



Department
for Transport



Commercial Apprenticeship Route

Department for Transport



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Section 1: Working for the Department for Transport

Introduction to the Department for Transport

Everybody uses transport in one way or another – whether travelling to work, school or to visit friends and family, the transport system is at the heart of the UK's economy, connecting people across the country and beyond. Transport touches on all of our lives and really matters, as well as being profoundly important to the economy, environment and our well-being as a nation.

Through our agencies and partners we deliver a transport network that supports the UK's businesses and keeps people and goods travelling into and around the country. We plan and invest in transport infrastructure to keep the UK on the move, while looking for new ways to boost economic growth through safe, secure and sustainable transport.

At DfT our overarching mission is about 'connecting people and places' – regardless of your area of work you will be championing passengers in some way. You will find this evident in everything we do. We also want to make DfT a place people want to work: an organisation proud of doing things well and championing diversity. We support our people to build their skills, recognising their contribution and creating an inclusive environment in which talent thrives.

Our departmental priorities are:

- Boosting economic growth and Opportunity.
- Building a One Nation Britain
- Improving journeys.
- Safe, secure and sustainable transport.

To find out more about DfT, please visit our website which is available [here](#).

"The Department for Transport is a fantastic place to work; we strive to work together as one team to really make a difference. We are a continuously improving organisation that invests in our people and we have an inclusive culture across the department."

Bernadette Kelly, Permanent Secretary



Our Vision and Values



Our vision

Connecting people and places – describes what we want to achieve as a Department.

Our values

Confidence, Excellence, Teamwork – are the values that we share across the Department, representing what is most important to us and how we want to operate to deliver this vision. They reflect the best of what we are now and what we aspire to be in the future.

Why join the Department for Transport?

DfT is a fantastic place to work, where we strive to work together as one team to really make a difference. You will be part of a continuously improving organisation that invests in our people to ensure we have the skills to be successful in everything that we do now and in the future.

We want DfT to be a place where people enjoy coming to work, where everyone feels that their contribution is welcomed, and has an equal chance of being successful and using their skills to be the best they can possibly be.

Undertaking an apprenticeship is a fantastic opportunity and you will be provided with support and guidance from your line manager, Talent Coach, the HR Talent & Apprenticeship Team and your cohort, throughout the duration of your apprenticeship journey.

We will work together to ensure the apprenticeship allows you to enhance your skills, knowledge and ultimately your career by placing you in two commercially focused roles which will allow you to thrive in a stretching and supportive environment.

As well as learning through your apprenticeship, you will have access to a range of opportunities through our 'Ignite' programme (DfT's learning offer for staff at grades AA-SEO), with an array of learning opportunities to ensure you are able to develop personally and professionally, in support of your career aspirations.



We have an inclusive culture across DfT, where we want you to enjoy coming to work, feel safe and able to be yourself. We have award-winning staff networks which you are encouraged to get involved with, to continue to help make us as vibrant, dynamic and inclusive as possible.

Our staff networks include:

- LGBT+
- Social Mobility Network
- Positive Support Group
- Gender Equality Network
- The Ability Network
- 50+ Network
- Christians in Government
- The Muslim Network
- & more.

Diversity and Inclusion

The Civil Service is committed to becoming the most inclusive employer in the UK.

We are committed to understanding, respecting and representing as broad a range of views and backgrounds as we have in UK society. We want the Civil Service to reflect the diversity of the communities we serve. The Civil Service is at its best when it reflects the diversity of the country as a whole and is able to understand what the public needs.. We will create an organisation where diversity is not only respected and valued – but celebrated.

What's in it for me?

We want to maximise the potential of everyone who chooses to work for us – regardless of background. If you're interested in developing your career with us – starting with this apprenticeship – doing things differently and inspiring colleagues, then the Civil Service is the place for you.

Our passion for diversity and equality means creating a work environment for all employees that is welcoming, respectful, engaging, and enriched with opportunities for personal and professional development.

We're a modern, inclusive, high-performing employer. Flexible working is helping us become the organisation we need to be. It's about giving our people the opportunity to be adaptable and embrace new ways of working to improve our productivity and performance; making DfT a great place to work. Wherever possible, we offer flexible and variable working hours to help our staff have a healthy work/life balance.

What's next?

You've taken the first step by looking through this candidate pack and considering an apprenticeship with us. Now join us in achieving our ambitions and let us help you achieve yours.





Section 2: About the Commercial Apprenticeship Route

About the Commercial Apprenticeship Route

What is the Commercial Apprenticeship Route?

DfT requires a range of commercial skills to deliver the most effective outcomes for the many high-profile, national projects we are responsible for implementing. The Commercial Apprenticeship Route (CAR) allows the Department to invest in individuals and develop their commercial capability by giving them hands on experience with large infrastructure projects, such as Heathrow expansion, HS2 and Rail Franchising.

The Commercial Apprenticeship Route is the Department's three-year apprenticeship-based programme which will provide you with a well-rounded, stretching experience of working in a commercially-focused role in addition to completing a nationally recognised qualification. Depending on your preference, you will initially undertake a Level 4 Commercial Procurement and Supply (including Chartered Institute of Procurement and Supply qualification) or a Level 4 Professional Accounting (including Chartered Institute of Management Accountants qualification) apprenticeship, whilst working in a commercially-focused 18-month placement. Following the successful completion of your initial placement and apprenticeship learning you will rotate in to a second, stretching 18-month placement to broaden your commercial experience and further develop the behaviours and leadership skills required for a long-term Civil Service career.

