

Unipart Rail Apprenticeship Programme

Unlocking the potential of our apprentices



**FIRE
IT UP**
Apprenticeships

UNIPART
RAIL

SERVING THE WORLD'S RAILWAYS



Are you a Unipart person?

- Are you looking for a fast tracked career with a company that offers room to grow and plenty of opportunity?

- Are you keen to continuously improve your skill base to support your development?

If you are, working at Unipart Rail could be just the ticket. Our People will often talk about their jobs as being rewarding or challenging. But catch them in a less formal mood and they will probably confess to having a bit of fun.

This is because at Unipart Rail we want to bring the best out of our people. We see this nearly every month at our national recognition awards programme, Mark in Action, celebrating the achievements of employees who have 'gone the extra mile'.

Unipart Rail people work in teams and on a daily or weekly basis we meet around a visual display board to

understand our team's performance, and allow all members of the team to make suggestions and identify innovative ideas for improvement.

At Unipart Rail we fundamentally believe in the engagement and involvement of all employees. We believe that each individual in our organisation has the potential to become GREAT and that individuals are motivated to BE GREAT.

All employees have the opportunity to acquire valuable skills and techniques to develop themselves and to deliver world class operational performance.

Unipart has created an employee development philosophy which we call 'Gate to Great'. This programme enables each employee to reach their full potential at a rate of learning matched to their experience and abilities.

What is an apprenticeship?

Anyone considering an apprenticeship can be reassured that they will receive high-quality training and a range of exciting career options. The new apprenticeships are known as 'standards' and have been developed in collaboration with leading firms to ensure they provide apprentices with the skills and knowledge that they are looking for. Within Unipart Rail there is a wide variety of apprenticeships to choose from with the opportunity to study right up to degree level, alongside your current role.

Currently with Unipart Rail, we have apprentices studying in the following areas of expertise:

- Business Administration
- CIPS
- Engineering
- Engineering Higher
- Human Resources
- IS Business Analyst
- Management Degree
- Mentoring
- Operations / Departmental Management
- Senior Leaders
- Team Leader
- Warehousing



What to expect

Support

During an apprenticeship with Unipart Rail, a specialist Trainer Assessor from your approved Training Provider will be assigned to give assistance and advice throughout the duration of your apprenticeship.

They will help you set targets and attend regular feedback sessions to check you're comfortable in the role. Your Trainer Assessor ensures your apprenticeship is going to plan – for both you and Unipart Rail.

Alongside the support from your Training Provider, you will also be assigned a workplace Mentor who will carry out reviews on a monthly basis, and Quarterly reviews with a site Mentor from HR.

This is in addition to the training provided by your Training Provider and the on the job training provided by Unipart Rail, which includes support with the vital 20% off the job training requirement.

Commitment

Apprenticeships can take between one and five years to complete depending on the level and sector; this means they're a significant undertaking for both parties involved. You'll have to work for a minimum of 30 hours per week and in most cases they will take at least 18 months to complete. You can expect a further 24 months if it's an Advanced apprenticeship. Before signing up, consider the commitment you'll be expected to show.

Skills

While your training will be relevant to a specific sector, the skills you learn will be transferable to other roles. With each new job comes a set of improved problem-solving, professional, and people skills. Overcoming new challenges will boost your confidence which will prove useful to your work and home life.

Recognition Lunch

Unipart Rail are proud of our apprentices, and each year we hold an Apprentice Recognition Lunch to recognise and celebrate the successes over the past 12 months. The lunch consists of some short presentations and a ceremony to present certificates to apprentices who have achieved completion or academic certification within their Apprenticeship.

Development

Whether you're new to Unipart Rail or a long serving employee, an apprenticeship will offer you new development opportunities. It has elements of work and education which may be a change from what you're used to.

Hands-on experience will be teamed with training to provide you with a practical and theoretical experience of working life in the given industry.

Progression

When it comes to what to expect from an apprenticeship, it's important to end on the fact it can offer opportunities you may never have had without it. Embarking on an apprenticeship is often the start of an exciting journey to find a fulfilling career within Unipart Rail.

