

Embark on your digital journey

Apprenticeship
Programmes 2018



Atos

Contents





About Atos	04
Apprenticeship programme	05
Apprenticeship opportunities - Level 3	06
Apprenticeship opportunities - Level 4	08
Our apprentices	10
Benefits	13
Diversity & inclusion	14
Application & selection process	16
ParentZone	18
QA Apprenticeships	21
FAQs	23

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:

atos.net/apprentices-uk

We have
annual revenues
of €12 billion



Apprenticeship programme

Our Apprenticeship Programme will help kick start your business or technical career. With a competitive starting salary 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 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 mindset, and equips you with the behaviours and skills needed to work effectively with your managers, peers and customers.

Apprentice scheme training

You'll be based in the workplace for at least 30 hours per week, plus off-the-job training tailored to your scheme, 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.

Industry-recognised qualifications

On successful completion of your apprenticeship 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 grades 4-9 /A-C 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.



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.



Digital Marketing

This scheme will give you the skills to take on the wide range of technical and communication challenges that make up the digital marketing mix. You'll develop expertise across digital campaigns, web design, social media, data metrics and analytics, coding practices and responsive marketing. You'll finish your apprenticeship with the real-world knowledge, experience and confidence to thrive in a creative, fast-moving business area.



Finance

As a Finance apprentice, you'll develop the business and customer facing skills to prepare you for a career in a dynamic and highly regulated sector. You'll learn the practices and processes that support the provision of financial services and get plenty of practical customer facing experience. You'll gain expertise in regulatory frameworks and develop confidence and experience in applying your knowledge, along with industry recognised qualifications.

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



Human Resources

Atos is every inch a people business, so HR is central to everything we do. You'll learn about the range of activities undertaken by the HR function and the skills required to be effective; from expertise in the data and legal frameworks that underpin all aspects of HR, to effective communication, and problem solving skills. Gaining valuable CIPD qualifications, we'll support your progression every step of the way.



Software Development

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.



Infrastructure Technology

Throughout your apprenticeship, you'll develop your understanding of the fundamentals of IT systems, networking and data analysis. This 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.

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



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.



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.

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

Globally, we manage
over 90,000
servers



Our apprentices



Emma

Level 3 - Business Administration

I work in the Change Management team, assisting colleagues and customers with analysing and implementing technical changes on my customer accounts. I interact with different people from all over the world and no two days are the same. My week long induction when I first joined was a fantastic opportunity to learn more about Atos and meet fellow apprentices from across the UK. In my role I've discovered skills I didn't know I had, and have identified something that I really enjoy doing. I now have the confidence to put my ideas forward and contribute positively to the team.



Joseph

Level 3 - Software Development

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.



Suraiya

Level 4 - Project Management

As part of our project management office team, I work across a portfolio of projects overseeing governance, quality assurance and the implementation of project management processes to support the successful delivery of projects to our clients. I've implemented time and cost savings efficiencies and have responsibilities I never thought I'd have as an Apprentice; but I am given lots of opportunities to learn and develop my experience. I'm also part of the Atos Together Network which embraces the cultural differences within our organisation. My apprenticeship has equipped me with confidence and ambition. I enjoy every minute and look forward to an exciting career with Atos.

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



Farhan

Level 3 - Business Administration

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.



Laura

Level 3 - Infrastructure Technology

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.



Matt

Level 4 - Business Administration

I work in our client security team where I maintain the security of our customers' IT systems. I create and maintain risk registers, to ensure security systems are up to date, implementing anti-virus updates and patching servers to ensure systems can't be hacked. Through formal and informal training my business and IT skills have improved dramatically and I've developed my confidence working with colleagues of all levels as well as key customers. There's a fantastic support network around me so I never feel nervous in my role, even when dealing with critical documents and processes.

To read more apprentice journeys visit our website

atos.net/apprentices-uk



Our
employees
have raised
over £500k
for charity
in the last
2 years

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:
 - £14,000 per annum (or £16,000 in London) for Level 3 schemes
 - £16,000 per annum (or £18,000 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

Diversity and inclusion

At Atos, we're 100% committed to being a great, inclusive employer. All employees at Atos take personal responsibility for inclusivity which not only underpins our business decisions, but is essential to our growth ambitions.

The Atos Diversity & Inclusion networks support our goals by recognising, developing and raising awareness for diversity and inclusion in the workplace.