The apprenticeship should take between 18-21 months to complete including the end point assessment. The successful completion of this, together with a short internal assessment, will then give you the opportunity to convert your fixed term appointment to a permanent DfT position.

During your time on the programme you will benefit from a range of coaching and support including:

- HR Talent & Apprenticeship Teams
- An apprenticeship buddy
- A dedicated talent coach to support apprenticeship learning
- A senior mentor

Ultimately, this programme is designed to provide you with the knowledge, skills and practical experience to begin your challenging and rewarding commercially-focused career in the Department for Transport.

What is commercial in DfT?

Colleagues in commercially-focused roles in DfT are always working with an ambitious goal in mind: to continuously improve the quality of services we provide the UK public while, ensuring maximum value for money for the taxpayer. Our commercial teams help us to achieve those targets by ensuring all goods and services are negotiated using sound judgement while maintaining excellent relationships with some the world's biggest companies.

Each year DfT negotiates contracts worth millions of pounds, which often come with significant press attention. To help us achieve excellent value for money for the public we:

- Intelligently research, plan, support and deliver procurement and contract management;
- Carefully analyse global markets to ensure competitive purchasing;
- Develop sustainable commercial strategies.

'Commercial' roles in DfT can be summarised in to 4 main areas:

1. Procurement – buying goods and services
2. Contract management – enforcing existing contracts with suppliers
3. Corporate finance – shareholding for the Secretary of State and advising on projects
4. Project delivery – achieving milestones

"I am delighted to announce the launch of the Department for Transport's new Commercial Apprenticeship Route (CAR) .

This is an exciting opportunity for you to begin a rewarding career within the Civil Service, where you will build your Commercial skills in a stretching role whilst working towards a nationally recognised qualification. The Department works on a wide range of complex commercial transactions and projects that shape the economic, local and social geography of the country, helping businesses, communities and individuals. The Commercial Apprenticeship Route will provide you with the opportunity to work on some of these; combining theoretical learning with practical skills-building in two stretching job roles by allowing you to grow your experience And apply your new skills and knowledge in high-profile, commercially-focused roles and kick start your new career with us.

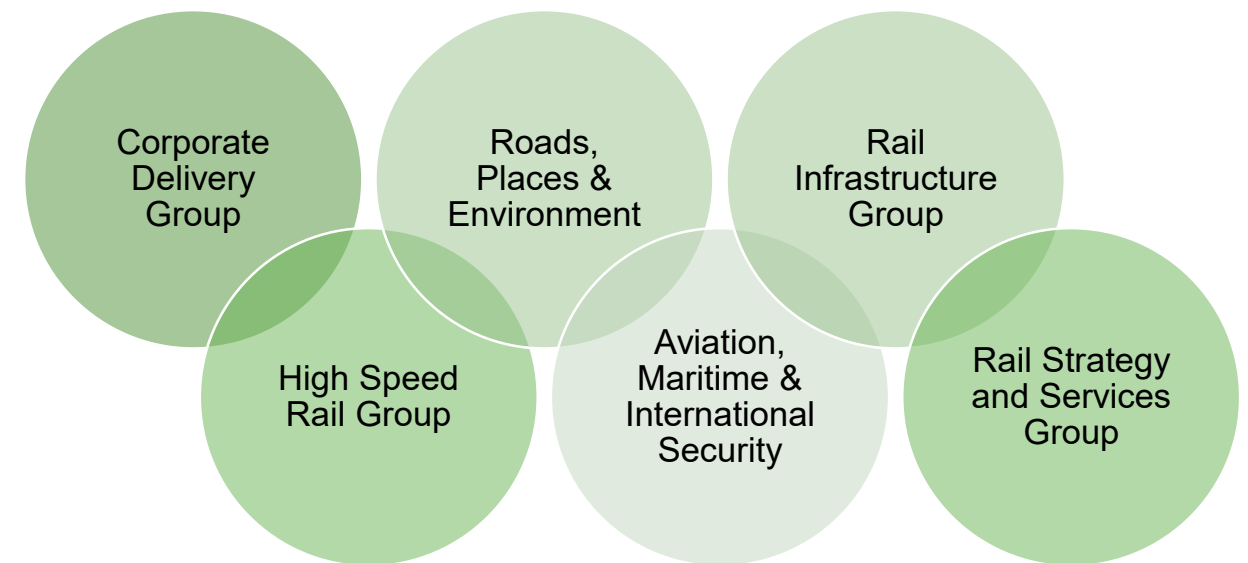


We recognise the value, new ideas and fresh perspectives that apprentices bring to the workplace and it is more important than ever that we recruit diverse talent to support the critical work that we undertake.

I am delighted that you are considering being part of this and wish you the very best of luck in the recruitment process, and, if you are successful, look forward to working with you in the future."

Nick Joyce, Director General Corporate Delivery Group

The Department for Transport is divided into six key divisions



What will you be doing?

By joining the Department for Transport, you will have the opportunity to contribute towards the Departments critical work during unprecedented times.