Working at Unipart

What made you choose Unipart Rail for your apprenticeship?

I have chosen Unipart Rail as it really stood out to me from other employers out there when I finished school. I have always been interested in engineering and knew that a career on the railway would be limitless and guarantee my job security

What kind of things did you do for your training and how do you think it benefited you?

In my first year, I attended college and completed my NVQ level 2 as well as the first year of my BTEC engineering course, this is so I could gain essential knowledge making me ready for the second year of my apprenticeship where I would be based on-site 4 days a week. In my second year, I came on-site and finished my BTEC course on a day release basis. In this year I began learning the jobs and getting my trade as well as moving around into different areas so I got to know all of the products we work on.

In the third year, I started to focus more on my trade and learn in-depth the jobs I will be required to do for my NVQ Level 3 qualification. In the fourth year, I started to work a lot more independently and became competent and confident at the jobs I will be working on in my department as well as completing my NVQ Level 3 qualification - the final aspect to my apprenticeship.

What is your favourite thing about working for Unipart Rail?

My favourite thing about Unipart Rail is that you get to try new things and there's always plenty of opportunities for taking on more responsibility and moving up the ladder. In my current role at Unipart, I am guaranteed to be challenged every day and that's why I enjoy it so much as I love making decisions and overcoming problems and delivering projects to customers on time despite any obstacles in the way. Upon completion, I was appointed to the role of Engineering Technician.



Name - Daniel Beker
Position - Engineering Technician
Year Joined - 2015

What kind of opportunities and extra training have you been given whilst at Unipart Rail?

Throughout my apprenticeship, I have attended many courses that made me more competent at my job or allowed me to expand my options within the business making me more adaptable and promotable. One of the training courses I have been asked to do was Network Rail DFR course which stands for Design for Reliability, which explained many aspects of a huge spectrum of how to correctly introduce new products into the railway that most design engineers must know about. Throughout the course of my apprenticeship I have also been involved with helping out a local charity in work time, allowing me to get involved with the community. There are even opportunities to work abroad!

What made you choose Unipart Rail for your apprenticeship?

I chose Unipart Rail for my apprenticeship because I had heard so many good things about the company, and the apprenticeship is with what I want to do with my career path.

What kind of things did you do for your training and how do you think it benefited you?

I am getting training for a variety of tasks relating to my work and apprenticeship, and I am learning new things every day - not just skills related to my role, but wider skills in being part of a team, working with others and having an understanding of my role as part of a larger organisation.

This training helps me better myself, gain knowledge and the ability to do the work that is required of me, and to contribute to the continuous improvement of the whole department and business.

What is your favourite thing about working for Unipart Rail?

My favourite thing about working at Unipart Rail is how everyone else that works here makes you feel good about the work you have done, everyone is so polite and helpful when you need help with anything at all. I am also learning valuable skills for my development.



Name - Tia Higley
Position - Procurement Apprentice
Year Joined - 2019

What kind of opportunities and extra training have you been given whilst at Unipart Rail?

Since starting Unipart Rail I have had extra training with things that I haven't been 100% sure on how to do. This extra training helps you a lot, and your colleagues appreciate you asking for extra training because it shows that you want to do good and accurate work

What are your future aspirations upon completing your apprenticeship?

My future aspirations are to progress my knowledge by completing the CIPS Apprenticeship and becoming a Procurement specialist alongside my colleagues.

What kind of things did you do for your training and how do you think it benefited you?

In June 2018 I embarked an apprenticeship in Procurement and Supply. The apprenticeship is due to take approximately one and a half years during which time I have been studying various aspects of procurement – split into six modules, five exams, and an independent project reflecting a challenge I face in my role as a Buyer.

The course has been fundamental in developing my knowledge and understanding of procurement which has helped me in my job by introducing me to new ideas and strategies, and enhancing my confidence to both raise and tackle issues and disputes.

What is your favourite thing about working for Unipart Rail?