Atos Adapt

Atos Adapt supports employees with physical or mental disabilities or health conditions, and helps them to manage their impairment so they can perform at their best. We are a Tier 2 Disability Confident Employer and a member of both the Business Disability Forum and PurpleSpace.

Aeon

Our generational diversity group works to ensure employees of all ages are equally valued and that we work to better understand and adapt to the needs of colleagues of all ages. We all have varying priorities at different stages in our lives, and Aeon supports employees during every step of their journey with Atos.

Armed Forces Network

We support our growing number of ex-Armed Forces and Armed Forces Reservist employees - extra-ordinary people giving up their time or have given up their time to train and serve in military service; aligning Atos values with the Armed Forces Covenant.

Atos Aspire

A gender-balanced workforce is crucial to the success of our company. Atos Aspire brings together committed women and men to get "gender on the agenda" on a global scale, creating an environment where both women and men are able to fulfil their career aspirations.

Atos Pride

The Atos Pride network brings together and supports all LGBT+ employees and is open to everyone, whatever their sexual orientation or gender identity. We are a Stonewall Diversity Champion and work with any employees needing support or advice.

Together Network

As part of our multicultural workforce, the Together Network exists to ensure that every employee, regardless of cultural background or beliefs, can thrive and succeed at Atos, applying best practice from reports such as Race in the Workplace.

Apprentice viewpoint



Ember
Cyber Security Apprentice

It is really great knowing that I am working for an organisation who not only supports diversity and inclusion but celebrates it and realises the benefits and values of a diverse workforce.

Through the Atos Aspire network, I acted as a Gender Champion, helping to stream live webinars to colleagues at my site, in the #beboldforchange event that the network ran, to celebrate International Women's Day.

I was also involved in a discussion around the importance of LGBT allies at the Atos Diversity & Inclusion Expo, an annual event which celebrates all aspects of diversity within Atos. You don't need to identify as LGBT to be a part of the AtosPride network, it welcomes allies like myself who want to make Atos an inclusive place for everyone.

Application and Selection

We know that job applications need a lot of preparation. All our applicants follow the same four stage application and assessment process. Please see below some guidance on what to expect and some hints to help you prepare.



1. Online application

The first step is to fill out our online application form via our website, giving us details of your education and any work experience.

Top tips:

- Research Atos and the role applied for before completing the application form, to check the role is right for you
- If you're still at school or college, remember to include your predicted grades for any forthcoming exams
- Include any work experience- from unpaid work experience, weekend jobs, voluntary activities as well as any full time roles you may have had
- Include other experiences you've had, such as sports teams, coaching or clubs.
- Check the form carefully for spelling and grammar and ask someone else to proofread your application before you submit

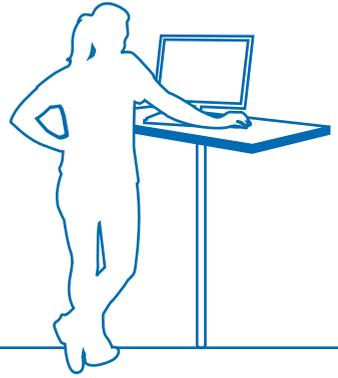


2. Online Test

Our online test includes numerical, verbal and logical reasoning, as well as a personality profile, aligned to the Atos values. The test takes about an hour and you can take the test at a time that suits you.

Top tips:

- Practice these types of tests. You can find examples online
- Find a quiet place where you won't be disturbed, and ensure you have a good internet connection
- Read the instructions and each question carefully
- Contact the recruitment team if you have any technical issues



3. Video interview

The video interview lasts around 30 minutes, and will focus on your strengths as well as your motivations for applying to Atos. A telephone interview is offered as an alternative, if preferred.

Top tips:

- Find a quiet place where you won't be disturbed, and ensure you have a good internet connection
- Prepare as you would do for a face to face interview – research Atos online, and think about why you are applying for the apprenticeship
- Think about your strengths and prepare some examples of key achievements, either from school / college, or from any extra-curricular activities or work experience you may have.
- Contact the recruitment team if you have any technical issues



4. Assessment Centres

During the assessment centre you'll have interviews with our managers, to learn more about us while we learn about you. The day includes a fun team exercise, for which we'll give you full guidance on the day. The day aims to be engaging, challenging and fun. So relax and focus on being yourself and you're sure to do well!

