
Embark on your digital journey

Apprenticeship
Programmes 2020

Trusted partner for your Digital Journey

Atos

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**We have
annual revenues
of €11 billion**

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 - Our Advanced Access Control System, which includes NEC's facial recognition system as well as Panasonic's camera equipment, will ensure safe access at over 350 entry points within 43 venues at the Olympic Games Tokyo 2020, the most innovative Olympic Games in history.

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.

For more information about us visit:
atos.net/apprentices-uk

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.

**Atos handles
over 2000 tweets
every second**



Apprenticeship programme

All our apprentices benefit from:

Ongoing support & development

Your nominated apprentice buddy will help you settle into work and your line manager 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.

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

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

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

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 be become an authoritative technical professional.



Cyber Security

On our Cyber Security scheme you'll develop the skills to work on live projects to prevent cyber crime - decrypting data and untangling malware to create solutions to some of the most complex business challenges available. You'll learn to set up, configure and secure networks, understand and deconstruct cryptography and prove your real-world penetration testing skills, giving you everything you need to succeed in the fastest evolving sector in IT.



Data Analyst

As a Data Analyst, you will be collecting, organising and studying data, to provide business insight. In particular you will use data analysis to improve understanding of how people browse our digital real estate, with a view to identifying gaps and efficiency opportunities. This may involve managing, cleansing, abstracting and aggregating data as well as conducting analytical studies on that data.



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.



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, fastmoving business area.

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

Meet our apprentices



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 totaling 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

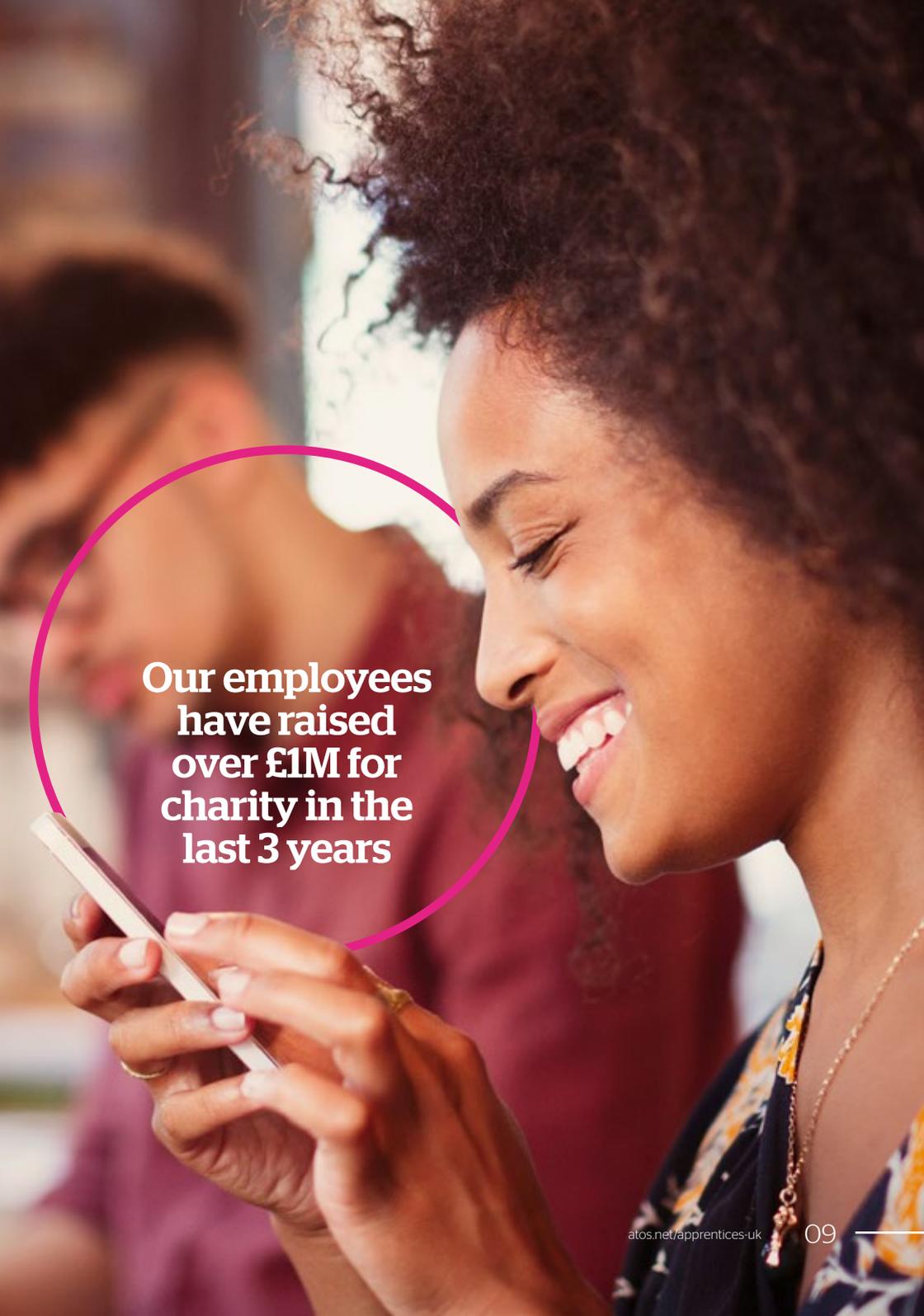
My role is challenging and varied, as I offer HR support on a variety of areas, including Performance Management, Sickness Absence Management as well as contractual queries. I provide first line support to managers and employees through the HR Advice line, advising on policy and procedure, which provides 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.