The fact that I was able to utilise the apprenticeship scheme has been a terrific benefit. Via the apprenticeship I have been able to allocate 20% of my working week to learning in some format which has made the volume of studying a lot less daunting and facilitated a more flexible balance between my day-to-day role and the course.

I spend half a day in college every other week where I have the support of a tutor and have been able to meet people from other organisations doing the same course which has proven to be a great aid and thoroughly enjoyable.

What are your future aspirations upon completing your apprenticeship?

On completion I will have a Diploma in Procurement and Supply and will be able to continue training to gain further qualifications to progress my career.



Name - Sarah Morris
Position - Buyer (CIPS apprentice)
Year Joined - 2015

What made you choose Unipart Rail for your apprenticeship?

I wanted to do an apprenticeship in order to gain a professional qualification while working, to increase my skill set within my profession.

I began my apprenticeship in September 2018 and since then my knowledge of Procurement and Supply Chain has improved dramatically, allowing me to become a more valuable asset to Strategic Purchasing.

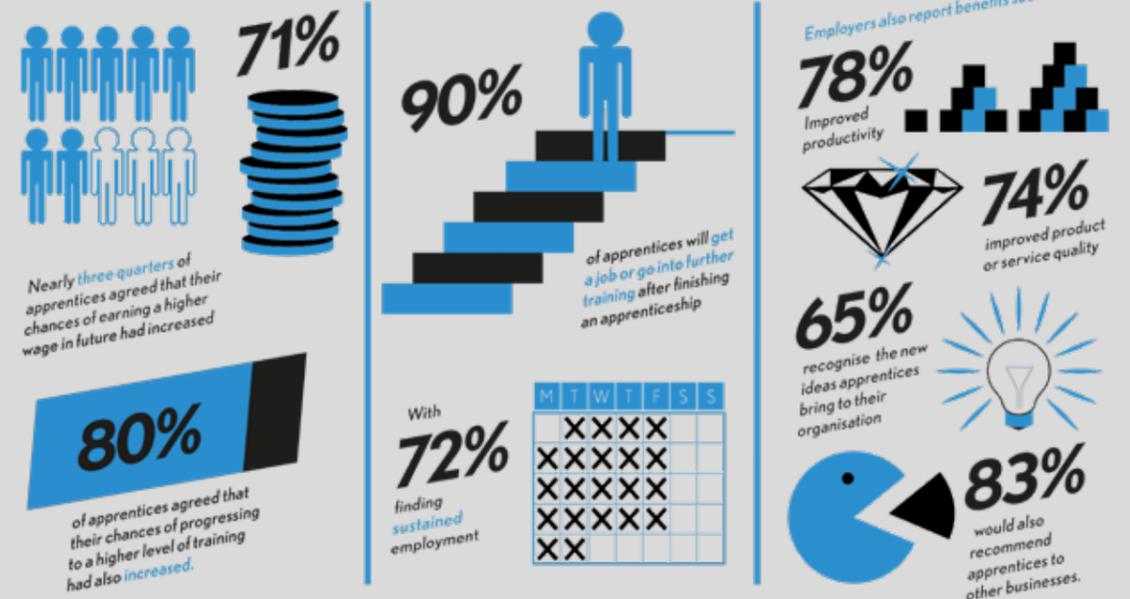
What kind of things did you do for your training and how do you think it benefited you?

I have found that the format of self study and supported learning has proven to be useful in my development as a Buyer and I have incorporated theoretical models and practices into my day-to-day operations within the workplace.

The apprenticeship is both challenging and rewarding and I hope to continue progressing within Unipart and my apprenticeship.



Name - Daniel Gedman
Position - Buyer (CIPS Apprentice)
Year Joined - 2018



About Unipart

The Unipart Group is a leading UK manufacturer, full service logistics provider and consultant in operational excellence. Operating across a range of market sectors, including automotive, manufacturing, mobile telecoms, rail, retail and technology, Unipart offers a breadth of services to a wide range of blue chip clients internationally.

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