benefit from:

Ongoing support & development

Your nominated apprentice buddy will help you settle into work and your line manager and mentor will oversee your ongoing personal and professional development. You'll have a Skills Coach assigned to support you individually throughout your apprenticeship training and assignments, ensuring you are ready for your end point assessment.

Apprentice scheme training

Apprentices on our technical programmes will move straight into an intensive eight-week technical training programme, to give you all the skills you need to hit the ground running when you join your team.

For all our other schemes, you'll be based in the workplace for at least 30 hours per week. Over the duration of your apprenticeship, you will attend training courses tailored to your scheme. You'll complete off-the-job training in blocks, with typically 6-12 weeks of training over the course of your apprenticeship, depending on the scheme.

All apprentices will also join a week long outdoor residential experience. This adventurous learning programme will teach you valuable skills for the workplace. As well as showing you what you're capable of achieving with the right support.

Apprentice programme induction

Our one-week induction programme introduces you to the working environment at Atos and offers training on a range of key business and personal skills, to help you succeed from day one. The programme prepares you to adopt a professional and proactive problem solving mind-set, and equips you with the behaviours and skills needed to work effectively with your managers, peers and customers.

Industry-recognised qualifications

On successful completion of your apprenticeship programme you'll receive formal qualifications based on your scheme. Qualifications include City & Guilds Level 3 and 4 Industry-recognised Diplomas, ITIL Foundation certificate and Level 4 NVQ; as well as Business Administration and Project Management diplomas, and other industry standard qualifications.

About you

You'll need a minimum of five GCSEs/Scottish Nationals or equivalent at A-C grade for all schemes (including Maths and English) plus two A-Levels/Scottish Highers or equivalent for our Level 4 schemes. We're most interested in passionate people who are great team players, committed to solving problems and making things better - even without being asked. If you're ready to rise to the challenge of an amazing career, then what we're looking for is you.



Apprenticeship opportunities

Our Level 3 apprenticeships offer a structured learning journey across a range of specialist areas, wherever your strengths lie. Over 12-18 months you'll gain a professionally recognised City & Guilds Level 3 qualification, equivalent to A-Levels, as well as the experience and confidence to launch your digital career.

Level 3 Schemes



Business Administration

On our Business Administration scheme you'll develop some of the most essential business skills around. From a training perspective, your modules will cover the general principles of business, reporting and analysing data, and managing budgets, resources and change. On top of this, you'll develop key communication and planning skills, transforming you into a trusted professional, ready to contribute to live projects and progress your career.



Customer Service

This scheme will teach you essential skills for providing excellent customer care, in a busy environment. You'll learn how to build and maintain excellent customer relationships in a professional way, and understand and evaluate your customer's journey, and their end to end experience, in order for you to provide the best possible service. You'll also learn how to gather and analyse data and customer information that influences change and improvements in service.



Digital Applications

Throughout your apprenticeship you'll develop some of the most essential business skills around. From a technical perspective, you'll gain your PC passport, ensuring you are confident to use a range of systems and software packages. Just as importantly though, you'll develop key personal and professional skills to ensure you succeed in a business career working with digital applications.

Visit uk.atos.net/
apprentices to find out
what schemes and opportunities
are available in your area.

Last year, we equipped 1300
McDonald's restaurants
with interactive digital
screens to speed
up orders.



Service Management

You'll develop a balance of technical expertise, creative problem solving and relationship building – all skills you'll put to good use as you progress your digital career. As a Service Management apprentice you'll build experience in how to isolate the root-causes of major issues to permanently resolve them. You'll also learn how to manage change initiatives to improve products and processes, all while establishing and maintaining excellent service levels.



Software Developer

As a Software Developer, you'll learn the skills to work on a diverse range of projects in a fast-paced environment, developing your knowledge of the digital sector and learning how to create world-class customer solutions. Covering a range of programming languages, you'll develop all the technical and personal skills you need for a career in the future of technology using some of the most sophisticated software across multiple platforms.



Systems & Networking

Throughout your apprenticeship, you'll develop your understanding of the fundamentals of IT systems, networking and data analysis. That will include tuition on mobile, operating systems, cloud services, business, coding, networking and architecture. In addition to technical skills, you'll develop key business skills. So if you've a genuine passion for IT, we'll teach you everything you'll need to become an authoritative technical professional.



Apprenticeship opportunities

Our Level 4 apprenticeships offer a structured learning journey across a range of specialist areas, wherever your strengths lie. Over 18-24 months you'll gain a professionally recognised City & Guilds, or APM Level 4 qualification, equivalent to the first year of a degree, as well as the experience and confidence to launch your digital career.

