



**Business
Apprenticeships**

Prospectus



Working closely with managers has given me a level of experience that I would have never obtained from college. I felt like I am seen as an equal and given the chance to work on challenging projects.



Mia Nichol Business Administration Apprentice, BEL Engineering



Your future starts here

Gain hands-on experience and get paid as you work towards your qualifications.

As a British Engines Group apprentice, you'll work on a variety of exciting projects while being supported by our friendly and experienced team.

What is an apprenticeship?

An apprenticeship brings together on the job training and college based learning. On a business apprenticeship, you'll spend time working in the business and completing your qualification at college.

Start earning while you learn

You'll be paid full-time, including time spent at college. You'll also get access to our great range of employee benefits. Once you're qualified, you could be taken on permanently at one of the group businesses!

Business Apprenticeships

Take the first step towards building your career while gaining real world experience and getting paid as you learn.

From finance to human resources, our business apprenticeships provide endless experiences and opportunities. Our friendly and experienced team will be by your side to support you from day one.

We're passionate about supporting the next generation of talent, that's why we offer a range of extra experiences to help you develop and learn.

You may also get to complete further qualifications, such as a university degree, opening even more career options for your future!

Choose from four different routes...





Human Resources

2 Years

Are you organised with great communication skills?

As a Human Resources Apprentice, you'll work alongside our HR team to support with a range of employee related activities. From new recruits to retirees, you'll get to work with a range of people, while developing your understanding of HR and working towards your qualification.

What you'll be doing

- Providing HR advice
- Supporting with processes
- Updating records in our HR systems
- Assisting with learning and development
- Helping to implement HR changes

Qualifications

- ✓ **CIPD Level 3 Foundation Certificate in People Practice**

Once qualified you could be offered a permanent position within one of the group businesses. You may even have the chance to progress onto further qualifications!

Career progression

- HR Assistant
- HR Administrator
- Learning & Development Administrator



Finance

2.5 Years

Are you detail oriented with a passion for numbers?

As a Finance Apprentice, you'll be supported by our team of accountants to take responsibility of a range of junior accounting activities. From paying suppliers to managing employee expenses, you'll support with a range of finance processes while working towards your qualification.

What you'll be doing

- ✔ Working with sales and purchase ledgers
- ✔ Making sure records and payments are correct
- ✔ Reconciling balance sheets
- ✔ Running calculations
- ✔ Analysing data and reports

Qualifications

- ✔ AAT Level 2/3 Certificate in Accounting

Once qualified you could be offered a permanent position within one of the group businesses. You may even have the chance to progress onto further qualifications!

Career progression

- ✔ Accounts Payable Clerk
- ✔ Management Accountant
- ✔ Finance Officer



To me, an apprenticeship made more sense than going to university. I liked the idea of gaining hands-on experience and I think learning from others will be more beneficial in the long run.



Matthew Grant Finance Apprentice, British Engines Group



Sales Administration

2 Years

Are you confident and persuasive?

As a Sales Administration Apprentice, you'll work closely with our sales team to promote our products to potential customers. You'll help to manage the sales process from start to finish, attending exhibitions and building relationships with customers while working towards your qualification.

What you'll be doing

- ✔ Administrative tasks
- ✔ Developing knowledge of our products and services
- ✔ Researching competitors and customers
- ✔ Building relationships with customers
- ✔ Negotiating with customers and closing sales

Qualifications

- ✔ Sales Executive Level 4 NVQ

Once qualified you could be offered a permanent position within one of the group businesses. You may even have the chance to progress onto further qualifications!

Career progression

- ✔ Sales Executive
- ✔ Sales Manager
- ✔ Business Development Manager



Business Administration

2 Years

Are you a team player with great organisation skills?

As a Business Administration Apprentice, you'll be an important part of our team, supporting with a range of business activities while working towards your qualification. You'll get to work across many different areas of the business, helping you to build a strong understanding of how administrative processes work.

What you'll be doing

- ✔ Administrative tasks
- ✔ Speaking with customers and suppliers
- ✔ Writing and preparing documents
- ✔ Processing sales orders
- ✔ Booking travel

Qualifications

- ✔ **Level 3 Diploma in Business Administration**

Once qualified you could be offered a permanent position within one of the group businesses. You may even have the chance to progress onto further qualifications!

Career progression

- ✔ Business Administrator
- ✔ Business Systems Administrator
- ✔ Business Analyst



After completing my apprenticeship, I was offered the role of Marketing Assistant while studying for a fully-funded degree in Advertising Management. Since then I've been promoted to Marketing Manager and lead a team of four!



Jade Appleby Marketing Manager, CMP Products



How To Apply

1

Business apprenticeships become available at various times during the year so check our website regularly to make sure you don't miss out!

2

Visit the jobs page of our website to apply for the role(s) you're interested in.

3

If successful, you'll be invited to an interview at one of the British Engines Group businesses.

4

If your interview goes well, you'll be offered a place on our apprenticeship scheme!

To get started visit britishengines.com

Benefits

A great place to start your career. We reward our apprentices...

Not only will you get paid full-time while gaining hands-on experience and qualifications, as a British Engines apprentice, you'll also have access to our range of employee benefits.

Whether you need an urgent GP appointment or fancy starting a new fitness programme, we've got you!



