

# Unipart Rail Apprenticeship Programme

Unlocking the potential of our apprentices



PERFORMANCE IMPROVEMENT PARTNER



## Are you a Unipart person?

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

**- Are you keen to continuously improve your skills for life 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 masters degree level, alongside your current role.

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

- Learning and Development Consultant
- Business Administrator
- Engineering Manufacturing Technician
- Engineering Fitter
- Rail Engineering Operative
- Improvement Practitioner
- Commercial Procurement & Supply
- Quality Practitioner
- Supply Chain Leadership Professional
- Project Manager
- Senior Leader
- Team Leader / Supervisor
- Maintenance & Operations Engineering Technician
- Chartered Manager Degree



## What to expect

### Support

During an apprenticeship with Unipart Rail, a specialist Skills Coach 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 Skills Coach 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 6 hours per week 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. 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?

Unipart's emphasis on learning and development is demonstrated by their support for apprenticeship programmes. Their commitment to 'promoting from within' motivated me to enroll in an apprenticeship, as I felt it would expand my career opportunities. What's better than studying whilst you're working and getting a qualification at the end? I urge everybody to do it.

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

I studied a Level 4 in Business Improvement which allowed me to work alongside experienced professionals from diverse backgrounds. In doing this it has improved my problem-solving, project management and data analysis skills, amongst many others. The skills that I have learnt along the way are transferable across different roles and recognised globally. I feel that these skills provide an added level of job security while also enabling me to pursue my career aspirations.

## What is your favourite thing about working for Unipart Rail?

Working for Unipart Rail has been an incredibly rewarding experience for me. I've had the opportunity to work alongside some of the most talented and experienced professionals in the rail industry. If I had to pick one thing that stands out as my favourite, it would be the company's commitment to innovation and continuous improvement, which creates a culture of learning and growth where employees are encouraged to share their ideas and insights to help the company evolve and stay ahead of the competition.

The company's dedication to its employees' professional development is commendable. They provide various internal training and development programs that help employees enhance their skills and knowledge, enabling them to excel in their current roles and prepare for future career opportunities. I'm lucky to have been able to take advantage of this, after starting Unipart Rail as an agency worker, through to Warehouse Operative and working my way to a Team Leader and now a CI practitioner.



**Name** - Tom Hope  
**Position** - Improvement Practitioner  
**Apprenticeship** - Business Improvement Level 4

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

In addition to this apprenticeship, I have also had access to various training programs that have helped me to develop specific technical skills relevant to my role. I have received training in the Sketch-Up software, which has been instrumental in my work as a CI practitioner. This has helped me easily demonstrate digital future state visions to customers as part of projects, which has been a huge success.

I have also completed both Six Sigma Yellow & Green belt training courses. These have improved my data analysis skills which helps with finding root causes to every day issues within the business. Lastly I have recently completed my Association for Project Management course which has strengthened my ability to manage projects.

I feel these extra skills have enabled me to become a more well-rounded professional all thanks to Unipart.

## What made you choose Unipart Rail for your apprenticeship?

I have been employed by Unipart Rail since August 1997, and wanted the opportunity to upskill in my current role as it was expanding with the introduction of the Apprenticeship Levy and the number of apprentices was increasing.

Part of my role is participating in Quarterly Reviews and the Learning Mentor Level 3 apprenticeship has provided me with the required skills to support apprentices of all ages, and all levels through to successful completion. I wanted to be able to properly support our apprentices within the Rail Division.

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

The apprenticeship was 12 months in duration and I started in September 2019. I attended face to face training sessions covering modules such as; The Role of a Mentor, Safeguarding, Positive Learning, Assessments, Observations, Quality Assurance and Organisational & Legal Requirements. I also needed to complete my ICT Functional skills as I didn't have the required GCSE in IT; this certification was delivered alongside my apprenticeship.

The topics covered align greatly to my role and I have certainly been able to put into practice various aspects of what I have learnt into my day to day duties. I feel that it's not only benefitted me as a person, but also the apprentices that I am supporting across the Rail Division.

