

# Degree Apprentice Handbook



shaping tomorrow with you

**FUJITSU**

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# Why Fujitsu?

Fujitsu have a fantastic new opportunity for college leavers to join Fujitsu as an apprentice and undertake a degree apprenticeship programme with Winchester University, giving you the chance to earn money and gain a degree at the same time. Your role would be based in our Fujitsu Basingstoke offices for our Defence and National Security account and will also involve you attending lectures at Winchester University to complete a BSc (Hons) Digital & Technology Solutions degree over a 4 year period.

Our Defence and National Security account >

Tech Partnership >

# Salary & Benefits

- Tuition fees paid by Fujitsu
- Competitive salary (minimum of £17,000 upwards)
- Structured annual pay rise according to performance
- Bonus upon completion of degree (higher if you gain a 1st)
- Funding for books
- Where appropriate, travel to university to be paid
- 25 days annual leave
- Company laptop and mobile phone
- Flexible benefits

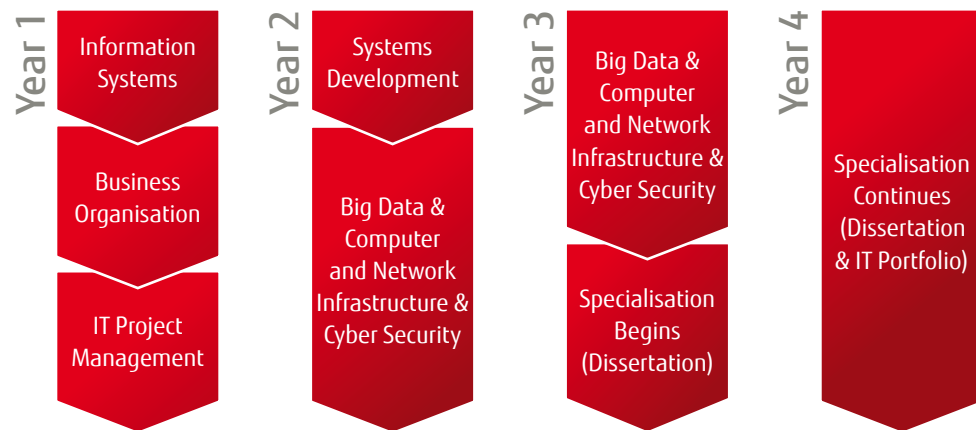




## Structure

The degree programme runs for 4 years and will provide you an opportunity to attend lectures at Winchester University whilst carrying out a role in Fujitsu. Towards the end of this degree you will have a period of specialisation with a dissertation and project to complete at work linked to business requirements. Each module you study will match up to the business area within Fujitsu that you will be working in, ensuring you are receiving work-based learning that is relevant to your course.

The course is structured as follows (subject to validation):



## Application Requirements

280 UCAS Points (or equivalent)

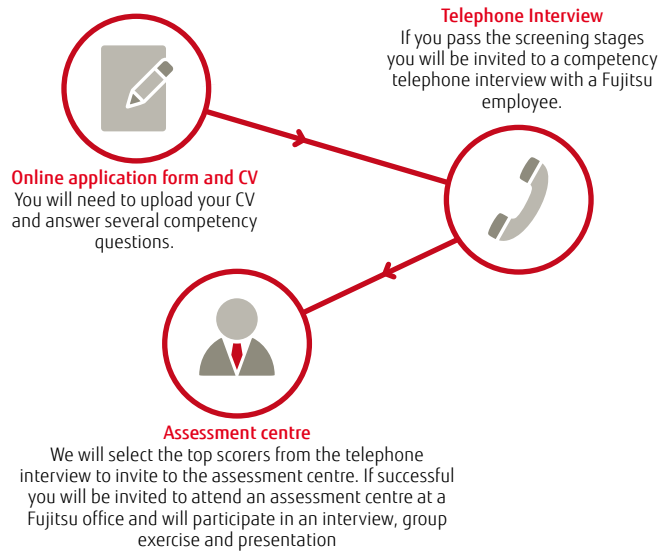
Grade C or above in English and Maths GCSE

Experience in or an interest in IT

## Support

Within Fujitsu you will receive lots of support to allow you to perform to the best of your ability in your role with us. You will be line managed and will also receive coaching and mentoring from employees within the business. Fujitsu will also offer the additional benefit of visiting and presenting at some of your lectures at Winchester University. You will also have half a day per working week given to you by Fujitsu allocated for study time and career development. The degree is endorsed by the Tech Partnership which is a collaboration of employers working to create skills for the digital economy. The degree has been designed in order to help our degree apprentices undertake work and study that has the quality and relevance to today's technology environment.