Wellbeing App



Company pension scheme



Cycle to Work scheme



33 days holiday (including bank holidays)



Life assurance



Hands-on learning



Industry recognised qualifications



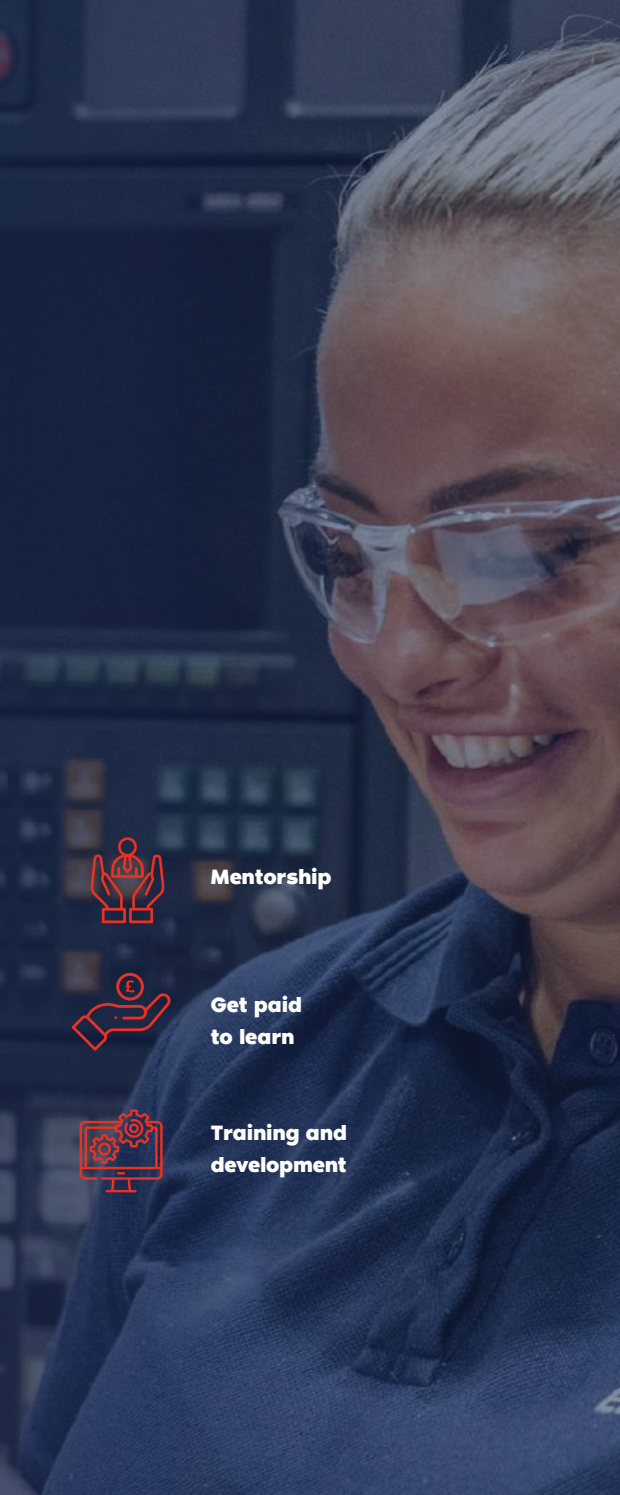
Mentorship



Get paid to learn



Training and development



Advice for Apprentices

Hear what our apprentices have to say!

1

“Don't be afraid to ask questions. You're not meant to know all the answers, so be willing to learn and get stuck in!”

2

“Just do it! There are so many advantages to doing an apprenticeship. You'll get to learn on the job whilst meeting lots of new people. I'm really glad I chose an apprenticeships rather than university.”

3

“Take every opportunity you can get. An apprenticeship is all about learning, so if you'd like to gain knowledge about a department or system, make sure to speak up! Getting your foot in the door can be extremely beneficial at the end of your apprenticeship.”

4

“Stick at it and persevere. It's a great feeling at the end knowing you've passed. I'm really excited to see what the future brings, this course has been an amazing stepping stone to achieving my goals.”

Frequently Asked Questions



What do I need to apply?

You'll need at least a GCSE grade 4/C in Maths and English. Relevant work experience would be great, but is not essential. As long as you're enthusiastic about learning and like working as part of a team, you'll be a great fit!

We look for the following skills in a potential apprentice:

- ✔ Strong communication skills
- ✔ Good attention to detail
- ✔ Enthusiastic about your chosen route
- ✔ Willingness to learn
- ✔ Enjoys team work
- ✔ Good at problem solving
- ✔ Can think outside the box

Do you offer work experience?

Yes! We often have work experience students working within various departments across the group. Visit the apprenticeships page of our website and complete the work experience application form at the bottom of the page for more details.

What happens after I finish my apprenticeship?

Depending on your performance, you could be offered a permanent position at one of the group where you'll have the opportunity to develop your career in many different areas of the business. You might also have the chance to complete further qualifications, such as a foundation or honours degree!

What happens at the interview?

If your online application is successful, you'll be invited to an interview at one of the group businesses with your potential Line Manager and a member of the HR team.

The interview will last for about 45 minutes and you'll be asked a variety of questions about time management, teamwork, prioritisation and communication.

Information for parents and teachers



There are many options available to young people after they leave school, so we've answered some common questions from parents and teachers about our apprenticeships so you can help them to make the right decision.

Get in touch for more information and we will be happy to help!

Do your apprenticeships lead to professional qualifications?

Yes, all our apprenticeships lead to recognised qualifications. The qualifications vary depending on the apprentice's chosen pathway. Take a look at the different apprenticeship routes for more information.

What happens at the end of the course?

After finishing their apprenticeship, they could be offered a permanent position and have the opportunity to develop their career in many different areas of the business. They might also get the opportunity to complete further qualifications, funded by us, such as a foundation or honours degree!

How much time will they spend at college?

This depends on their chosen route, get in touch with us to find out more information.

What hours will they be working?

A business apprentice will work 35 hours per week, Monday to Friday. Depending on their chosen route, they might get a half day on Fridays, finishing at 1:30pm!