The programme will run for three years and will give you the opportunity to work in two different commercially-focused roles across the Department in areas such as; Rail Franchising, High Speed Rail, Complex Commercial Procurement, Major Contract Management, Commercial Policy Development and Project Financing.

We are looking to develop colleagues with specialist commercially-focused knowledge and skills, as these are critical to the overall success of the Department and Civil Service.

As you are applying for a programme with multiple placements, the duties and responsibilities for each placement will vary, but may include:

- Building contract management skills and playing a part in ensuring key services are delivered to the public.
- Working closely with policy to play a part in developing strategies which will have a wider impact on transport across the country, for example, reducing carbon emissions.
- Using appropriate project management tools to help manage risk and deliver improvements for passengers and the travelling public.
- Representing the Department at external stakeholder events.
- Providing commercial and financial advice to Ministers.

Your Journey

Your Journey on the Commercial Apprenticeship Route

During your three years on the Commercial Apprenticeship Route you could be placed in any part of the Department with a commercial focus, on an 18 month rotational basis.

Your first placement (18 months):

During your first placement, you will undertake either a Commercial Procurement and Supply **or** a Professional Accounting apprenticeship alongside your placement in a commercially-focused area of the business.

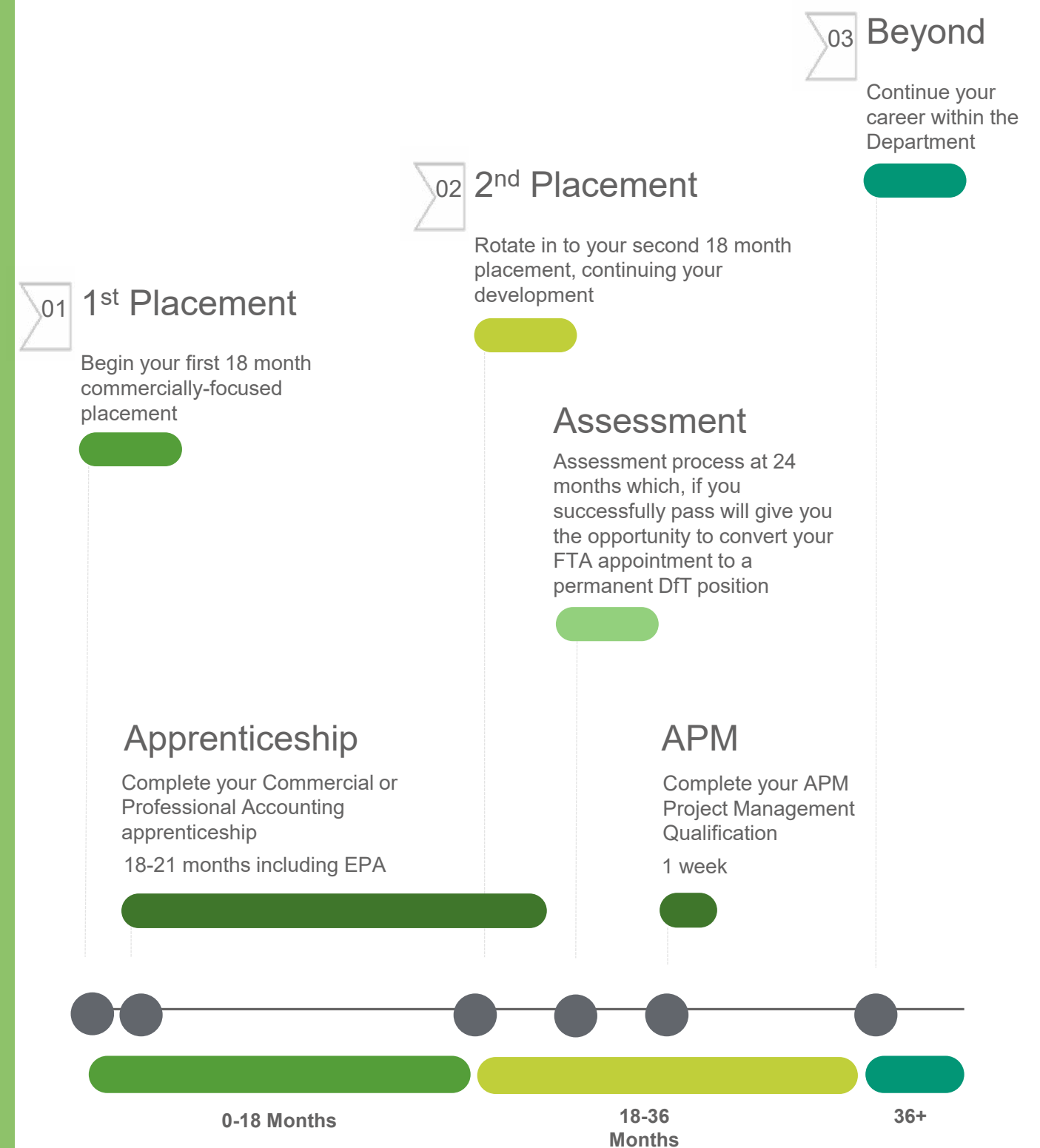
Your second placement (18 months):

Following completion of your initial placement and apprenticeship learning you will rotate in to a second, stretching 18-month placement to broaden your commercial experience and further develop the behaviours and leadership skills required for a long-term Civil Service career. Upon successful completion of your apprenticeship end point assessment, and following a short internal assessment, you will then have the opportunity to convert your FTA appointment to a permanent DfT position and undertake your APM Project Management qualification.

