

# APPRENTICESHIP OPPORTUNITIES



## INTRODUCTION TO SELEX GALILEO

SELEX Galileo is a leading global player in defence electronics, and delivers 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.

Supplying and supporting equipment in-country around the world, SELEX Galileo is a truly global business. SELEX Galileo has a 7000-strong international workforce with operations in the United Kingdom, Italy, United States and Saudi Arabia.



### AIR

SELEX Galileo leverages more than fifty years of experience from its UK and Italian operations, developing, manufacturing and integrating airborne sensors, avionic equipment, surveillance mission systems and UAVs. With a strong commitment to innovation and technical excellence, the Company plays a leading role in major international airborne military programmes such as the EH101/ Merlin helicopters, NH90, Super Lynx, F-35 JSF and the Eurofighter Typhoon.



### LAND

SELEX Galileo is committed to providing advanced technological solutions for land-based protection, surveillance, tracking and detection requirements. The Company offers complete thermal imaging capabilities and a wide range of products for targeting and self-protection. SELEX Galileo is uniquely able to provide integrated, through-life capability system solutions offering enhanced situational awareness and survivability and is positioning itself to take a significant role in current and future land systems programmes.



### SEA

SELEX Galileo has extensive sensor and imaging experience that is widely employed in the naval sector. With precision approach, navigation radars, countermeasures and infrared Search and Track, the Company offers highly competitive integrated solutions.

### THE VALUES OF SELEX GALILEO

- Customer intimacy – the top priority
- Our people – working together
- Integrity – to the highest standard
- Diversity – embracing our cultures
- Innovation – we choose to push the boundaries

SELEX Galileo's people are its greatest strength and are encouraged to reach their full potential, being recognised for their commitment and collaboration both internally and externally, and their value to the Company.

SELEX Galileo supports diversity by embracing cultures and harnessing the rich connection that a multi-cultural workplace offers, to be a single winning team. We push the boundaries making an innovative culture in which we accept tough challenges, drive new ideas and develop new technologies to maintain our competitive edge.

Ethical business conduct is more than just a policy: it is fundamental to the way in which we do business, whether we are dealing internally with fellow employees or externally with customers, suppliers, stakeholders and competitors.

- 1 BASILDON
- 2 EDINBURGH
- 3 LUTON
- 4 PORTSMOUTH
- 5 SOUTHAMPTON
- 6 PARCABERPTH, WALES
- 7 LINCOLN



# FURTHER EDUCATION, OR START EMPLOYMENT?

## APPRENTICESHIPS

We can offer more than just a job - this is a chance to develop the skills for an interesting and rewarding professional career with an industry-leading organisation.

Cutting-edge technology flows from the innovation and pioneering spirit of a highly competent workforce, we have invested heavily in our Technical, Software, Manufacturing, Business and Secretarial Apprenticeships. They combine hands-on training with further day release. This means you will be building a successful career working alongside true professionals, while gaining nationally recognised valuable qualifications for the future. You will also be involved in real projects, gaining an insight into how a highly successful company operates.

These learners are reaping the rewards from working within a leading technology provider, whilst developing their own skill set and professional qualifications for their future careers.

Assessment dates for apprenticeships are planned for March/April - we therefore recommend early application.

## HOW ARE APPRENTICESHIPS DELIVERED?

Apprenticeship programmes are a combination of classroom and practical, on-the-job training.

Apprenticeships form part of Work Based Learning - a national programme of government funded provision to help individuals become valuable and valued employees of the future.

Engineering is a profession for practical people. There are opportunities for good salaries and for working abroad, as engineering is a global profession. Engineers might also have the chance to invent machinery, gadgets and equipment that can make a real difference to the way we live.

Business is a profession for well organised people who can multi-task, good communication, team and people skills. There are opportunities for good salaries and excellent careers.

## HOW WILL I BE ASSESSED?

Each qualification within the Apprenticeship framework is assessed through ongoing demonstration of your practical skills and theory assessments. Some units of the qualification require online external examinations. The S/NVQ element is assessed in the workplace and will require the production of a portfolio of work based evidence.

SELEX Galileo, part of Finmeccanica UK Ltd, currently offers outstanding apprenticeship programmes to over 90 learners\*.

