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# Embark on your digital journey

Apprenticeship  
Programmes 2019

Trusted partner for your Digital Journey

**Atos**



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**We have  
annual revenues  
of €13 billion**

# About Atos

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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 120,000 business technologists in 73 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 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.

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.

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



# Apprenticeship programme

All our apprentices benefit from:

## Ongoing support & development

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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

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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.

All apprentices 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 scheme training

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You'll be based in the workplace for at least 30 hours per week and will complete off-the-job training tailored to your scheme. You will typically receive 6-12 weeks of specialist training over the course of your apprenticeship, depending on the scheme.

## Industry-recognised qualifications

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On successful completion of your apprenticeship programme you'll receive formal qualifications based on your scheme. These include Level 2, 3, or Level 4 Apprenticeship qualifications, as well as other industry standard technical certifications, aligned to your role.

## About you

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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 Project Management scheme. 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 apprenticeships offer a structured learning journey across a range of specialist areas, wherever your strengths lie. Whichever path you choose, you'll achieve industry recognised qualifications, as well as the experience and confidence to launch your digital career.



## 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.



## 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.



## 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.



## Infrastructure Technology

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.



## IT Customer Service

This scheme is dedicated to helping you develop the skills and personal attributes to launch a successful career in IT Customer Service. In addition to learning how to quickly identify a customer's needs and priorities, you'll discover how to respond effectively to their queries and problems. And, as it's IT based Customer Service, we place particular focus on getting you familiar with our systems, technologies and the products and services that are essential in responding successfully to our customers' needs.



## Project Management

You'll cover a diverse range of topics, 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.



## 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.

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

# Meet our apprentices



**Emma**  
**Business Administration Apprentice**

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**  
**Software Development Apprentice**

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**  
**Project Management Apprentice**

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.



**Alannah**  
**IT Customer Service Apprentice**

Working on our busy service desk, I offer first line IT support for a large public sector client, answering calls from customers and troubleshooting their IT issues to find a prompt resolution. I have developed a good understanding of the IT issues which can affect my customers and how to resolve these. Since starting my apprenticeship at Atos my confidence has increased dramatically and I'm a lot more organised. When leaving school, I was unsure of the career direction to take, but my apprenticeship has given me a variety of opportunities, and expanded my future ideas and options whilst giving me a great starting platform.



**Kieran**  
**Infrastructure Technology Apprentice**

I joined a technical team, working on high-profile projects, responsible for testing, configuring and quality assuring applications so that they can be deployed to clients securely. I achieved a great level of technical understanding in a short period of time, which allowed me to lead technical projects within the team. Having finished my apprenticeship I now manage application deployments over 3 customers totalling 20,000 machines over 3 estates. Since joining Atos, I have been able to continually challenge myself and improve my technical skills and my apprenticeship was a fantastic opportunity for someone with a desire and passion for everything technology based, like me.



**Emily**  
**Human Resources Apprentice**

My role is challenging and varied, as I offer HR support on a variety of areas, including Performance Management, Sickness Absence Management as well as contractual queries. I provide first line support to managers and employees through the HR Advice line, advising on policy and procedure, which provides a stimulating and rewarding environment to develop my understanding of all areas of HR. I enjoy that everything we do is a real team effort with lots of support on hand. The apprenticeship has increased my confidence and independence, and my studies are equipping me with the technical knowledge I need to succeed as an HR professional.

To read more apprentice journeys  
visit our website [uk.atos.net/apprentices](https://uk.atos.net/apprentices)



**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 2 and Level 3 schemes
  - £16,000 per annum (or £18,000 in London) for Level 4 schemes (Project Management only)
- 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.



**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.



**We spent  
100,000 hours  
testing critical IT  
applications to  
prepare for the  
2018 PyeongChang  
Winter Olympics**

# 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.

## AtosPride

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.

Read more online at [atos.net/weareatos](https://atos.net/weareatos)

# 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.



## 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, if possible, ask someone else to proofread your application before you submit.



## 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 it 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.



## 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.

### 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.



## Assessment centre

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 team 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.

# 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?

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An Atos 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 qualifications will apprentices receive?