Beyond:

After you have completed the scheme, the knowledge, skills and experience you have developed over the course of the three years will help establish you as credible commercially-focused professional and will benefit you in your permanent HEO role and longer-term career aspirations within the Department for Transport.

Programme Timeline



Rewards and benefits

Salary: £24,587/£27,766 uplifting to £30,734/£34,708

upon successful completion of the first year.

(National/London weighting salaries respectively)



Benefits: **Annual leave: 25 days**

Raising by 1 day per year of service, up to a maximum of 30 days.

As a Civil Service employee, you'll be entitled to a large range of benefits, including:

Pension Scheme:

A competitive contributory pension scheme that you can enter as soon as you join. The Department will make a significant contribution to the cost of your pension, your contributions come out of your salary before any tax is taken, and your pension will continue to provide valuable benefits for you and your family if you are too ill to continue to work. Visit Civil Service Pension Scheme for more details.

Local Recognition Awards (LRA):

The LRA scheme is an opportunity for line managers to recognise and reward an individual's or teams' performance and contributions in-year.

Rental Deposit Scheme:

Interest-free loans to help you with funding the cost of a deposit for a privately rented home; repayable over 12-months.

Maternity and Paternity Leave:

A generously paid maternity and paternity leave which is notably more than the statutory minimum offered by many other employers.

Season Ticket & Bicycle Loan:

Interest-free loans allowing you to spread the cost of an annual travel season ticket or a new bicycle.

Employee Discount Scheme:

Access to a generous employee discount scheme which offers savings at top retailers.

Childcare benefits (policy for new employees as of 5 April 2018):

Access to the government Tax-Free Childcare (TFC) scheme. Working parents can open an online childcare account and for every £8 they pay in, the government adds £2, up to a maximum of £2000 a year for each child or £4000 for a disabled child. Parents then use the funds to pay for registered childcare.

Recreational:

The Department has an active sports and recreation association (SPARTA), which offers activities such as yoga, fitness classes, golf, choir and more.

Volunteering:

As a permanent DfT employee, you can take up to 3 days of paid special leave each year to volunteer. This can be used flexibly in agreement with your line manager.

Employee Assistance Programme (EAP):

Access to EAP; a confidential service, designed to help you deal with personal or professional issues that could be affecting your home life or work life, health and general wellbeing. It provides a comprehensive support network; providing expert advice and compassionate guidance 24/7, 365 days of the year – so there is always someone available to talk to.



Section 3: Introduction to the Apprenticeship options





Why choose an Apprenticeship?

Just finished education and not sure what to do next?
Looking to boost your skills and improve your future prospects?
Interested in retraining or starting a new career?
An apprenticeship could be the next step for you!

What is an apprenticeship?

An apprenticeship is a work-based programme whereby you will gain professional knowledge, practical experience and wider skills to develop in your role. An apprenticeship offers you the opportunity to 'earn whilst you learn' by combining theoretical learning with practical 'on-the-job' experience; allowing you to work towards a nationally recognised qualification, whilst building skills in a role and earning a salary. An apprenticeship also allows you to secure a qualification with no tuition / student fees as the programme is fully funded by the Department.

There are a range of benefits to undertaking an apprenticeship. This includes having the opportunity to:

-  • 'Earn whilst you learn'. An apprenticeship at DfT allows you to earn a competitive salary whilst working towards a nationally recognised professional qualification.
-  • Secure a qualification with no tuition / student fees as the programme is fully funded by DfT.
-  • Gain valuable 'on-the-job' experience as you will be working in a real role; contributing to 'live' business outcomes, gaining transferrable work-related skills, building your professional network and progressing towards your longer-term career aspirations.
-  • Take your first steps towards a successful career in the Civil Service.

20% 'Off-the-Job' training

As an apprentice at DfT, you will spend 20% of your contracted working hours dedicated to 'off-the-job' training. This does not necessarily mean you will spend a day each week 'out of the office' focusing on theoretical learning; it is a blend of 'off-the-job' training and 'on-the-job' practical learning delivered at your normal place of work. There are a variety of activities which can count towards the 20% 'off-the-job' training including; job shadowing, mentoring and contributing to corporate projects. This will help stretch and strengthen the skills you are learning as part of your apprenticeship, whilst raising your profile and strengthening your professional network to provide a fully rounded learning experience at DfT. Your trainer will be on hand to support you in meeting the 20% 'off-the-job' requirements and can advise you and your line manager on what you can get involved in to support your development.

Caroline Low

Apprenticeship Champion at the Department for Transport

"I am proud to be the Apprenticeship champion at the Department for Transport (DfT) and recognise the exceptional contribution apprentices make in bringing fresh perspectives and new ideas to the workplace. I am delighted that you are considering an apprenticeship with us.

