

Network Rail Apprentice Scheme Fact sheet 2019

Level 3 Engineering Apprenticeship Scheme

Note – this is a guide for anyone delivering information about the schemes. It's not intended for being handed out to potential apprentices – brochures should be used

Key message

We have a new campaign message for our Apprenticeship scheme which focuses on an individual's opportunity to make a real difference.

“The difference is you”.

The idea behind this message is that it is very focussed on the applicant; it's all about them and what they can achieve.

Network Rail key facts

Network Rail looks after 20,000 miles of track, 40,000 bridges and viaducts, and thousands of signals and level crossings. Every day we get 3 million people and thousands of tonnes of goods to their destinations.

In the midst of the largest expansion of the rail network since the 19th century, we're managing more engineering projects than any other UK organisation. We've got projects across Britain that span from small station improvements – like expanding disabled access – to creating whole new routes.

For this intake (open for applications 15th Jan 2019)

Applicants will need to be available to start their Apprenticeship scheme with us on 29th Sept 2019

I can't answer a specific question about the scheme today – where shall I direct the candidate?

Encourage the individual to email the apprentice recruitment team at advancedapprenticeshipcareers@networkrail.co.uk or post a question via our Facebook page.

Do we pay travel expenses for assessment centres?

Assessment centres are run throughout the UK so if the individual is invited to an assessment centre, it's likely that it will be within a reasonable travelling distance from their home town. Due to this, we aren't able to pay for travel expenses.

What qualifications do applicants need to be considered for the scheme?

Applicants will need to have at least four A* - C/Grade 9-5 GCSE's (IGCSE's accepted) or four Scottish Standard 1-3/National 5. These must include English language, Maths and Science or Engineering.

Please note that:

- NVQ or BTEC level 1 in an Engineering subject will not meet the required standard
- English literature will only be accepted as an additional qualification

- Functional Skills Level 2 in Maths and English will be accepted

We're happy to receive applications from those who are still sitting their exams as long as they'll have their results before the start of the scheme. There are also some medical and physical fitness requirements to ensure safety on the track.

Applicants will need to be safe to work alongside the tracks and so we can't accept applications from individuals who suffer from medical conditions or those who are taking medical treatments which are likely to cause:

- Sudden loss of consciousness/ reduced awareness or concentration
- Sudden incapacity
- Temporary loss of vision or coordination and balance
- Immobility

Are there age restrictions for the scheme?

The Level 3 Apprenticeship scheme is open to anyone who will be aged 18 on or before their scheme start date. There's no upper age limit.

The career paths we recruit for on the Apprenticeship scheme

We recruit in to 6 main career paths on the Apprenticeship scheme –

- Electrification & Plant
- Overhead Lines
- Signalling
- Telecoms
- Track
- Off-Track

What would an apprentice be paid?

We pay apprentices £9,479 during their first year, plus £1,265 for successful completion.

In the second year this rises to:

- Age 18-20 = £12,525
- Age 21-24 = £13,432
- Age 25+ = £14,251
- **And £14,924 in the third year.**

During an apprentices' first year of training there will be a 21 week residential stay at Westwood (Midlands), Network Rail's training centre.

Whilst at Westwood we'll pay for the individuals' accommodation, three meals a day (brunch + dinner on Sundays), work clothing and personal safety equipment.

After the initial 21 weeks of training has been completed, apprentices will return for shorter periods of training as part of their apprenticeship which will take place at HMS Sultan or a more local training centre.

What benefits would an apprentice receive?

Some of our benefits include:

- In the first 21 weeks of the scheme there is a residential stay and we pay for the apprentice's accommodation, 3 meals per day, work clothing and personal safety equipment
- Use of Westwood's on-site facilities during time off – gym, swimming pool + squash court
- We'll pay for travel home for planned long weekends, Christmas + Easter holidays
- We offer an inner London allowance up to £3,100 (the amount will depend on location)
- 75% discount on annual season tickets up to a maximum of £2,500 in addition to an interest-free season ticket loan
- (Season ticket subsidy at 75% is capped at £2,500 for a 12 month ticket & £1,250 for a 6 month ticket)
- 28 days paid holiday, plus bank holidays! (All leave and holidays are scheduled by Network Rail – we're unable to accommodate any holidays or leave outside of the scheduled dates within the first 21 weeks of training)
- Participation in our flexible company pension scheme
- Opportunity to join schemes such as 'Healthshield' – where you can claim back for costs associated with prescription glasses, dentist, massages etc.

When does the apprenticeship training scheme start?

We recruit 300 apprentices per year through two intakes; March and September.

Start dates would fall within either March or September, depending on which scheme is applied to.

Where will the apprentices be based?

Whichever career path the apprentice takes, they'll spend their first 21 weeks at Westwood, Network Rail's training centre in the Midlands developing the technical knowhow and leadership abilities they'll need for the many exciting challenges ahead.

For the rest of the programme apprentices will be able to put their training into practice and will join an engineering team at a depot close to home. They'll be out and about on the network, learning alongside more experienced colleagues. Apprentices can specify a preferred depot close to home at application stage, however it should be noted that we recruit based on demand of discipline and delivery needs.

What qualifications will the apprentice gain?

In year one our apprentices will be working towards:

- NVQ Level 2 in Performing Engineering Operations
- Institute of Leadership Management (ILM) Level 2
- Level 3 Engineering Award,

So there'll be a mix of academic work as well as hands-on practical experience. Their classes will be taught by a team of experienced rail engineers and professional trainers. Some of them have been through the Apprenticeship scheme themselves so will be a great source of information and advice.

Throughout the rest of the scheme, apprentices will be working towards:

- NVQ Level 3 in Railway Engineering
- Institute of Leadership Management (ILM) Level 3

The NVQ L3 in railway engineering involves a combination of rail-specific technical courses, work experience and formal assessments. On top of this, apprentices will complete various other technical and leadership training modules at our engineering training around the country to prepare them for their career with us.

We also offer continuous development after completion of the 3 year scheme such as HNC, foundation

degree, BEng, MSc and CEng. This will of course depend on the individuals' academic performance and motivation.

Brief overview of the recruitment process

Step 1 – Match me quiz on website

This quiz is designed to show applicants what it's like to work at Network Rail and based on the answers, we'll give the applicant an indication as to whether they're likely to be a good match for one of our roles or not.

Step 2 – Application form + Situational Judgement Test (SJT)

If on completion of the 'match me' quiz the applicant is encouraged to apply for the scheme the next step is to complete our short application form through our website. This is followed by the SJT test which can be completed straight away or at another time.

The SJT is a test which will present the applicant with typical scenarios that will provide them with a realistic preview of what they may face in the role at NWR. Applicants will need to choose what they believe to be the most appropriate cause of action from multiple-choice options. It's not a timed test but it will assess their overall match for NWR against our success criteria

Step 3 – Telephone Coaching interview

Successful applicants will then be invited to a telephone coaching interview where we will ask questions to assess how they may fit in with our culture and values. We will also provide guidance to help them do as well as possible at the next stage – the assessment centres.

Step 4 – Assessment Centre

Our assessment centres are held at various locations across the country. These involve a group exercise and face-to-face interview.

Step 5 – Job offer

If you successfully pass the assessment centre we will contact you to make a verbal offer. If you accept, we will arrange for your formal offer pack to be sent to you. We will also commence pre-employment checks which include a pre-employment medical and references.