



FCDO Services



Your future  
just got **bigger**

APPRENTICESHIPS OPPORTUNITIES

IT TAKES A DIVERSE TEAM TO PROTECT A DIVERSE WORLD

Less is more, except when it  
comes to your career.

Because you don't just want a job.  
You want career-defining moments.

Real-world impact.

Unforgettable experiences.

**You want something bigger.**

With us, you could help global projects stay on track and on budget. Keep visa applications secure in the Cloud. Ensure diplomatic packages arrive in the right hands. Help the UK's diplomatic network shrink their carbon footprint, around the world.

Whether you're returning to work, changing jobs or just starting out – **this isn't just an apprenticeship** – it's a chance to do work that means more, in a place where everyone feels welcome. This is FCDO Services. **Your future just got bigger.**

# Who we are and what we do

## As a trusted government partner, we help to protect the UK's interests around the world

From London to Pretoria, we provide a huge range of secure services to government-level customers. We help earthquake-proof embassies. We design state-of-the-art security systems. We construct secure government buildings. We prevent technical eavesdropping attacks. And that's just the start.

## We do work of national importance – and so will you

To bring that to life, our teams have designed and fitted a brand-new British embassy in Bangkok. And repaired storm damage to buildings in the British Dependency of Tristan da Cunha. We've even improved IT connectivity in Islamabad.

## FCDO SERVICES AT A GLANCE



We operate in over **250** destinations, across **168** countries



We have around **1,150** colleagues across the globe



We have two UK locations: **Hanslope Park near Milton Keynes** and **King Charles Street in London**



We offer a welcoming, **inclusive culture** with **plenty of support** and **flexibility**

# Why do an FCDO Services Apprenticeship?

## WHAT'S IN STORE



Competitive salary and  
Civil Service pension



Fully funded qualification  
and expert training



Real-world impact, protecting  
the UK's interests



Opportunities for international  
travel and overseas work,  
depending on your programme



Potential for a full-time job at  
the end with FCDO Services

## We have all kinds of programmes

Whatever you're interested in, there's a strong chance you'll find an apprenticeship programme that ticks all your boxes. As a sample, think Technical Engineering. Logistics. IT. Business Administration. Data Analysis. **Take a look at our website for this year's opportunities.**

## You won't sit on the sidelines

You'll do real work on live projects, tackling interesting challenges and learning from supportive experts. After all, our apprentices are trusted members of the team who play a vital role in everything we do.



To visit our website head to:  
[fcdoservicescareers.co.uk/apprenticeships](https://fcdoservicescareers.co.uk/apprenticeships)

“You have unique experiences, it’s fun, you meet talented people, travel the world, earn a good wage and you get a fantastic support network.”

## APPRENTICE ENGINEERING TECHNICIAN

### Get qualified and learn vital skills

We invest in your future. That’s why, on all of our programmes, you’ll work towards respected qualifications and build the skills you need to potentially take on a full-time role with us. Expect hands-on training, classroom learning and clear progression at every step.

### Have impact on a global scale

It’s simple: we do work that matters. And as an apprentice, you’ll help us to protect the nation – at home and around the world. In fact, some apprentices get to travel and work overseas too. It’s no wonder you’ll have impact that’s felt everywhere, by everyone.



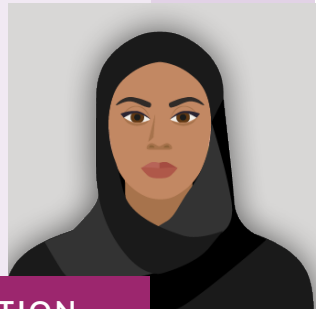
# What do our apprentices have to say?



"It's a good balance of training and working on live projects. I'd assumed that because I was an apprentice, I wouldn't be given real work. But I was immediately made to feel part of the team; working on live projects alongside more experienced colleagues, who I could learn from. You're made to feel really welcome, and valued, which is good for your confidence."

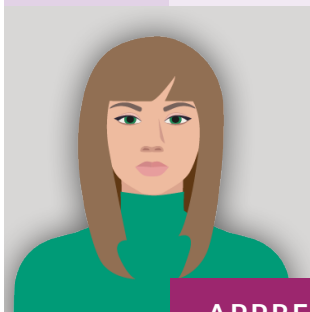
**APPRENTICE DATA ANALYST**

"I was weighing up my options after my GCSEs and I felt this path had the most to offer financially and in terms of career progression. An apprenticeship combines training, learning from more experienced colleagues and getting practical experience. It was definitely the right call."



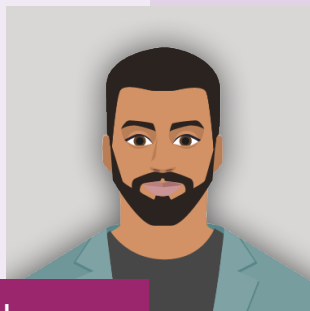
**APPRENTICE IN BUSINESS ADMINISTRATION**

“FCDO Services apprenticeships are open to everyone, not just school leavers. At 27, I’m probably older than most people think an apprentice would be, but I’m so glad I’ve taken this path. After studying, I found it hard to find a job in the field I wanted. Every job needed experience – but it’s hard to get that without having a job. That’s why an apprenticeship really appealed to me. It can massively open up opportunities for your future. So, I’d say, age, gender, background – it doesn’t matter. Your Future Just Got Bigger applies to everyone.”