I am passionate about promoting apprenticeships as an alternative route to university and further education. An apprenticeship will provide you with the opportunity to gain valuable and practical experience in a real role, whilst earning a salary and working towards a nationally recognised qualification. At DfT, we will pay all your course fees which means, on completion of the programme, you will have no tuition or student fees to pay back, plus you will have gained a qualification and transferrable skills to help you 'kick start' your career in the Civil Service.

I understand how important making the right decision is, in reaching your future career goals. I appreciate how daunting it can be stepping in to the 'world of work' when this may be your first experience of a working environment. I want to assure you that DfT will fully support you throughout the duration of your apprenticeship. When you first join us, you will attend induction events, meeting your line manager, the Apprenticeship Team and a cohort of peers undertaking an apprenticeship alongside you. We aim to make the transition to the workplace a positive and smooth experience for you.

You will be allocated an apprentice buddy, a mentor and a dedicated Talent Coach who will guide you through the programme and ensure you are in the best possible position to succeed. We work continuously with our apprentices to review the support we have in place and tailor our offer to meet your individual development needs.

An apprenticeship offers exciting opportunities for you as an apprentice and us as an organisation. I would really encourage you to apply. We are looking for people who are enthusiastic, enjoy a challenge, keen to make a difference and importantly, are committed to working towards the completion of their apprenticeship programme. Whether you are taking your first steps into further education are looking to return to work following a career break or redundancy, or simply want a new challenge, an apprenticeship in the Civil Service could be a fantastic opportunity for you and we look forward to receiving your application"



Professional Accounting Apprenticeship Level 4

Learning: 15 months (on average)
End Point Assessment (EPA): 3 months

The Professional Accounting apprenticeship will not only help you develop your accounting knowledge but also wider business awareness, ethical standards, knowledge of systems and processes, and of regulation and compliance. You will develop a range of transferable skills relevant to the apprenticeship and your work placements including analysis, planning and prioritisation and producing quality and accurate outputs.

Level 4 in Professional Accounting supplied by First Intuition, an award-winning provider, will enable you to build relevant skills for a wide variety of commercially-focused roles. You will also achieve a Level 4 Chartered Institute of Management Accountants (CIMA) qualification which is the nationally-recognised accreditation offered through this [apprenticeship programme](#).

What will I learn?

The modules covered in this apprenticeship include:

- Business awareness
- Ethical standards
- Knowledge of systems and processes
- Regulation and compliance

You will apply this learning during your placements to give you a mix of theoretical experience and practical application.

How will I learn?

With the support of a dedicated trainer, you will follow a detailed learning plan over 15 months. During this period you will also complete your independent learning and work-based development known as 'off-the-job' training. You will learn through:

- Online live classes for knowledge modules
- Skills and development days
- Online virtual learning environment
- Examination preparation
- Practical learning
- Additional learning support if required

Professional Accounting Apprenticeship Level 4

End-Point Assessment

Towards the end of the apprenticeship, you will need to showcase the knowledge, skills and behaviours that you have developed to an independent assessor. Once you have completed all of your learning, there will be a 'gateway discussion' between yourself, your line manager and your trainer where all three parties will agree if you are ready to progress to the end-point assessment and formally complete your apprenticeship. This is followed by a planning meeting to establish the specific criteria and schedule the assessment.

Your end point assessment will consist of the following areas:

- **Synoptic Assessment** – A role based assessment which tests your understanding of the connections between the different elements of the apprenticeship.
- **Portfolio and Reflective Account** – A final showcase portfolio to evidence your development with a reflective statement completed as a written piece of work or a professional discussion.

Whilst this is naturally a nerve-racking time for our apprentices, you will be fully supported by the Department and your dedicated trainer in ensuring you are ready to demonstrate how you have applied your learning in a real business environment, and realised the benefits. Your trainer will prepare you for your end point assessment gradually; administering shorter practice assessments throughout your apprenticeship and providing the opportunity to undertake more formal mock assessment too. This will ensure that you are familiar with the assessment methods and are in the best possible position to success at your end of scheme assessment.

first intuition 
where people count

Commercial Procurement and Supply Apprenticeship Level 4

Learning: 15 months (on average)

End Point Assessment (EPA): 3 months

The work of procurement and supply professionals includes the process of procurement, or buying goods and services; however, these roles can be much broader than just procurement. These roles can extend to a huge range of related commercial activity such as influencing policy, financial analysis, engaging in contract law, and developing strategy to delivery services. The Apprenticeship encompasses the entire procurement cycle and achieving Level 4 in Commercial Procurement and Supply will provide you with the breadth and depth of experience to position yourself as a fully effective commercially skilled professional with transferable skills.

Level 4 in Commercial Procurement and Supply supplied by ATN Teaching & Consultancy services, with over 10 years of successful experience, will work in partnership with Achievement Training Limited to deliver this apprenticeship. You will also achieve a Level 4 Chartered Institute of Procurement and Supply (CIPS) qualification which is the accreditation offered through this [apprenticeship programme](#).

What will I learn?

The modules covered in this apprenticeship are:

- Scope and influence of procurement and supply
- Defining business needs
- Ethical and responsible sourcing
- Supplier relationships
- Commercial negotiation
- Commercial contracting
- Whole life asset management
- Procurement and supply in practice

You will apply this learning during your placements to give you a mix of theoretical experience and practical application.

How will I learn?