The OFSTED verdict reflects the high level of learning and career development offered to learners undertaking apprenticeship programmes. \*(Ref Ofsted report 333554 - Overall grade 1 = Outstanding).

## CONTENTS

	PAGE
Technical apprenticeships	6
Manufacturing apprenticeships	7
Software apprenticeships	8
Business apprenticeships	8
Secretarial apprenticeships	9
Technical environments:	
Hardware engineering	10
Mechanical engineering	11
Supportability engineering	12
Systems engineering	13
Technical environments:	
Software engineering	14
Manufacturing environments:	
Operations	15
Machined components centre	16
Business environments:	
Procurement	18
Commercial	18
Project management	20



IOP Institute of Physics

# TECHNICAL APPRENTICESHIPS

The four year Technical Apprentice Programme, accredited by the Institute of Engineering Technology (IET) provides a variety of experiences in both technical and non-technical disciplines.

In the first year of the programme, you will attend college to undertake a Performing Engineering Operations Level 2 qualification and the first year of the Engineering Diploma, Higher National Certificate (HNC) or Higher National Diploma (HND). On the successful completion of your apprenticeship, there may be an opportunity for you to obtain additional qualifications.

After your first year, you will attend college on day release to complete an Engineering Diploma, HNC or HND (again depending on your chosen Apprentice scheme), and begin National/Scottish Vocational Qualification (N/SVQ) Level 3 and Key Skills Level 3 in the workplace (Communications, Application of Number, Information Technology, Working with Others and Improving Own Learning). You will also attend in-house training programmes to develop skills and knowledge related to the various operations and projects.

During the programme, you will gain a good overview of the Business through a variety of work placements. These will see you designing and building systems, supporting engineering functions and carrying out comprehensive testing and reporting. Not all placements are practical and hands-on: research for example, involves report writing and data analysis to support and develop engineering activities. Once you have finished the placement tour and completed the Apprenticeship Programme, you will be in an excellent position to move into a permanent role and follow your chosen career path.

## OPPORTUNITIES

**Basildon, Edinburgh, Luton and Southampton**

Technical (4 year scheme)

## ENTRY REQUIREMENTS

### Technical Apprenticeship

5 GCSE passes (A-C) in Mathematics, Science, English plus two other subjects (or equivalent).

Or

3 Higher Grades (A-C) in Mathematics, Physics ideally Technological (or equivalent).

2 Standard Grades (1-2) in English plus one other subject (or equivalent qualification).

## RESULTING QUALIFICATIONS

Engineering Diploma  
Higher National Certificate (HNC)  
Higher National Diploma (HND)  
Performing Engineering Operations Level 2  
Key Skills/Functional Skills Level 3/Core Skills (INT 1)  
Employee Rights and Responsibilities (ERR)  
Scottish Vocational Qualification (SVQ) Level 3  
NVQ Diploma Level 3

# MANUFACTURING APPRENTICESHIPS

The Manufacturing Apprenticeship Programme provides a variety of experiences in both technical and non-technical disciplines. Manufacturing Apprenticeships are between three and four years.

In the first year of the programme, you will attend college to undertake a Performing Engineering Operations Level 2 qualification and the first year of the Engineering Diploma, Higher National Certificate (HNC) or Higher National Diploma (HND). On the successful completion of your apprenticeship, there may be an opportunity for you to obtain additional qualifications.

After your first year, you will attend college on day release to complete an Engineering Diploma, HNC or HND (again depending on your chosen Apprentice scheme), and begin National/Scottish Vocational Qualification (N/SVQ) Level 3 and Key Skills Level 3 in the workplace (Communications, Application of Number, Information Technology, Working with Others and Improving Own Learning). You will also attend in-house training programmes to develop skills and knowledge related to the various operations and projects.

During the programme, you will gain a good overview of the Business through a variety of work placements. These will see you designing and building systems, supporting engineering functions and carrying out comprehensive testing and reporting. Not all placements are practical and hands-on: research for example, involves report writing and data analysis to support and develop engineering activities. Once you have finished the placement tour and completed the Apprenticeship Programme, you will be in an excellent position to move into a permanent role and follow your chosen career path.

## OPPORTUNITIES

**Basildon and Edinburgh**

Technical (three/ four year scheme)

## ENTRY REQUIREMENTS

### Technical Apprenticeship

Three GCSE passes (A-C) in Mathematics, English and a Science or Technological Subject, e.g. Resistant Materials (or equivalent) plus one other subject (or equivalent).

