



This exciting apprenticeship scheme is a new way for young, talented people to begin a rewarding career in the Operational Delivery Profession - the part of government that keeps the country running.

Eligibility Criteria

You must:

- be 16 or over on 31 August 2015
- not have a degree
- be available to start work in September 2015.

How to apply

- fill in an online application form at www.gov.uk/civil-service-apprenticeships
- successful candidates will be invited to complete online tests at various locations across the UK
- successful candidates will then be invited to assessment centres which will involve an interview and written and interactive exercises.



Civil Service

Are you cut out for it?

The Operational Delivery Apprenticeship Scheme



City & Guilds

Operational
Delivery
Profession



This apprenticeship will give you great development opportunities to help you to be a recognised professional.



The Apprenticeship

The Operational Delivery Apprenticeship Scheme is a 12-18 month programme offering a great alternative to full-time education.

Completing the scheme successfully will give you:

- significant work experience
- a City & Guilds Level 2 Award in Operational Delivery (Principles)
- a Level 3 Certificate in Operational Delivery (Advanced)
- the chance to achieve level 2 English and Maths if you don't already have it
- a full-time job in a government department.

You'll be an Operational Delivery Officer and have the important job of keeping the country running, making sure that millions of UK citizens and businesses get the services and protection they need, and make a real difference every day to peoples' lives.



 @OpsDelAppScheme

 Operational Delivery Apprenticeship Scheme



Roles and locations

Operational Delivery Officers do hundreds of jobs in most departments and agencies in government. You'll be joining the 280,000 other civil servants who work in the Operational Delivery Profession.

Your role will involve real responsibility from day one.

You will:

- work in one of many government departments, which include: Department for Work & Pensions, HM Revenue & Customs, the Home Office and the Ministry of Justice
- join at Administrative Officer grade, giving you the opportunity to develop essential skills that will be beneficial throughout your career
- be able to choose your preferred location.

Apply at:
www.gov.uk/civil-service-apprenticeships

Your exact role and department will depend on which location you apply for.

Are you...

- great at working and communicating with people and want to make a difference to peoples' lives?
- motivated to combine studying with a full-time job?
- flexible and adaptable?

Do you...

- enjoy problem solving, logical reasoning, working to deadlines and do you thrive under pressure?
- enjoy working in a fast-paced and often busy environment?

Have you...

- got a grip on current technology?



We can offer you:

- internationally recognised City & Guilds qualifications
- continuous on-the-job training during your 12-18 month apprenticeship
- a springboard to an exciting career
- a minimum starting salary of around £15,000