With the support of a dedicated trainer, you will follow a detailed learning plan over 15 months. During this period you will also complete your independent learning and work-based development known as 'off-the-job' training. You will learn through:

- Online live workshops
- Tutor-coordinated activities and tasks
- Examination preparation and support
- Practical observations
- Additional learning support if required

Commercial Procurement and Supply Apprenticeship Level 4

End-Point Assessment

Towards the end of the apprenticeship, you will need to showcase the knowledge, skills and behaviours that you have developed to an independent assessor. Once you have completed all of your learning, there will be a 'gateway discussion' between yourself, your line manager and your trainer where all three parties will agree if you are ready to progress to the end-point assessment and formally complete your apprenticeship. This is followed by a planning meeting to establish the specific criteria and schedule the assessment.

Your end point assessment will consist of the following areas:

- **Project** – A work-based project which will be completed throughout the duration of your EPA.
- **Showcase Portfolio** – A portfolio of your best work, showing how you have applied the knowledge, skills and behaviours learnt on programme.
- **Presentation & Questioning** – An assessed presentation to a panel, followed by relevant questions by the EPA panel.

Whilst this is naturally a nerve-wracking time for our apprentices, you will be fully supported by the Department and your dedicated trainer in ensuring you are ready to demonstrate how you have applied your learning in a real business environment, and realised the benefits. Your trainer will prepare you for your end point assessment gradually; administering shorter practice assessments throughout your apprenticeship and providing the opportunity to undertake more formal mock assessment too. This will ensure that you are familiar with the assessment methods and are in the best possible position to success at your end of scheme assessment.



Your Support Network

At DfT, we will ensure that you have the necessary support available to you throughout the duration of your apprenticeship programme. You will be supported by a qualified trainer, your line manager, mentor, the DfT Talent & Apprenticeship Team and a cohort of your peers undertaking an apprenticeship alongside you.

Your trainer:

You will be supported by your dedicated, qualified trainer who will provide one-to-one support for your apprenticeship learning. Your trainer will be external and will work with you for the duration of your apprenticeship journey to ensure you are clear on what is expected of you, and fully supported to meet the requirements of your apprenticeship.

Your trainer's role will vary depending on which apprenticeship you choose, but may include:

- Meeting with you to review progress, agreeing new learning actions and ensuring you are dedicating sufficient time to 'off the job' learning.
- Maintaining regular contact with you and providing a route for any queries regarding your apprenticeship learning.
- Providing progress reports on your learning to the DfT Talent & Apprenticeship Team.
- Supporting and coaching you throughout your apprenticeship, and during your End Point Assessment (EPA).

Your Line Manager:

Your line manager will play an important part in your development. Your trainer will support the delivery of the 'knowledge' training required, as well as support you through your assessments. Your line manager will provide you with real experience, stretching objectives and the opportunity to apply your learning in a live business environment.

Your line manager's role includes:

- Being present for progress reviews with yourself and your trainer.
- Supporting you throughout your apprenticeship and time on the programme; including negotiating study leave as appropriate.
- Providing stretching objectives to build your experience and providing guidance and feedback; including around the expected behaviours of programme participants and Civil Servants.
- Ensuring that you spend 20% of your contracted working hours dedicated to your apprenticeship.
- Being available to attend and support during End-point Assessment (EPA) activities.
- Updating the training provider and HR Talent & Apprenticeship Team of any changes of circumstances (e.g. change of role).

Your Support Network

You will also be supported by:

- **An Apprenticeship buddy** – You will be assigned an existing apprentice as a buddy who will help you settle into your role, share the benefit of their experiences and answer any general apprenticeship related questions you might have.
- **A cohort of apprentices** – Your peers on the programme are a great resource to share information and knowledge with, or to seek help and advice from. They provide a ready-made professional network for you to access so you can benefit from collective skills, knowledge and connections from the very start of your time on the programme.
- **A mentor** – You will have access to a senior mentor outside of your line management chain who will have extensive industry experience within the commercial field. They will assist and support you during your time on the programme; sharing knowledge, skills and experience in a supportive and constructively challenging environment.
- **The DfT Talent & Apprenticeship Team** – This team are responsible for the delivery and management of the Commercial Apprenticeship Route programme and will be available to support you throughout the programme; providing a central escalation point for any questions or concerns that cannot be addressed through your line-manager or trainer. They will maintain a regular dialogue with cohorts at key points within the year, and will also arrange ad hoc cohort development events throughout your apprenticeship.

DfT Apprentice Testimonial

Name & job title?

Rebecca Goodyear, Finance Associate

Why did you choose to apply for an apprenticeship at DfT?

I first joined DfT in 2016 as a Business Admin Apprentice. It was the first time I had heard that an apprenticeship was available for people over 18 years old – I was intrigued to find out more! It ended up being one of the best decisions I have ever made and offered me a gateway into an amazing working environment with many opportunities.

I enjoyed my apprenticeship experience so much that in September 2020, I decided to undertake another apprenticeship and I am currently studying for an Accountant Apprenticeship qualification to support my development in a Finance role which I have recently moved in to.

What do you enjoy most about your apprenticeship?

The best part of my apprenticeship is the learning element in general. I really enjoy learning! After completing my Business Admin apprenticeship, I found that I missed the feeling of absorbing new information.

