



# **Business Apprenticeships**

Prospectus



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



**APPLY NOW**

**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!

# About us

A young man with short dark hair, wearing clear safety glasses and yellow earplugs, is smiling broadly. He is wearing a dark blue polo shirt. The background is a blurred industrial or factory setting with various equipment and machinery.

**British Engines is a leading engineering group with a global presence.**

Our eight businesses design and manufacture technology leading products and provide services to a wide range of industries.

The British Engines Group was founded in Newcastle upon Tyne in 1922, building on the region's engineering heritage and local skills base. We now employ over 1,200 people worldwide.

Our businesses are based at various locations across the North East, including St. Peter's, South Shields, Gateshead, Benton, Cramlington, Killingworth and Bishop Auckland. We also have manufacturing facilities in India and offices in 11 countries worldwide.



## BEL Engineering



Est. 2012



Newcastle upon Tyne

Subcontract CNC machining services for parts up to 50 tonnes.



## BEL Valves



Est. 1964



Newcastle upon Tyne

Designer and manufacturer of subsea, surface and onshore valves and actuators.



## CMP Products



Est. 1959



Cramlington

Designer and manufacturer of cable glands, cleats, thread conversion adaptors and reducers.



## Michell Bearings



Est. 1920



South Shields

Designer and manufacturer of hydrodynamic bearings.



## Rotary Power



Est. 1968



South Shields

Designer and manufacturer of hydraulic pumps and motors.



## Stadium Export Services



Est. 1999



Gateshead

Full service packing and shipping solutions.



## Stephenson Gobin



Est. 1972



Bishop Auckland

Electromagnetic clutches, brakes and fire safety products.



## Tyne Pressure Testing



Est. 2018



Newcastle upon Tyne

Hydrostatic and hyperbaric pressure testing services.

# What do we do?

**We provide engineering products and services to a range of industries.**

Our product range includes hydraulic pumps and motors, subsea valves and actuators, electromagnetic brakes and clutches, cable glands and cleats, hydrodynamic bearings and more!

We also offer a range of specialist services, including subcontract machining, pressure testing and freight forwarding. Our products and services are used around the world across a wide range of industries, including:



**Robotics**



**Renewable Energy**



**Oil and Gas**



**Defence**



**Subsea**



**Chemical**



**Hydropower**



**Aerospace**



**Construction**



**Nuclear Power**



**Data Centres**



**Agriculture**



**The company puts a lot of time and effort into their apprentices, training them above and beyond the necessary level to give them the best platform to have a long and successful career.**



**Ben McMullen** Finance Apprentice, BEL Valves



# 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



# Purchasing

2 Years

## Are you a team player with great organisation skills?

As a Purchasing Apprentice, you'll become an important part of the procurement team supporting a wide range of activities and working alongside experienced staff members who will support you in gaining new skills and your qualification. You will work with many different business areas, which will help you to build a strong understanding of how the procurement process works within the business.

## What you'll be doing

- ✔ Administrative tasks
- ✔ Building relationships with customers and suppliers
- ✔ Developing knowledge of our products and services
- ✔ Supporting procurement activities
- ✔ Assisting the procurement team to purchase goods and services