# Application Process



## Before you apply have a think about...

- Why you think the degree apprenticeship is right for you
- What you think you can bring to the role
- Why Fujitsu will be the best place for you
- Make sure you do your research on us before submitting your application to ensure we are the right fit for you

# Hints and Tips

- Before uploading your CV make sure you have spell checked it!
- Don't just limit your examples to school/ college experiences. Have a think about things you do in your personal life such as volunteering or hobbies as there will be many examples from these experiences that are just as important and relevant to use
- Prepare! Make sure you take the time out to plan your answers to the application form. You can save and come back to the form so don't rush it
- Check your grammar, spelling and quality of your answers. We recommend that you read through your application a few times before you submit it to make sure you have done the best that you can.
- We will be looking for you to demonstrate specific competencies in the telephone interview and this is what you will be scored on so have a think about the qualities you have that will benefit this role
- Before the telephone interview have a think about questions you want to ask the interviewer as this is your chance to find out more information about the role
- Your telephone interview will be competency based so make sure you spend time preparing a range of examples to demonstrate the qualities that you think we will be looking for
- If you get to the assessment centre stage make sure you relax! Our assessors are there to make you feel comfortable and bring out the best in your performance on the day. The more you do this, the more we will be able to see your personality and why you would be a great fit for Fujitsu



# Information for Parents

## Fujitsu Degree Apprenticeship

The Fujitsu degree apprenticeship in Digital & Technology Solutions offers a programme of flexible learning to allow our Apprentices to graduate with an Honours degree level. It has been designed by a collaboration of Tech Partnership employers supported by universities around the UK. The degree apprenticeship aims to grow practical technology skills and occupational competence developed within the context of how Fujitsu operates, together with the project, interpersonal and business skills required to operate successfully as an IT Professional.

## A great alternative to university

The apprentices' earning programme will give real practical work experience in conjunction with what is being covered within the content of the degree. The aim is that the content of this will provide a programme of education and training to meet the skills needs of employers now and in the future.

Our degree apprentices will be prepared for a wide variety of IT Professional roles where they will develop occupational competence in an area of their choice in IT Professional roles such as:

- ✓ Software Engineer
- ✓ IT Consultant
- ✓ IT Business Analyst
- ✓ Cyber Security Analyst
- ✓ Data Analyst
- ✓ Network Engineer

## Aim of the degree apprenticeship programme

Fujitsu are committed to funding these degree apprenticeships in order to produce IT Professionals who are capable of making a real contribution to our organisation within a few months of commencing their roles. It will equip our degree apprentices with key IT Professional skills and knowledge to produce employees with:-

- An overview of business operations, procedures and culture applicable to a sustainable career as an IT professional
- Practical skills in a chosen area of IT occupational competence relevant to current and future roles
- A real workplace learning experience in order to develop the competences required by employers
- Personal and interpersonal competence to engage effectively with staff all levels in the organisation
- A critical understanding of the theoretical, conceptual and practical issues central to the practice of developing, implementing and maintaining technology solutions
- Problem-solving and modelling skills appropriate to developing technology solutions for business

# Module Overview (subject to validation)

Year 1

- |  |  |  |
|--|--|--|
| <p><b>Semester 1:</b></p> <ul style="list-style-type: none"> <li>▪ Introduction to Academic and Professional Studies</li> <li>▪ Information Systems and Organisations</li> <li>▪ Work Based Studies - Organisational Functions in Context</li> </ul> | <p><b>Semester 2:</b></p> <ul style="list-style-type: none"> <li>▪ Responsible Management</li> <li>▪ Managing Finance</li> <li>▪ IS Security</li> <li>▪ Work Based Studies - Professional Development</li> </ul> | <p><b>Semester 3:</b></p> <ul style="list-style-type: none"> <li>▪ Work Based Studies - Professional Development</li> <li>▪ Project Management</li> <li>▪ Work Based Studies - Applied Project Management</li> </ul> |
|--|--|--|