By enrolling onto another apprenticeship, I now continue to feel a great sense of achievement when I finally start to understand what I have learnt and can put it into practice in my role.

How do you balance your apprenticeship study and your role at DfT?

My team and managers are fantastic! They are all incredibly supportive and ensure I dedicate time to my 20% off-the-job training. It can be quite hard to separate work and study at times but I have established my own ways to overcome this to ensure I am disciplined with my apprenticeship studies. Personally, if I am having a study day, I make sure I don't log into my work emails so that I don't get distracted.

What have been the benefits so far of undertaking an apprenticeship?

The main benefit of undertaking the apprenticeship has been an improvement in my confidence and a more positive outlook. I am a really shy person and lack a lot of confidence in my ability. The apprenticeship has encouraged me to step out of my comfort zone and push myself to achieve my goals. I haven't looked back!

What does a typical day look like for you?

On my study days, I usually start studying first thing in the morning. I use the first few hours of the day to either write a reflective statement or to watch tutorials. I try not to move onto another module until I am sure I fully understand my current learning. I will do this until lunch time, and then I will go for a walk for an hour to give myself a brain break. The afternoon is usually spent reflecting on what I have learnt in the morning. I may re-watch parts of tutorials I struggled with and follow along with the course notes. I often do practice questions from the question bank or some questions on the providers website.



Association for Project Management – Project Management Qualification

The APM Project Management Qualification (PMQ), is an internationally recognised knowledge-based qualification developed by APM, the chartered body for the project profession. Candidates will be equipped with the knowledge to demonstrate an understanding of how the core elements of effective project management interact, and how those skills can be effectively applied in a strategic and commercial environment.

The PMQ syllabus assesses breadth of knowledge in all areas of project management and covers knowledge areas from the [APM Body of Knowledge](#).

This includes:

- Budgeting and Cost Management
- Conflict Management
- Communication
- Earned Value Management
- Leadership
- Negotiation
- Procurement
- Sponsorship
- Teamwork



THE CHARTERED BODY FOR THE PROJECT PROFESSION

How will I learn?

You will study for the qualification in a week-long intensive course with your Commercial Apprenticeship Route peers. This will include daily lessons from a qualified APM provider, supplemented with homework assignments from the PMQ study guide you will be provided with. You will be entitled to fully paid study leave whilst undertaking the qualification.

How is the qualification assessed?

At the end of the week-long course, you will sit a three hour paper where you will choose ten out of sixteen questions to answer to demonstrate the knowledge you have acquired from the course.



Section 4: Next Steps

What are we looking for?

Person Requirements

To benefit from this exciting programme you will need to be:

- An effective communicator, both verbally and in writing.
- Able to build lasting and productive relationships with a wide range of stakeholders.
- Committed for the duration of the three-year programme.
- A self-driven, highly motivated, committed and engaged person.
- Able to communicate in a straightforward, honest and engaging manner.
- Flexible to change.
- Highly numerate.
- Able to work effectively within a team and by yourself.
- Dedicated to developing yourself and completing the relevant qualifications outlined as part of the programme.

Eligibility Criteria

To be eligible for this programme, you will need to:

- Be at least 16-years old.
- Have the right to work in the UK.
- Have been a resident in the UK/EA/EEA continuously for 3-years before starting the apprenticeship.
- Have left full-time education when the apprenticeship starts.
- Not be in receipt of funding for other learning programmes (including another apprenticeship).
- Hold a Level 3 qualification (2 x A-Levels or equivalent) in addition to 5 GCSE's including Maths and English at A*-C grades or equivalent.
- Please note that possession of certain qualifications may impact your eligibility for this opportunity – please see below for further information on this.

Individuals who hold or who are working towards a similar qualification of the same level or higher i.e. Consultative Committee of Accountancy Bodies (CCAB or equivalent) or CIPS Level 4 will **not** be eligible to apply. Candidates who possess unrelated qualifications will be considered. If you apply and are found to possess any of the above, your application will not be considered and any offer of employment will be withdrawn and your contract terminated.

If you are unsure whether you will be eligible for this apprenticeship, please contact

DFTApprenticeRecruitment@dft.gov.uk.

Application Process

Online application

**1 Personal statement**

This is your opportunity to show your passion and motivation to work for us.

**2 Online tests**

You will be asked to complete up to three online tests – the situational judgement test, verbal reasoning test, and numerical test.

**3 Assessment centre**

If you are successful in passing the online application you will be invited to the assessment centre which will test your strengths and suitability for the programme.

How do I apply?

The vacancy will be advertised on Civil Service Jobs between **6th April 2021 and 2nd May 2021**.

Please apply via the Civil Service Jobs website: www.civilservicejobs.service.gov.uk and search for vacancies that are in the Department for Transport.

Alternatively, please visit the DfT Careers Facebook page and click on the Commercial Apprenticeship Route vacancy link.

Contact

For queries on the recruitment process programme please email us: DFTApprenticeRecruitment@dft.gov.uk

How to apply?

Online Tests

Once you have completed your short application form, you will receive a notification to access your Civil Service Jobs account and will be invited to complete the three online tests:

- Civil Service Situational Judgement Test
- Civil Service Verbal Test
- Civil Service Numerical Test

You will complete the listed tests above in order, and you must successfully pass each test before being invited to complete the next one. If you successfully pass all three tests, you will be invited to submit your personal statement.