## APPRENTICE IN LOGISTICS

“The way the organisation operates just blew me away – I never thought I’d get that support as an apprentice. They’re really interested in our development and they have endless opportunities that way. In the future, if I think ‘I’m interested in this particular team’, then there’s the option to move around.”



## APPRENTICE ENGINEERING TECHNICIAN

# What's life *really* like here?

We're committed to making sure that FCDO Services is somewhere you can be yourself, no holding back. Where you feel heard, recognised and appreciated. Where you have allies that support you. And where your wellbeing always comes first.

## It's a welcoming, friendly and inclusive environment

We embrace everything that makes you, you. You'll be empowered and feel encouragement all around you.

## We make sure everyone can flourish in their own way

Expect supportive colleagues, supportive networks – and the kind of opportunities designed to help you flourish both personally and professionally.

## We do everything as a team

You'll have brilliant mentors to guide you and teammates on hand to help. You won't be left to fend for yourself.

## You'll always be supported to achieve more

We help each other reach higher every day – learning new things, gaining new skills and building confidence.

## You'll have a competitive salary and excellent benefits

Whether you're based in Hanslope Park or King Charles Street, you'll receive a competitive salary and pension, as well as enjoy excellent benefits and on-site facilities.

## We prepare you for the future, wherever it takes you

Fully funded qualifications. A blend of practical work and theoretical study. Skills that last a lifetime. It's all at your fingertips as an apprentice at FCDO Services.





## A FEW OF OUR SUPPORT NETWORKS

We have lots of different networks, including:

### **WE: Connect**

Providing a supportive forum for female-identifying colleagues.

### **FLAG**

Supporting our LGBTQ+ community and raising awareness amongst allies.

### **The Race and Ethnicity Network (REN)**

Where colleagues from ethnic minorities can find mentoring and support.

### **Disability Inclusion Awareness Network (DIAN)**

Helping us become an ever more disability-confident organisation.

### **Religion and Belief Group**

A forum for support that's open to any religious interests or beliefs.

### **Parents' Support Network**

Supporting working parents and those on parental leave.

# What are we looking for?

## Our apprenticeships are open to everyone.

Whether you're just starting out, returning to work or changing career, our apprenticeships are open to you. What are some of the qualities we're looking for? Well, it's important you're inquisitive and proactive, with bags of initiative. Plus, you'll be an all-round team player.



## ESSENTIAL CRITERIA FOR APPLYING

Exact requirements vary depending on the apprenticeship, but you must:



Be a British citizen, who's lived in the UK for the last three years before the first day of your apprenticeship, and for at least five of the last ten years



Depending on the programme, be a least 16 or 18 years old



Have a minimum two GCSEs (or equivalent O levels) in Maths and English at grades 9-4 (A\*-C)



Undergo our vetting process, if your application is successful: for all apprenticeships you'll need Security Check (SC) clearance, and some also require Developed Vetting (DV) clearance

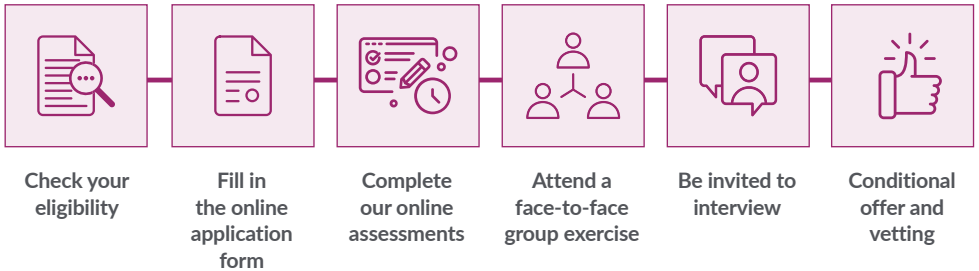


Have a genuine interest in your programme's specialism

# Ready to apply?

Once you've chosen your ideal apprenticeship programme, and you're happy that you meet our requirements, you're ready to begin your application.

## A QUICK OVERVIEW OF OUR APPLICATION PROCESS



### A note on vetting

Because of the secure nature of our work, we need to put strict security measures in place to make sure everyone who joins us is honest, reliable and trustworthy. So, if your application is successful, we'll ask that you undergo an independently-run process called 'vetting' so that you can gain security clearance. Any information we gather will always be done sensitively, respectfully and, of course, confidentially.

You can find more details on our website:  
[fcdoservicescareers.co.uk/apprenticeships](https://fcdoservicescareers.co.uk/apprenticeships)

### KEY DATES



**Applications open:**  
February/March  
each year



**Programmes start:**  
September/October  
each year



# Your future just got bigger

## CAREERS WEBSITE

To learn all about our world, head over to our website:  
[fcdoservicescareers.co.uk/apprenticeships](https://fcdoservicescareers.co.uk/apprenticeships)



## VIRTUAL EMBASSY

Or to see the future impact you could have, visit our virtual embassy:  
[virtual-embassy.fcdoservicescareers.co.uk](https://virtual-embassy.fcdoservicescareers.co.uk)