Or

Five Standard Grades (1-3) in Mathematics, Physics, Technological Studies, English plus one other subject (or equivalent).

## RESULTING QUALIFICATIONS

Engineering Diploma  
Higher National Certificate (HNC)  
Performing Engineering Operations Level 2  
Key Skills/Functional Skills Level 3/Core Skills (INT 1)  
Employee Rights and Responsibilities (ERR)  
Scottish Vocational Qualification (SVQ) Level 3  
NVQ Diploma Level 3

## THE REWARDS

As you learn (leading to professional academic and competency based qualifications) you will earn a competitive salary with annual pay reviews in September.

Our structured placements will help you to gain hands-on experience with relevant training and development opportunities. You will also be able to get involved in Educational Liaison activities, Apprentice Forums, the Joint Consultative Committee, as well as other opportunities.

## HOW TO APPLY

Applicants should have strong team working skills, be motivated, self-disciplined, clear communicators, with an interest in technical or business disciplines.

**Apply online between November and February**

by visiting the SELEX Galileo careers website at

**[www.selexgalileo.com](http://www.selexgalileo.com)**

# SOFTWARE APPRENTICESHIPS

The four year Software Apprenticeship Programme provides a variety of experiences in both technical and non-technical disciplines.

You will attend college on day release to complete a Higher National Certificate and begin National Vocational Qualification (NVQ) Level 3 and Key Skills Level 3 in the workplace (Communications, Application of Number, Information Technology, Working with Others and Improving Own Learning).

You will also attend in-house training programmes to develop skills and knowledge related to the various operations and projects.

During the programme you will gain a good overview of the Business through a variety of work placements in Software Engineering. Not all placements are practical and hands-on: research for example, involves report writing and data analysis to support and develop engineering activities. Once you have finished the placement tour and completed the Apprenticeship Programme, you will be in an excellent position to move into a permanent role and follow your chosen career path.

## OPPORTUNITIES

### Basildon

Software (four year scheme)

## ENTRY REQUIREMENTS

### Technical Apprenticeship

Two A Level passes (A-C) in Information Technology, plus one other subject (or equivalent)

## RESULTING QUALIFICATIONS

Higher National Certificate (HNC)  
Key Skills/Functional Skills Level 3  
Employee Rights and Responsibilities (ERR)  
National Vocational Qualification (NVQ) Level 3

# BUSINESS APPRENTICESHIPS

The two year Business Apprenticeship Programme provides a variety of experiences through placements in business related disciplines. Placements available include: Commercial, Finance, Human Resources, ICT Support, Procurement and Project Support.

You will study for the Higher National Certificate (HNC)/ Foundation Degree in Business Studies on day/ evening release, as well as undertaking the National Vocational Qualification (NVQ) Level 3 in business administration and Key Skills (remove / Core Skills) Level 3 (Communications, (Application of Number) while you are at work.

The placements not only contribute to the HNC, NVQ and Key Skills Level 3, but will also help you to find your natural career path on completion of your Apprenticeship.

## OPPORTUNITIES

### Basildon, Edinburgh and Luton

Business (2 year scheme)

## ENTRY REQUIREMENTS

### Business Apprenticeship

Two 'A' level passes A-C, including English or Maths and a business related subject preferably Business Studies (or equivalent)  
Or  
Two Higher Grades A-C, including English and a business related subject preferably Business Studies (or equivalent)

## RESULTING QUALIFICATIONS

Higher National Certificate (HNC)/ Foundation Degree  
Core Skills/Key Skills/Functional Skills Level 3  
National Diploma in Business Administration  
Scottish Vocational Qualification (NVQ) Level 3

# SECRETARIAL APPRENTICESHIPS

The two year Secretarial Apprenticeship Programme provides a variety of experiences through placements in business related disciplines. Placements available include: Commercial, Finance, Human Resources, ICT Support, Procurement and Project Support.

You will study for the Certificate in Administration Level 2 on day/ evening release, as well as undertaking the National Diploma Level 2 in business administration and Key Skills/Functional Skills Level 2 (Communications, (Application of Number) while you are at work.

The placements not only contribute to the Certificate in Administration Level 2, NVQ and Key Skills/Functional Skills Level 3, but will also help you to find your natural career path on completion of your Apprenticeship.

