

APPRENTICESHIP OPPORTUNITIES



WORKING FOR US

At Urban Vision, we are keen to recruit and develop Apprentices – they are a valuable part of our workforce and the future of our organisation.

For further information please contact:

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An apprenticeship is an exciting way to start your career and will provide you with many opportunities including:

- > A career path so you can progress in the company, the industry and /or the wider world of work.
- > A salary and the potential for this to increase as you progress.
- > The achievement of nationally recognised qualifications whilst you work.
- > On and off the job training.
- > The support and guidance of a dedicated Mentor.
- > Working alongside skilled and experienced colleagues who can show you the ropes.
- > Involvement in live and exciting projects.
- > Real responsibilities.



What is involved in an apprenticeship?

Each apprenticeship is made up of:

- > **A knowledge based qualification**
 E.g. Level 3 Diploma in Construction & the Built Environment or Certificate in Principles of Business and Administration.
- > **A work based qualification**
 E.g. NVQ in Surveying, Property & Maintenance or NVQ Certificate in Business Administration.
- > **Key skills**
 E.g. communication, application of number, information technology, working with others, improving own learning and problem solving.

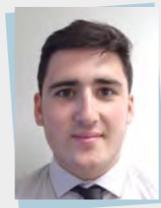
You will typically spend one day per week at a local college (for the technical apprenticeships) and the rest of your time will be spent in the business where you will be working on real projects and learning from more experienced colleagues.



What types of apprenticeship opportunities may be available at Urban Vision?

We recruit a variety of apprentices to suit the type of work that Urban Vision is involved in. Further details can be found below:

	Type of Apprenticeship	What does this involve?	Level of Apprenticeship
Technical	Civil Engineering	The design, development and construction of a range of projects in the built environment including highway construction and geotechnical engineering.	Level 3 Advanced Apprenticeship
	Building Services Engineering	The design of various installations found in buildings such as heating, ventilation, air conditioning, drainage and lighting.	Level 3 Advanced Apprenticeship
	Building Surveying	Advising on the design, construction, maintenance or repair of proposed or existing buildings, spotting defects and working out the feasibility and cost of any repairs or improvements.	Level 3 Advanced Apprenticeship
	Project Management	Supporting delivery of a range of projects through tasks such as quality assurance, coordination, assessing/controlling risks, reporting, managing budgets and research and analysis.	Level 4 Higher Apprenticeship
Admin	Business Administration	Organising meetings, typing up documents, putting information together in spreadsheets, creating reports, sending the post and photocopying documents.	Level 2 Intermediate or Level 3 Advanced Apprenticeship



“ Since starting with Urban Vision I have worked on a wide range of exciting and interesting projects as well as gaining lots of knowledge at the same time. Being able to use the knowledge I learn whilst studying in real life situations has been a great experience which I guarantee will continue to enjoy throughout my apprenticeship. Working alongside experienced engineers is a fantastic way to begin my route to becoming a successful Civil Engineer myself. ”

Daniel Reid
 Civil Engineering Apprentice



“ I am currently a Civil Engineer apprentice with Urban Vision and have been in post for several months now. During this time I have constantly been learning new skills and gaining the experience needed in order to succeed. The biggest benefit to an apprenticeship from my perspective is being able to gain the knowledge and hands on experience at work and then learn the theoretical side through college/University. Both are as important as each other and being able to complete both on a weekly basis really benefits me as an individual. ”

Ryan Adamson
 Civil Engineering Apprentice



“ I am currently 4 months into my apprenticeship with Urban Vision. I have received training to become a cycle instructor, to the extent that I am now a fully accredited cycle instructor. I believe that learning these skills whilst on the job has improved my skills greatly. As well as becoming a fully accredited cycle instructor I have also started an NVQ in Business and Administration. I have also been involved in other aspects of the Road Casualty Reduction Group, such as performing tasks like programming driver feedback signs and recording speed counts. All the team have been extremely supportive and helpful to me and are keen to help me further my career in the Road Casualty Reduction Team. ”

Jack McClung
 Road Safety Apprentice



How will I be supported on the apprenticeship?

Each apprentice will be allocated a Mentor from the business who will be a more experienced colleague to provide a friendly face and helping hand to support you through your apprenticeship.

You will have regular reviews with your Mentor and your Line Manager where they will provide you with some feedback so you know how you are doing and can identify any development areas and activities to help you to progress.

In addition to your apprenticeship training, you will also be invited to join your colleagues and take part in any relevant company training.

How do I know what apprenticeship opportunities are available in Urban Vision and how can I apply?

All of our apprenticeship vacancies are advertised at:

- > Capita website (www.capita.com/careers)
- > National Apprenticeship Service website (www.apprenticeship.org.uk)

You can apply online at either of these websites

What qualifications do I need to apply?

The level of qualifications required will be dependant on which apprenticeship vacancy you are applying for. Full details will be included on the websites listed above. If you are applying for one of the technical apprenticeships, you will need a minimum of 5 GCSE's (or equivalent) Grade A – C, including Mathematics at B or above.

Contact

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