## Qualifications

- ✔ **CIPS Level 3 Advanced Certificate in Procurement and Supply**

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

- ✔ Purchasing Assistant
- ✔ Buyer
- ✔ Purchasing Manager

# 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**



**Free eye tests**



**Enhanced maternity pay**



**Industry recognised qualifications**



**Hands on learning**



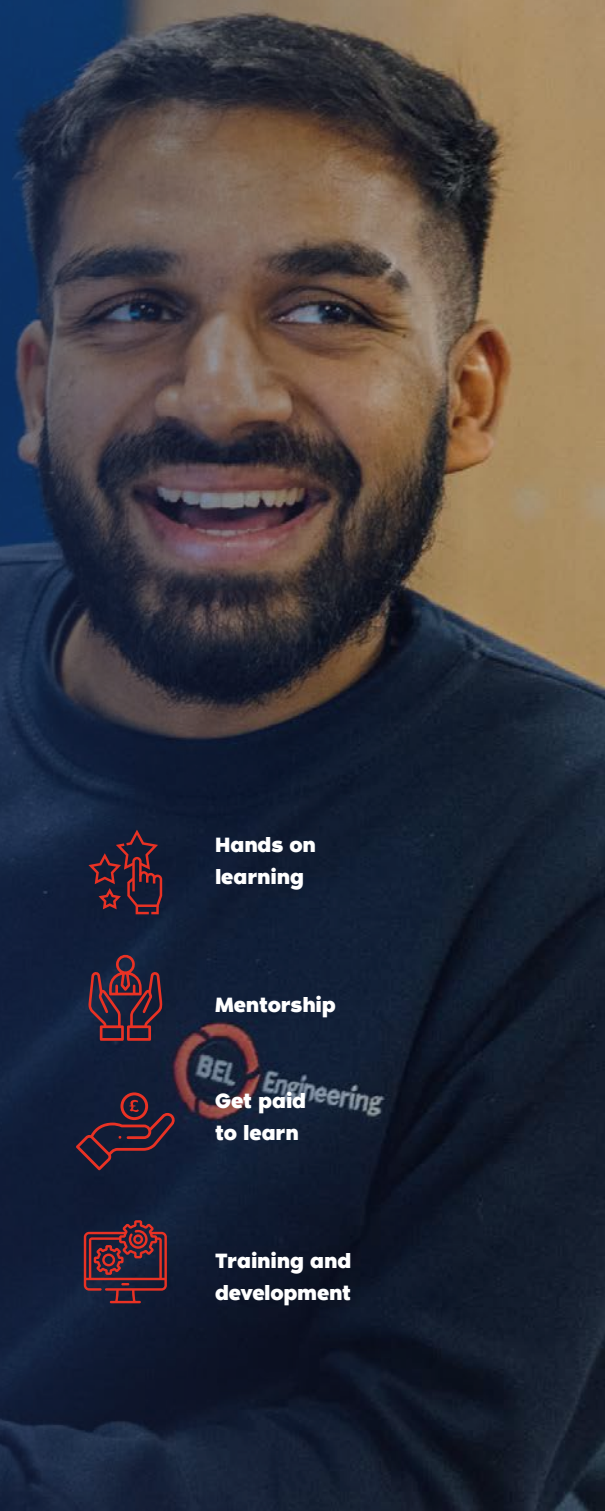
**Mentorship**



**Get paid to learn**



**Training and development**







## British Engines Apprenticeship Outdoor Activity Week!

Take part in an exciting outdoor activity week in the Lake District.

You'll join your fellow apprentices on an exciting outdoor activity week at Brathay Hall in the Lake District.

During the trip, you'll be challenged to do lots of fun team building activities like canoeing, mountain climbing, ghyll scrambling and zip lining! Working closely with your group, you'll build teamwork, leadership and communication skills while bonding with your work mates and team leaders.



# 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!

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2

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

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3

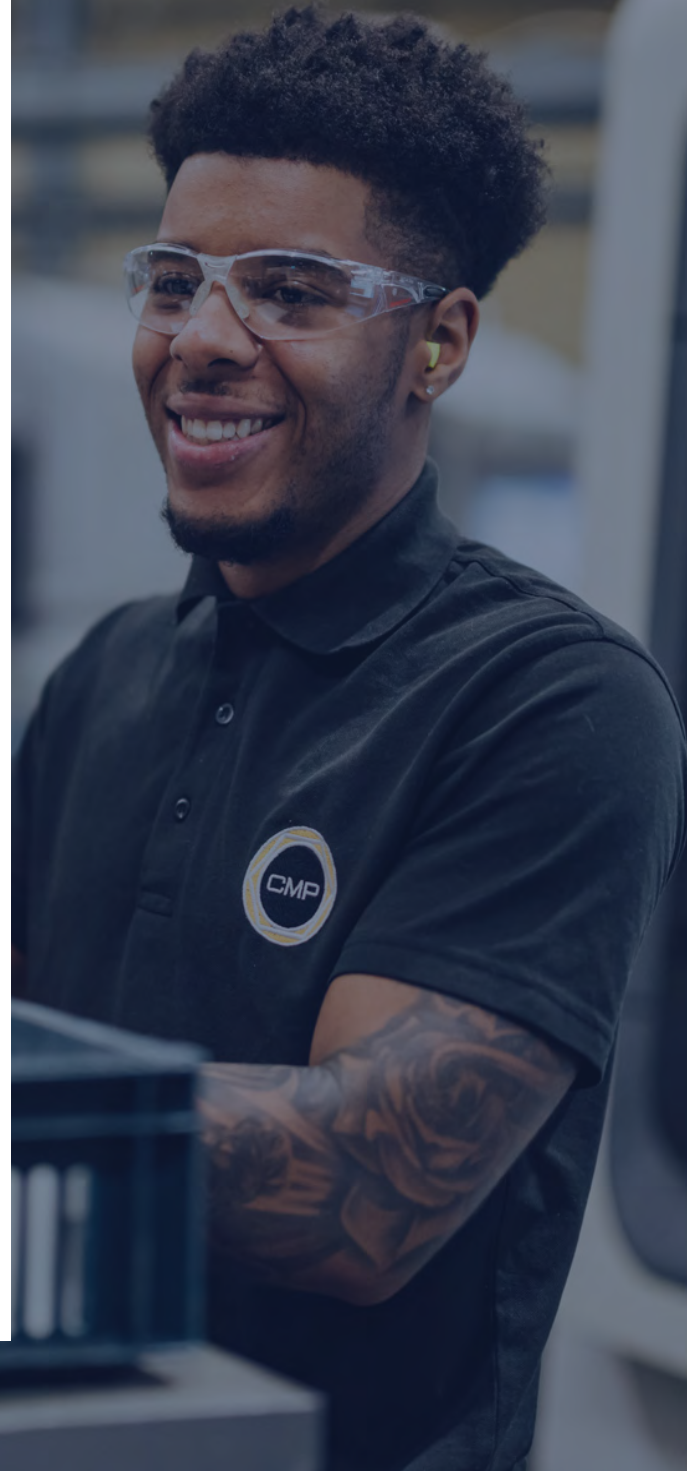
If successful, you'll be invited to an interview at one of the British Engines Group businesses.

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4

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

To get started visit [britishengines.com](https://www.britishengines.com)



# 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 the group where you'll have the opportunity to develop your career in many different areas of the business. You might also get the opportunity 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 our 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.