Year 2

- |  |   |  |
|--|---|--|
| <p><b>Semester 1:</b></p> <ul style="list-style-type: none"> <li>▪ Programming and Testing</li> <li>▪ Software Design</li> <li>▪ Software Testing</li> </ul> | <p><b>Semester 2:</b></p> <ul style="list-style-type: none"> <li>▪ Software Development</li> <li>▪ Information Management and Data Analytics</li> <li>▪ Risk Management and Cyber-security</li> <li>▪ Work Based Studies - Management and Leadership</li> </ul> | <p><b>Semester 3:</b></p> <ul style="list-style-type: none"> <li>▪ Work Based Studies - Management and Leadership</li> </ul> |
|--|---|--|

Year 3

- |   |   |   |
|---|---|---|
| <p><b>Semester 1:</b></p> <ul style="list-style-type: none"> <li>▪ Business Transformation and Process Re-design</li> <li>▪ Cloud Computing and Infrastructure</li> <li>▪ Intellectual Properties and Information Rights</li> </ul> | <p><b>Semester 2:</b></p> <ul style="list-style-type: none"> <li>▪ Applied Management Research in Practice</li> <li>▪ Vendor Training + project thinking</li> </ul> | <p><b>Semester 3:</b></p> <ul style="list-style-type: none"> <li>▪ Work Based Dissertation</li> </ul> |
|---|---|---|

Year 4

- |  |   |
|--|---|
| <p><b>Semester 1:</b></p> <ul style="list-style-type: none"> <li>▪ Work Based Dissertation (continued)</li> <li>▪ Work Based IT Portfolio</li> </ul> | <p><b>Semester 2:</b></p> <ul style="list-style-type: none"> <li>▪ Work Based IT Portfolio (continued)</li> </ul> |
|--|---|

# FAQs

## **How does the degree apprenticeship programme work?**

The programme is a partnership between the Tech Partnership, its employers and the participating universities and is based on the principles of an apprenticeship programme with a degree qualification. Fujitsu are working with Winchester University to deliver our degree apprenticeship programme

## **Have Fujitsu offered degree apprenticeships before?**

This is the first year we are offering degree apprenticeships within our Defence and National Security account. As we have had great success and external recognition with our Intermediate and Advanced programmes, we are now expanding ways to attract more talent within our organisation. We are committed to investing in young talent within Fujitsu and this is a great example of the steps we are taking to do this

## **Do your degree apprentices receive a salary?**

Yes. Degree apprentices are full-time employees and Fujitsu will pay their salaries

## **Who pays the tuition fees?**

The tuition fees are paid by a combination of the employer and the government and tuition is provided free of charge to the apprentices

## **Will degree apprentices be expected to work over the summer or university breaks?**

Employment with Fujitsu will continue whilst the university is on a break period and there may be arrangements for independent study during this period which will be communicated to the degree apprentices

## **How can candidates apply?**

Candidates can apply via the website by submitting their CV and application form

## **When does the apprenticeship start?**

The degree apprenticeships will be starting in September 2015

## **Can applications be submitted if A Level results have not been confirmed yet?**

Yes, candidates can apply on predicted grades although results would need to meet our A Level requirement in order for apprentices to start with us in September

## **Do you accept applications for candidates that do not meet the grade criteria but have mitigating circumstances?**

We look at mitigating circumstances on a case-by-case basis and we would require confirmation of mitigating circumstances by the relevant examination board. Please make us aware of this situation in the free text within the application form and we will be in touch

## **What are the security requirements?**

As we will require a higher level of security clearance for this role, apprentices will need to have spent the last 5 years living in the UK in order to achieve this level of clearance

## **Do you sponsor visas for anyone looking to apply?**

We would require all applicants to have the right to work in the UK as we will not be providing sponsorship to complete this apprenticeship with us

## **Where would apprentices need to live?**

The role would be based in Basingstoke with study at Winchester University so apprentices will need to make sure they live in a local area that will allow for easy access to both locations

## **What if apprentices leave the degree programme early?**

If apprentices leave the degree programme during their studies they will be subject to paying back training costs for the degree

## **What if apprentices leave shortly after completing the degree?**

If apprentices choose to leave after completing their degree with us, they still may be subject to paying back training costs for the degree

## **When can annual leave be taken?**

When apprentices join they will be given access to our leave booking system. They will then be able to submit leave and get this approved by their line manager. Apprentices will have 25 days holiday per year. Please note that apprentices will not be permitted to take holiday during semester periods

## **What happens at the end of the 4 years?**

Subject to performance reviews, apprentices will have an opportunity to move onto a permanent contract after the 4 year programme has finished

## **Who can I contact with more questions?**

If you have any questions please contact [apprenticeships@uk.fujitsu.com](mailto:apprenticeships@uk.fujitsu.com)