



FCDO Services

APPRENTICESHIPS IN

# Logistics



When you work for a business that protects the UK's interests on an international scale, you're bound to see the world open up around you. Whether you're just leaving school, looking to return to work after a career break or thinking about changing careers, this 15-month programme will enable you to learn how our Logistics team pack, plan and deliver shipments for vital government projects worldwide. You'll also gain the qualification and training you need to launch your own career in this vital part of our business.

**IT TAKES A DIVERSE TEAM**  
TO PROTECT A DIVERSE WORLD

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[FCDOSERVICESCAREERS.CO.UK/APPRENTICESHIPS](https://fcdoservicescareers.co.uk/apprenticeships)

# APPRENTICESHIPS IN LOGISTICS

Balancing hands-on practical experience with academic learning delivered by an approved training provider, you'll carry out a wide range of logistics responsibilities in our Hanslope Park Regional Distribution Centre. You might help pack construction supplies for repairs to an embassy overseas. You might learn how we scan a delivery of new electrical parts, to make sure it's safe and secure for government use. Whatever the task, you'll help to make sure that every project has the vital supplies it needs to run precisely on schedule, no matter where in the world.

## KEY FACTS

- Level 2 apprenticeship, working towards a NVQ Level 2 certificate as a Supply Chain Warehouse operative
- Based at Hanslope Park, Milton Keynes
- 15-month programme – with a potential full-time role at the end
- Combination of practical work and study
- Open to all ages, but you will need:
  - Two GCSEs (or equivalent e.g. O levels) including Maths and English grades 9-4 (A\*-C)
  - A logical approach, especially when it comes to managing your workload
  - Strong teamworking and communication skills
  - The ability to input data into IT systems efficiently and accurately
  - British citizenship, having lived in the UK for the last three years before the first day of the apprenticeship (aiming to start September 2022), and for at least five of the last ten years
  - To be at least 16 years old by 30 April 2022 so you can complete Security Check (SC) clearance before your start date
- Candidates will need to undergo Security Check (SC) clearance before joining.

Do well, and at the end of the programme not only will you have achieved a Supply Chain Warehouse Operative NVQ Level 2 certificate, you'll also have taken your first steps towards a rewarding career in a very fast-moving part of our organisation. If you're ready to stretch yourself in ways you didn't expect, your world just got bigger.

## YOUR PROGRAMME

You'll start your apprenticeship by going straight into a role in one of our Logistics teams. Because we want you to understand the full breadth of the team's responsibilities and specialisms, there are a broad range of areas you could go into, including:

- Goods Inwards
- Issuing
- Store Stock Control and Ordering
- Packing
- Bagging and Manifesting of Diplomatic Mail
- Recording and Processing of Disposals
- Mail Delivery and Collection
- Support to the Logistics Helpdesk
- Logistics planning.

## APPRENTICESHIPS IN LOGISTICS

You'll also take on nine structured learning sessions, delivered either onsite or at the training provider's base. Those modules will reflect the practical work you're doing within the Logistics team, including everything from Goods In and Picking to Stock Management and Dispatch.

At the end of the programme, you'll go through an End Point Assessment. It's split into two parts – the Knowledge and Behaviours Test, and your Practical Assessment. In the first, you'll be tested on what you've learned, either in a written exam or by an assessor. You'll go through a series of short questions and scenarios, designed to see how you'd respond in real life. Then, in your Practical Assessment, you'll be given a simulated scenario; a list of tasks you'd be given on a normal day, allowing you to demonstrate all the skills you've picked up along the way. And of course, as you prepare, you'll have plenty of support from the team around you.



### COMPLETING YOUR APPRENTICESHIP – AND BEYOND

If you successfully complete the apprenticeship, you'll gain your Logistics Apprenticeship qualification. But where to next? Well, you'll have a range of options to make your future bigger. We'll do our best to find you a permanent position with us, and your most likely starting point is a role within the Logistics team. From there, you'll be able to explore your interests and set your sights on what you want to accomplish next.

Website: [fcDOServicescareers.co.uk/apprenticeships](https://fcDOServicescareers.co.uk/apprenticeships)

Email: [fcDOServices.recruitment@fcdo.gov.uk](mailto:fcDOServices.recruitment@fcdo.gov.uk)

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