You must submit all three online tests and your personal statement before the application deadline. If you are successful at each of these stages you will be invited to the assessment centre which is the final stage of the application process.

You are encouraged to review the guidance and to complete the practice online tests which are available [here](#).

Personal Statement

For this campaign, we are asking you to:

In no more than 750 words please describe how you have demonstrated- either at work, whilst learning in an educational setting or personally - how you are:

- **An effective communicator, both verbally and in writing;**
- **Able to build lasting and productive relationships with a wide range of stakeholders;**
- **Passionate about personal development.**

Don't include any personal information that could identify you and ensure you remove any reference to the following:

- name or title
- educational institution names
- age or gender
- email address
- postal address or telephone number
- nationality or immigration status

However, please note it is fine to include contextual information relating to your current role or organisation.

How to apply?

Personal Statement (continued)

A personal statement is your opportunity to showcase your skills, experience and perspectives and tell us how you would be able to transfer these to be successful on the programme. The statement should include examples of 'how' and 'what' you have done but it does not need to be written in a standard competency answer format such as STAR.

You will need to structure your statement clearly and align the content closely with the essential criteria and the specific question posed. You could use headings to help you organise and prepare the content but just be mindful that they will use up some of the word count.

Example: Essential Criteria 1: Ability to coach, influence and engage with senior stakeholders:

"In my current role, I regularly engage with both internal and external stakeholders. In order to establish a good relationship with each stakeholder, I arrange an initial one-to-one meeting to discuss their needs and desired outcomes for the project. Where required, I feel confident to use my strong negotiating skills to influence their thinking and achieve the required business outcome. One example of when I have influenced a senior stakeholder is my involvement with the XX project...."

Top Tips:

- Tailor the personal statement to the role and to the essential criteria; don't use the same version for all roles.
- Refer to and reflect the essential requirements in your response.

- Be honest in your response; the personal statement sift helps ensure that you are placed in a role which matches your skills, experience and aspirations.
- Structure your response logically and check your spelling and grammar before submitting.
- Plan ahead and leave yourself enough time to complete the personal statement following the online tests.

Assessment Centre

If you are successful at application stage you will progress to the virtual assessment centre.

The assessment centre has been designed this way to ensure it is inclusive and fully compliant with current social distancing measures.

This selection process has been designed specifically for candidates applying for the Commercial Apprenticeship Route, and so the content is tailored to meet the requirements of that programme. Your assessment will include:

- A written exercise
- A presentation
- An asynchronous (video) interview

Assessment centre activities are likely to be held w/c 31st May; details of which will be provided to you should you be selected for interview.

FAQs

Scheme

If I am successful, when should I expect to start in the Department?

Subject to pre-employment checks, successful applicants will need to make themselves available to join the Department in September 2021 with the rest of their cohort.

Where will the role be based?

Your role will be officially based in either in London, Leeds or Birmingham. All roles can be undertaken from these locations (with a few exceptions where there is a specific need for colleagues to be London-based).

Will I be required to travel?

Depending on the nature of placement and Government guidance at the time you will most likely be required to do some travel during the course of this programme. There will be a requirement to spend some of your time during the working week in your official office location and you may be required, on occasion, to undertake further travel to other headquarters or hub locations to visit team members or stakeholders. You will be responsible for travel costs to your official office location, but necessary travel to alternative sites will be funded by the Department.

What happens if I don't complete my apprenticeship or pass the assessment process?

If you successfully pass your apprenticeship and the internal assessment process you will be made a permanent member of DfT staff at the 24-month point. In the event that you are unsuccessful, the fixed term appointment will expire at the 24-month point, at which point your employment with the Department for Transport will terminate. However, we would not expect this to be the typical outcome for our candidates given the comprehensive support provided on-programme, and any candidates who are unsuccessful will have benefited from 2 years stretching work experience and professional development.

FAQs

Application process

How do I complete a personal statement?

Please see the 'how to apply' section of this pack and the job advert for detailed guidance on how to complete a personal statement.

If invited to the assessment centre, what will I be expected to do?

The assessment centre will be entirely virtual and will last for half a day during which time you will be required to complete a written exercise and record a presentation. Following the assessment centre, you will be sent a link to record an asynchronous (video) interview. This must be completed within 48 hours of receipt.

How do you choose the successful candidates?

Ahead of the assessment centre, a range of experienced commercially-focused professionals from DfT will be trained to assess you throughout the day. Following the assessment centre, we will hold a moderation session to set a benchmark and assure ourselves that all candidates have been assessed fairly and consistently. The highest performing candidates that have met the benchmark level for each behaviour will be offered a provisional place on the programme. Remaining candidates who have met the required benchmark but have not been offered a place on-programme will be placed on a merit list and contacted in the event that any future opportunities arise. They will be contacted in priority / merit-list order based on their performance at the assessment centre. It is not unusual for last minute places on the programme to open up, or for wider departmental opportunities to launch, so please do keep in touch.

I have further questions about the apprenticeship or my eligibility, who should I contact?

Please contact

DFTApprenticeRecruitment@dft.gov.uk