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Whichever route an apprentice takes, they'll gain City & Guilds or SCQF Apprenticeship qualifications, as well as certifications from partner companies like Microsoft, Oracle and Cisco. So, once they've finished, they'll be a fully qualified professional, ready to progress their career with Atos.

## Does the apprenticeship cost anything?

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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?

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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 Degree Apprenticeships?

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Apprentices join Atos either at Level 2 / 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

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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.

Launching a career often involves parents and guardians, so we caught up with the parents of two of our apprentices to hear their views.



**Software Development Apprentice**  
**Alex's mum, Gaynor**

My advice to Alex was to find an apprenticeship with a good company, to get the experience as well as the learning and this was a better option for Alex and his personality. We discussed that an apprenticeship would give him knowledge and experience first-hand, on the job, learning through the different people that he'd be working with. Also, that the training opportunities are great and the larger the company, the better the deal he'll get!

Atos looked like it offered good prospects, but it was only through researching the company that we learnt about the work they do in the background and just how varied the work is that they are involved in.

Alex has changed dramatically from sixth form to work. He's gained confidence that he didn't realise he had and he's now managing his own team. I would definitely recommend an apprenticeship to anyone - in fact our daughter is also considering doing one!



**Project Management Apprentice**  
**Rhys's dad, Peter**

An apprenticeship was 100% the right way to go for Rhys, as long as we could find a company that would enable him to achieve good qualifications. The apprenticeship gives Rhys the qualifications, but also the wider experience in the workplace that will enable him to adapt and grow quickly.

I wanted him to work for an established organisation, as they would have the proper programmes, training and processes embedded to support their apprentices. We hadn't heard of Atos at the time of looking, but we were really impressed by the whole recruitment process he went through.

No other companies really stood out for Rhys, as he was after something quite specific. It was definitely the right route for him. He's now moving on with his career and looking at new opportunities with Atos, which is fantastic. From day one Rhys has had a lot of responsibility on his shoulders and has certainly benefitted from it. Atos is a fantastic opportunity for anyone considering an apprenticeship.

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# Apprenticeship training providers

We work closely with government approved, best in class apprenticeship training providers, selecting specialist partners for each of our schemes. So you can be confident that you'll be training with some of the best and most engaging professionals in the industry.

The majority of our IT and Business Apprenticeships are delivered through QA Apprenticeships, the first IT Apprenticeships business to be rated Ofsted 'Outstanding', who have won multiple awards for their IT, Developer, Digital Marketing and Business Services apprenticeships. Other niche schemes (eg. Human Resources) are provided through other specialist providers, who are experts in their field.