Level 4 Schemes



Business Administration

On our Business Administration scheme you'll cover a range of key skills, including developing an understanding of how businesses are structured, the principles and role of business ethics, and how to manage resources and people to deliver business benefits. Just as importantly, you'll develop your soft skills, including how to plan and lead effective meetings, business relationships and negotiations in a business environment, giving you everything you need to become a trusted business professional.



Cyber Security

On our Cyber Security scheme you'll develop the skills to work on live projects to prevent cyber crime - decrypting data and untangling malware to create solutions to some of the most complex business challenges available. You'll learn to set up, configure and secure networks, understand and deconstruct cryptography and prove your real-world penetration testing skills, giving you everything you need to succeed in the fastest evolving sector in IT.



Project Management

You'll cover a diverse range of subjects, integral to leading successful projects; learning the basics of project management, stakeholder engagement and project communications as early as possible, so you can make an impact on live projects. You'll learn about project scope, scheduling, finance, risk, quality, resources and contracts, so that by the time you've completed, you'll have industry-recognised qualifications, along with all the skills and experience for a successful career in project management.

Globally, we manage
over 90,000
servers.

Visit [uk.atos.net/
apprentices](https://uk.atos.net/apprentices) to find out
what schemes and opportunities
are available in your area.

Our apprentices



Ember

Level 4 - Cyber Security

I work in a team of cyber security analysts, where I've learned to utilise a range of tools to monitor customer networks for malware and intrusion attempts; conducting investigations when required, to maintain the security of our customers' IT systems. My apprenticeship started with an intensive training programme to give me all the technical skills I needed to get up and running. Having achieved certified practitioner status, and gained a wide range of experience I've recently been promoted to Cyber Security Specialist where I'll be more involved in leading the team of cyber analysts.



Farhan

Level 3 - Customer Service

As a Quality Analyst on our busy IT Service Desk, I help maintain and improve the quality of client service. I also train staff on quality standards and produce monthly reports to identify any areas for improvement. Since joining, I have had a positive impact, using my IT knowledge and customer skills to give feedback to agents and team leaders. My team trusts me to do the best job, and value my support. I have learnt so much, become more confident, and my contributions to Atos are recognised all the time, which makes the apprenticeship even better.



Holly

Level 4 - Project Management

I quickly started work on a key account, helping to manage changes and produce project status update reports. At the start, I wasn't sure how much impact I would make, but I was soon undertaking work that altered key processes and helped project managers to identify any issues on major projects.

I am given a lot of responsibility, but if I ever need support there is always someone to help out. I've gained some great project management experience, my technical understanding has expanded rapidly and I am learning new things every week. I'm also helping to organise our apprentice end of programme conference, to celebrate everyone's success on the programme.

**For Rio 2016, we
delivered results around
the world in just 0.3 seconds.**



Joseph

Level 4 - Software Developer

I've learned so many technical skills since joining Atos. I've developed skills in a range of programming languages and methodologies, which I've applied to live projects within our Cloud Services team, such as building a new web portal for storage and management of customer data. I'm gaining exposure to different teams to help me decide which area I want to focus on after my apprenticeship. The training and work that I have done have improved my technical abilities hugely but they've also improved my soft skills. I have become more confident, with the support and encouragement of the team around me.



Laura

Level 3 - Systems & Networking

Since starting at Atos I've been involved with key projects, and I am working towards being an application packager. My IT skills have advanced rapidly through the training provided, and I continue to gain knowledge every day - that's the reason I chose an apprenticeship over university: I have the chance to progress while gaining qualifications. I've had great support, developed a lot more confidence and it's rewarding to be trusted with important client work. I was also involved in the Brathay Apprentice Challenge this year, raising awareness of apprenticeships amongst young people, as well as raising money for charity.



Liam

Level 3 - Customer Service

I work in our busy scheduling team, handling inbound and outbound calls with customers, acting as a key point of contact for customer enquiries and scheduling of customer appointments, ensuring we comply with company policies and procedures.

I've learned a lot in my apprenticeship so far, learning how to interact with customers and take ownership of any queries or issues that may arise, making sure we're giving the best service to our customers. I've also learned how to work within a team and I'm able to transfer my skills and knowledge learned on the apprenticeship training, into the workplace.

To read more apprentice journeys visit our website uk.atos.net/apprentices



Atos
handles over
2000 tweets every
second.

Application hints and tips

Research the role and the company you're applying to

You can find a lot of information about Atos on our website. If you fully understand what you have applied for, it demonstrates a particular interest and motivation. This may seem time-consuming, but sending out generic applications is unlikely to be successful.

Review your application

You'll be asked to fill out an application form. It's been carefully formulated to highlight your most important skills and qualities. You should always look through your application using a spellchecker. If you can, you should ask someone else to read it as well.