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.



**Our employees
have raised
over £1M for
charity in the
last 3 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
- 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, 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 have been
listed in the
Stonewall Top 100
Employers list
for 2020.**

We are Atos

At Atos, we recognise how important our people are, and acknowledge and support what is important to them. **We are Atos** focuses on the full lifecycle of our employee experience through five key areas:

Diversity & Inclusion

Our ambition is to be an inclusive, diverse and ethical employer of choice. We strive to create a culture in which differences are recognised, valued and celebrated - in order to realise our full potential.

- We're aiming to achieve this by:
- Ensuring equal opportunities for all
- Increasing the number of women, improving gender diversity across Atos - we're already a Times Top 50 Employer for Women
- Offering world class accessibility as a service to our customers - providing tailored capabilities for our employees with differing abilities
- Growing diversity of thought

Our Diversity Networks cover a broad range of employee groups, looking at generational diversity, supporting serving and ex-armed forces personnel, long term illness or disability, gender in the workplace, cultural diversity, and AtosPride supports our LGBT+ employees - we're a Stonewall Global Diversity Champion.

For more information about each of our Diversity Networks, please visit our website.

Social Value

We want to make a positive contribution to society by helping disadvantaged and underrepresented communities integrate into society. Our ambition is for Atos to be a great place to work, and recognised as a business that contributes positively towards society and the environment.

We're aiming to achieve this by:

- Leveraging our core capabilities and strengths, as well as those of our clients, to address societal challenges
- Providing learning and volunteering opportunities to our employees, enhancing their experience and offering an additional sense of purpose
- Supporting charities to raise awareness and offer match funding where we can
- In 2018 we offset 100% of our CO2 emissions worldwide, through a dedicated wind farm programme

A man with dark hair and glasses, wearing a blue and white checkered 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 text.

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

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 extracurricular 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?

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?

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?

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 Degree Apprenticeships?

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

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.

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.

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 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?

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?

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?

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.

About Atos

Atos is a global leader in digital transformation with over 110,000 employees in 73 countries and annual revenue of over € 11 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. The group is the Worldwide Information Technology Partner for the Olympic & Paralympic Games and operates under the brands Atos,

Atos | Syntel, and Unify. Atos is a SE (Societas Europaea), listed on the CAC40 Paris stock index.

The purpose of Atos is to help design the future of the information technology space. Its expertise and services support the development of knowledge, education as well as multicultural and pluralistic approaches to research that contribute to scientific and technological excellence. Across the world, the group enables its customers, employees and collaborators, and members of societies at large to live, work and develop sustainably and confidently in the information technology space.

Find out more about us

atos.net

atos.net/career

Let's start a discussion together



For more information: tam@atos.net

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