

Step 1 of 4 Vacancy Details	
Vacancy Title*	Business Apprenticeship
Vacancy Reference Number	This is automatically generated by the system
Employer Name	SELEX Galileo Limited
Vacancy Short Description*	Business Apprenticeship Programme (2 years) On-line application required re www.selexgalileo.com website from 7 th November 2011 until 10 th February 2012
Vacancy Full Description*	<p>The two-year Business Apprenticeship scheme provides a variety of experiences through placements in business related disciplines. Placements available include Commercial, Finance, Resourcing, Procurement and Project Planning/Support.</p> <p>You will study for the Higher National Certificate (HNC)/ Foundation Degree in Business Studies on day/ evening release, as well as undertaking the Scottish/National Vocational Qualification (S/NVQ) Level 3 in business administration and Core Skills while you are at work.</p> <p>The placements not only contribute to the HNC, S/NVQ and Core Skills, but will also help you to find your natural career path on completion of your Apprenticeship.</p>
Weekly Wage £*	317 per week (Annual Salary £16500)
Working Week*	Monday to Friday (37 Hours)
Future Prospects	At end of fixed term contract potential roles are Project Integrated Planner, Procurement Officer.
Contact Name (For Support Use)	Lucy Pettet, HR Advisor Tel: 01268 887158, Email: lucy.pettet@selexgalileo.com

Step 2 of 4 Employer and Learning Provider Details	
Employer Name	SELEX Galileo Limited
Employer Description*	<p>SELEX Galileo is a leading global player in defence electronics, delivering airborne mission critical systems and a full ISTAR capability for the battlespace to its customers. Thanks to its leading-edge proprietary technologies and strong partnering culture, SELEX Galileo provides armed forces and government agencies with state-of-the-art solutions for the battlefield and for homeland security applications.</p> <p>Supplying and supporting equipment in-country around the world, SELEX Galileo is</p>

	a truly global Business. SELEX Galileo has a 7000-strong international workforce with operations in the United Kingdom, Italy, United States and Saudi Arabia.
Employer Website	www.selexgalileo.com
Location Type	Specific Location
Address	Crewe Toll, Ferry Road, Edinburgh. EH5 2XS
Number of Vacancies*	2
Learning Provider	SELEX Galileo Limited
Occupation Type (Sector)*	Business Administration
Job Role (Framework)*	Business Apprentice – Business Administration
Vacancy Type	Select as appropriate: <ul style="list-style-type: none"> ○ Level 3 Apprenticeship
Training to be Provided	You will study for the Higher National Certificate (HNC)/ Foundation Degree in Business Studies on day/ evening release, as well as undertaking the Scottish/National Vocational Qualification (S/NVQ) Level 3 in business administration and Core Skills while you are at work.
Expected Apprenticeship Duration	2 years

<p>Skills required</p>	<p>Demonstrate the following:</p> <ul style="list-style-type: none"> • Two way communication • Teamworking • Drive and commitment • Innovation and Problem Solving • Motivation and Support • Customer Focus • Direction and Purpose • Business and Product Awareness
<p>Personal Qualities</p>	<p>Good organisation skills, good communication skills, willingness to learn, management of time, team working and individual working skills</p>
<p>Qualifications Required</p>	<p>Two Higher Grades A-C, including English and a business related subject preferably Business Studies (or equivalent)</p>
<p>Reality Check</p>	<p>The apprenticeship programme involves:</p> <ul style="list-style-type: none"> • Working a 37 week over 5 days. • Working in an open office environment. • Young Persons Assessment • Use of DSE. • Working to tight deadlines - work and college/university (regular or ad-hoc) • Some working in own time for college/university work • Office/College/University based. • Working in a College/University environment <p>To complete all college or university work to standard and on time - successfully complete each academic year.</p> <p>To gain the required experience in each placement to the required standard.</p> <p>Attend all reviews and apprentice forums as and when required.</p> <p>Achieve apprentice, placement and college/university objectives set to time scales.</p>
<p>Important Other Information</p>	<p>On-line recruitment open from 7/11/11 to 10/2/12.</p> <p>On-line testing to take placement between 7/11/11 to 10/2/12</p> <p>Assessment Centre to take place 26th - 30th March 2012</p> <p>Interviews to take place between 16th-23rd April 2012</p> <p>Conditional Offers issued from May 2012</p> <p>Company induction: 3rd-8th September 2012 - To be confirmed</p>
<p>Supplementary Application Form Questions (2)</p>	

Creating a Vacancy – Generic Information



Closing Date	On-line applications from 7 th November 2011, closing 10 th February 2012
Interview Start Date	16 th -23 rd April 2012 (Assessment Centre dates 26 th -30 th March 2012)
Possible Start Date	3 rd September 2012 (TBC)
How do you want the Candidate to Apply?	Please select one of the following options: <ul style="list-style-type: none">○ Online – Employer’s Recruitment Site www.selexgalileo.com