Make sure your application demonstrates achievements

This doesn't have to be a formal qualification. Are you in a computer club or have you won a school prize? All these experiences are of interest to Atos and show motivation and capability. else to read it as well.

Demonstrate transferable skills

We are interested in finding out what transferable skills you have. For example, are you in a school sports team, showing long term commitment and teamwork? Or have you worked in a shop, developing skills in dealing with the public?

Highlight all forms of work experience

Any form of work experience is of interest, whether that's a week's placement, a paper round, a weekend job in a shop, or voluntary activities. These all help to demonstrate key transferable skills.

ParentZone

There are so many options for school leavers, it's difficult to make the best choice. As parents or guardians, we're there to support them in making the right decisions. That's why we've put together some useful information, to help you determine whether an apprenticeship is right for your child's career.

What is an apprenticeship?

An apprenticeship provides the perfect combination of employment and training, giving applicants the opportunity to learn and apply skills that matter in the workplace, whilst in paid, permanent employment. Their training leads to industry-recognised qualifications, whilst they contribute to live projects in the workplace from day one, with the support of expert colleagues.

What apprenticeship schemes does Atos offer?

We offer both Level 3 and Level 4 schemes. Our Level 3 (post-GCSE entry) apprenticeship takes 12-18 months to complete, and leads to a qualification equivalent to A-Levels. Our Level 4 apprenticeship takes 18-24 months to complete, and results in a qualification equivalent to the first year of a degree programme. After the entry level apprenticeship, our apprentices can go on to progress up to a Level 6 Degree Apprenticeship; ideal for people who want a degree, but want to work at the same time.

What qualifications will apprentices receive?

Whichever route an apprentice takes, they'll gain City & Guilds or SCQF qualifications, as well as certifications from partner companies like Microsoft, Oracle, Cisco and APM. So, once they've finished, they'll be a fully qualified professional, in work and without any student debts.

Does the apprenticeship cost anything?

No, the apprentices will not have to pay anything towards their apprenticeship. From the cost of their training to the books and materials, we've got it covered.

Helping your child succeed

One of the best things you can encourage an applicant to do is to research their options and help them find a route that best compliments their skills and aspirations. If they get to know our apprentice website, they'll have a good idea of what our programme offers, and be well prepared for the recruitment process.

QA Apprenticeships

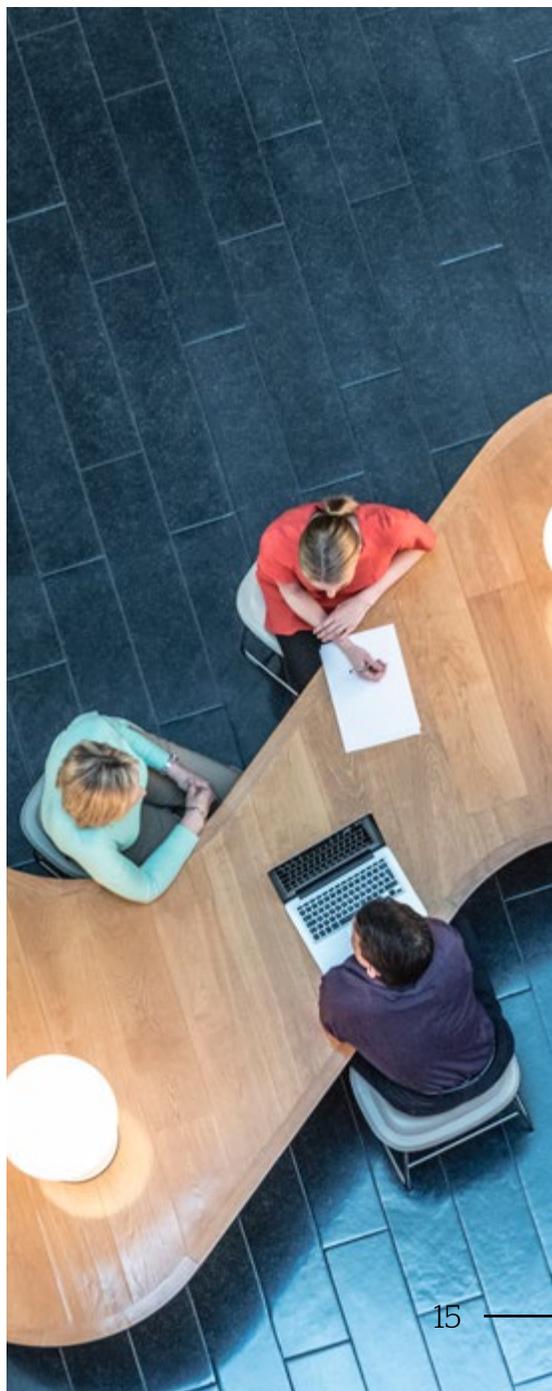
We work closely with QA Apprenticeships to deliver world-class apprenticeship programmes. QA Apprenticeships are the first IT Apprenticeships business to be rated Ofsted 'Outstanding' and have won multiple awards for their IT, Developer, Digital Marketing and Business Services apprenticeships. So you can be confident that you'll be training with some of the best and most engaging professionals in the industry.