## What is your favourite thing about working for Unipart Rail?

There are lots of opportunities and support available however you wish to progress or upskill, whether that be within your current role or branching out and learning new skills in a new department. I really enjoy being part of the HR team and am keen to remain so.

I have been able to see first hand the opportunities that apprentices have taken to develop further in their careers across all areas of the business. I feel really valued as an employee and that in turn promotes loyalty which is reflected in my length of service.



**Name** - Dawn Allett  
**Position** - Apprenticeship & Training Advisor  
**Apprenticeship** - Learning Mentor Level 3

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

I think to be able to start an apprenticeship after 20+ years of service shows that the company is committed to providing everyone with the opportunity to learn new skills.

The traditional perception of an apprentice used to be a school leaver age 15 or 16, but this is no longer the case and apprenticeships are available to all ages at all levels. I really enjoyed completing my apprenticeship and to be able to make use of the 20% off the job training aspect meant that I was entitled to some time at work to complete my coursework, which obviously helps with the work / life balance.



**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.

**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



**Name** - Tia Higley  
**Position** - Material Planning Support  
**Apprenticeship** - Business Administrator Level 3

**What made you choose Unipart Rail for your apprenticeship?**

I choose Unipart Rail for my apprenticeship as it is a global company, in which careers are fostered diligently.

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

I have had a lot of hands-on, practical experience and training within the operational areas of the business, which includes working on live products such as railway location cases.

One of the benefits to this type of training is the fact that I am already competent at my job before the course ends, which allows me to hit the ground running.

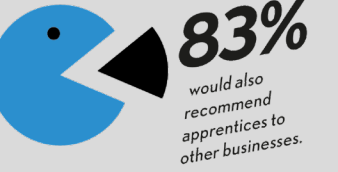
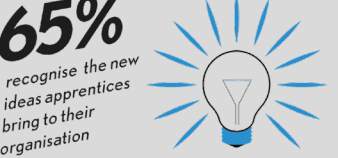
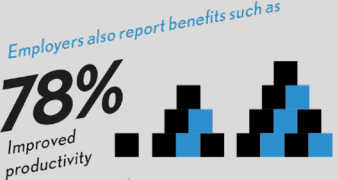
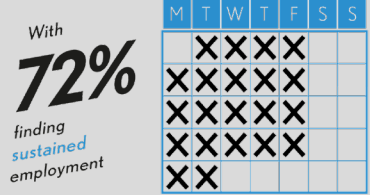
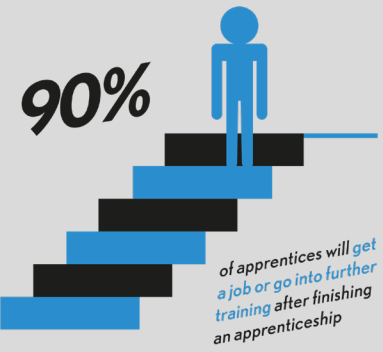
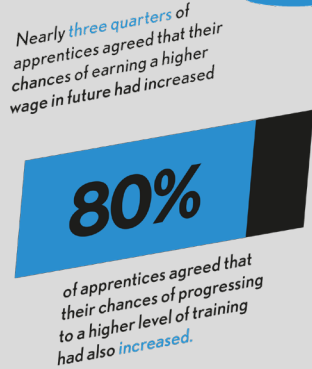
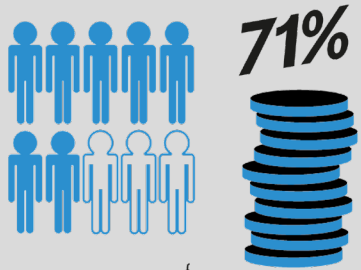
**What kind of opportunities and extra training have you been given whilst at Unipart Rail?**

One of my biggest challenges was the fact that I started my apprenticeship without any knowledge of the Railway and Signalling Engineering side of the business.

By going through this apprenticeship and with support and training from the business, I have gained a wealth of knowledge and now have a deeper understanding of Railway Signal Engineering.



**Name** - Giles Herbert-Jackson  
**Position** - Operational Colleague  
**Apprenticeship** - Rail Engineering Operative Level 2



## 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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