Top tips:

- For the interviews, prepare as outlined above
- In a group exercise it isn't essential to lead the group in order to make a positive impression, but do make sure you contribute to discussion
- Don't be afraid to ask questions: if you are unsure what is required, just ask; and remember this is your opportunity to ask any questions you may have about Atos and your future role
- Be yourself and let us see the real you

Further Support

If there are any adjustments you need at any stage of our application and assessment process due to a disability or health condition, please let us know and we'll do everything we can to accommodate you.

You can find more hints and tips online at atos.net/apprentices-uk

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 confident 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.

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, ready to progress their career with Atos.

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. We'll also cover the cost of any travel and accommodation to attend training activities.

Do parents/ guardians have the opportunity to get involved?

We are keen to ensure that parents and guardians feel involved with our apprenticeship programme, so we welcome you to participate in their induction, and join them on their development journey through site visits / meetings with managers, throughout the programme.

Does Atos offer degreeships?

Apprentices join Atos either at Level 3 (post GCSE entry) or Level 4 (post A-Level entry). After the initial 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, and without any of the costs associated with attending university.

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.

Family Viewpoint



Launching a career often involves parents and guardians as well as their children. Joanne and Amie, mother and daughter, talk about their apprenticeship journey with Atos.

Joanne Mother

I thought that an apprenticeship was a great idea and a good route for my daughter. She organised the application herself and the recruitment team helped her prepare for her interview, which she found really useful.

I can tell she's gained a lot of confidence and skills through her apprenticeship. She's learnt how to handle difficult situations and how to multitask. She became a lot more open during her apprenticeship and I was proud to see her confidence blooming.

I'd advise any parents to support their child to take up an apprenticeship. The schemes are a great way to learn whilst in full time employment and earning a salary. Amie has been able to do a lot of travelling and has gained a lot of new skills from her job. I've no concerns about her future career and I'm thrilled that Atos are now supporting Amie to study for a degree.

Amie Project Management Apprentice

I think an apprenticeship is a great way to start a career and I liked the thought of learning while you work because you can use the knowledge you've been taught and apply it directly into the workplace. Through my Project Management apprenticeship I learned a range of skills, from finance, resourcing, people management and risk management. I've also developed skills such as working under pressure and effective time management. I've had great support from my manager and exposure to managing my own projects.

The biggest development has been my confidence. I've gone from being someone who was scared of phoning customers to delivering presentations to the whole Atos apprentice community and organising customer events.

I am now working towards my degree in Leadership and Management. I feel really positive about my career and my goal is to have my own project team to manage in the future.

A man wearing glasses and a plaid shirt is looking at a tablet computer in a server room. The background shows rows of server racks with many green and yellow lights. A circular graphic containing text is in the top right corner.

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



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.

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 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.

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 grades 4-9 / A-C 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.

When will I start?

The majority of our roles start in September 2018, although there may be the opportunity to start earlier than this, depending on the role. Please check our website.

I haven't taken my exams yet - can I still apply?

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.

Do you accept applications from non-UK applicants?

We welcome applications from any candidate, regardless of background or country of study, in accordance with our equal opportunities policy. In line with UK apprenticeship entry requirements, you'll need to have been living in the UK for 3 years, and you need to have finished full-time education by your starting date.

We do not offer visa sponsorships so you need to have the right to work in the UK, and some of our roles may require you to have been a resident in the UK for at least 5 years.

About Atos

Atos is a global leader in digital transformation with approximately 100,000 employees in 72 countries and annual revenue of around € 12 billion. European number one in Big Data, Cybersecurity, High Performance Computing and Digital Workplace, the Group 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, Atos supports the digital transformation of its clients across various business sectors: Defense, Financial Services, Health, Manufacturing, Media, Energy & Utilities, Public sector, Retail, Telecommunications and Transportation. The Group is the Worldwide Information Technology Partner for the Olympic & Paralympic Games and operates under the brands Atos, Atos Consulting, Atos Worldgrid, Bull, Canopy, Unify and Worldline. Atos SE (Societas Europaea) is listed on the CAC40 Paris stock index.

Find out more about us
atos.net

Let's start a discussion together



[@AtosCareersUKI](https://twitter.com/AtosCareersUKI)

For more information: tam@atos.net

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