QA provide all of our apprenticeship training courses, tailored to each scheme, at a specialist training organisation or an Atos work site. You will complete off-the-job training in blocks, with typically 6-12 weeks of training over the course of your apprenticeship, depending on the scheme.

You will be assigned a QA Skills Coach to support you throughout your apprenticeship, with regular contact every 6-8 weeks. The QA Skills Coach assesses progress through knowledge and skills training modules as well as encouraging apprentices to demonstrate your competence, knowledge and understanding on the job. They'll ensure you succeed and help you to reach your full potential.

Both Atos and QA Apprenticeships will support you through your training and completion of assignments and assessments, to ensure you successfully complete your apprenticeship and achieve industry-recognised qualifications.

**We currently hold
over 93,000
square meters
of data centres**





38,000
of our employees
enjoy the ability
to work
from home.

Benefits

When you join us, you'll be taking on new challenges right from the start, and we'll show our commitment to you, by employing you on a permanent contract from day one.

Our comprehensive reward package includes:

- A starting salary of:
 - £13,000 per annum (or £15,000 in London) for Level 3 schemes
 - £15,000 per annum (or £17,000 in London) for Level 4 schemes
- 25 days' holiday, plus the option to buy up to ten more
- Private medical insurance
- A pension plan
- Income protection insurance
- Life assurance
- A fully funded training program to help you achieve your qualifications

You'll also have access to a range of flexible benefits, including discounts on retail products and gym membership, as well as tax-free charity donations, critical illness cover and discounts on insurance.

A woman with long dark hair is looking down at her smartphone. She is wearing a dark jacket. The background is a blurred cityscape at night with warm yellow and orange lights. In the top right corner, there is a pink circular graphic containing text.

Our fibre-optic network is long enough that it could stretch to the moon.

FAQs and application process

We're powered by our people and give them all the help and support we can, and we want to do the same for you. So, before you visit our apprentice careers website and apply online, please read this guidance.



What schemes are running in my local area?

We recruit for locations across the UK, so check on our website for up-to-date information about what opportunities and schemes are running in your area.

What is the closing date for applications?

Please check online for the current closing date. We encourage you to apply early, as our popular schemes fill up fast and we may start to fill roles before the closing date.

What do I need to join you?

All apprentices need a minimum of five GCSEs/Scottish Nationals or equivalent at A-C grade for all schemes (including Maths and English) plus two A-Levels/Scottish Highers or equivalent for our Level 4 schemes. A strong interest in IT is essential - but we'll train you in everything you need to know, so you won't necessarily need to have any technical expertise if you're looking at one of our more business-oriented roles.

What does the recruitment process involve?

There are four stages, starting with an online application form. We'll then call you to help you prepare for our online tests, to assess your logical and verbal reasoning skills. If you pass, you'll have a telephone interview and finally an assessment centre at a local Atos office.

What should I expect at an assessment centre?

You'll have a couple of one-to-one interviews with our managers, where we'll learn more about each other and there's also a fun team exercise. More than anything, the day is engaging, challenging and enjoyable. So relax, focus on being yourself and you're sure to do well.

When will I start?

Our roles start as early as May 2017 with further start dates throughout the year. We can accept your application even if you're waiting for exam results, so apply now as spaces fill up quickly. It's also worth keeping an eye on our website for new opportunities that may arise later in the year.

About Atos

Atos SE (Societas Europaea) is a leader in digital transformation with circa 100,000 employees in 72 countries and pro forma annual revenue of circa € 12 billion. Serving a global client base, the Group is the European leader in Big Data, Cybersecurity, Digital Workplace and provides Cloud services, Infrastructure & Data Management, Business & Platform solutions, as well as transactional services through Worldline, the European leader in the payment industry. With its cutting edge technologies, digital expertise and industry knowledge, the Group supports the digital transformation of its clients across different business sectors: Defense, Financial Services, Health, Manufacturing, Media, Utilities, Public sector, Retail, Telecommunications, and Transportation. The Group is the Worldwide Information Technology Partner for the Olympic & Paralympic Games and is listed on the Euronext Paris market. Atos operates under the brands Atos, Atos Consulting, Atos Worldgrid, Bull, Canopy, Unify and Worldline.

Find out more about us

atos.net

ascent.atos.net

Let's start a discussion together



@AtosCareersUKI

For more information: **tam@atos.net**

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