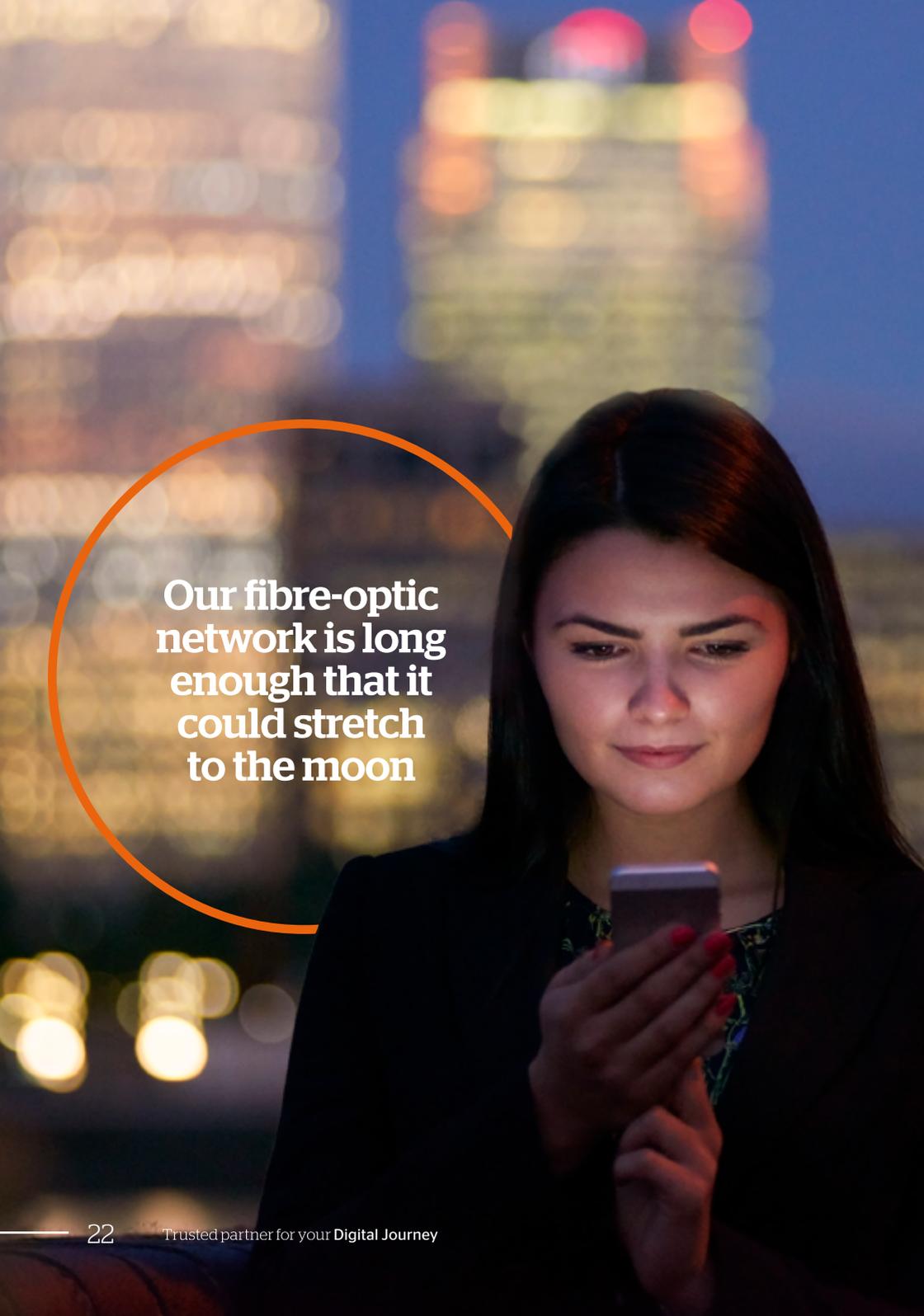
Whichever provider you're with, you'll complete off-the-job training in blocks, with typically 6-12 weeks of training over the course of your apprenticeship, depending on the scheme. You'll have an allocated Skills Coach to support you throughout your apprenticeship, with regular contact every 6-8 weeks. The 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 your Apprenticeship Training Provider 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 young man with dark hair and glasses, wearing a plaid shirt, is looking down at a white tablet he is holding with both hands. He is standing in a server room, with server racks and cables visible in the background. A large blue circle is overlaid on the left side of the image, containing the text. The lighting is dim, with a blue glow from the tablet and server lights.

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



**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?

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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?

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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?

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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 Project Management scheme. 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?

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The majority of our roles start in September 2019, 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?

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We can accept your application even if you're waiting for exam results, and can make offers based on predicted grades, 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?

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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 before you start work.

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.

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# About Atos

Atos is a global leader in digital transformation with 120,000 employees in 73 countries and annual revenue of € 13 billion.

European number one in Cloud, Cybersecurity and High-Performance Computing, the Group provides end-to-end Orchestrated Hybrid Cloud, Big Data, Business Applications and Digital Workplace solutions through its Digital Transformation Factory, as well as transactional services through Worldline, the European leader in the payment industry. With its cutting-edge technologies and industry knowledge, Atos supports the digital transformation of its clients across all business sectors.

The Group is the Worldwide Information Technology Partner for the Olympic & Paralympic Games and operates under the brands Atos, Atos Syntel, Unify and Worldline. Atos is listed on the CAC40 Paris stock index.

Find out more about us

**atos.net**

**atos.net/career**

Let's start a discussion together



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