## OPPORTUNITIES

### Basildon

Secretarial (two year programme)

## ENTRY REQUIREMENTS

### Secretarial Apprenticeship

Three GCSE passes (A-C) in Mathematics, English and one in a business related subject preferably Secretarial Diploma (or equivalent).

## RESULTING QUALIFICATIONS

Certificate in Administration Level 2  
Key Skills/Functional skills Level 2/3  
National Diploma Level 2/3

## THE REWARDS

As you learn (leading to professional academic and competency based qualifications) you will earn a competitive salary with annual pay reviews in September.

Our structured placements will help you to gain hands-on experience with relevant training and development opportunities. You will also be able to get involved in Educational Liaison activities, Apprentice Forums, the Joint Consultative Committee, as well as other opportunities.

## HOW TO APPLY

Applicants should have strong team working skills, be motivated, self-disciplined, clear communicators, with an interest in technical or business disciplines.

Apply online between November and February  
by visiting the SELEX Galileo careers website at  
[www.selexgalileo.com](http://www.selexgalileo.com)

# TECHNICAL ENVIRONMENTS:

## HARDWARE ENGINEERING

**Hardware Engineering is the discipline for the electrical and electronic work on challenging applications. The Hardware Function has specialised development capabilities, integrated with other supporting functions across SELEX Galileo, to provide a complete engineering solution for electronic products from concept, through manufacturing to the customer.**

Hardware module design incorporating analogue and digital functions, including the use of advanced FPGA technology featuring signal processing, embedded processors and high-speed serial I/O, Analogue and RF design using Saber capture and simulation tools from MMIC through to DC-DC power supplies.

Hardware Engineers develop equipment for military and commercial applications. We have expertise and capability in the specialist fields of Digital, Analogue, RF, Microwave, Programmable Devices and Test Equipment Design.

The department also provides specialist support to projects in the fields of Electronic Design Automation (EDA)/ Electronic Computer Aided Design (ECAD), Component Engineering, PCB Design, Library Services and Process Improvement. Collectively these provide best practice tools, knowledge and processes to ensure the functionality and reliability of our products.

### ROBERT THORNE, SECOND YEAR APPRENTICE, LUTON



I applied for the SELEX Galileo Apprenticeship Programme whilst I was doing an apprenticeship in CNC Machining, as I wanted a new challenge and saw that working for SELEX Galileo looked like a great opportunity. I attend college one day a week where this year I will finish my National Certificate (NC) in Electrical Engineering. In my third and fourth year I will work towards a Higher National Certificate (HNC) on the same course. When you complete the HNC, there is the opportunity of obtaining further qualifications, which I intend to do.

During the four year programme, technical apprentices attend college full time during the first year and then have eight, three month placements for two years, which gives you a better perspective of how the Company operates, providing a good basis on what to select as a final, one year long placement, whilst also being on day release at college. Some of the placements I have been on so far are; Operations, Quality Assurance, SEI (Supportability Engineering), Mechanical Engineering and Assembly, Integration and Test (AI&T).

Whilst working at SELEX Galileo and being on the Apprenticeship Programme, I have gained valuable experience and knowledge, creating strong working relationships at the same time. This I feel will stand me in good stead for developing my career as an Engineer and my future with the Company.

## MECHANICAL ENGINEERING

**Mechanical Engineering at SELEX Galileo is one of the most diverse and exciting of all the engineering disciplines. We are specifically concerned with the design of complex leading edge electro-mechanical and opto-mechanical equipment and systems from initial concept through development to production, validation and installation.**

Through extensive use of Computer Aided Design and analysis tools, SELEX Galileo has the ability to create flexible and innovative mechanical solutions to meet harsh environments and challenging project demands for both military and civil applications.

Reducing costs and lead times, while increasing performance, safety and reliability in today's military and civil markets, presents some major challenges.

By embracing new technologies, tools and processes, we provide 'Total Engineering Solutions' to meet our customers' demands for high performance mechanical designs that are right first time, fit for purpose and are delivered within budget.

### ARNOLD GRUNDY, THIRD YEAR TECHNICAL APPRENTICE, EDINBURGH

After school I knew I wanted to pursue a career in engineering. However I was unsure in which engineering field I would like to work in. Therefore I chose the SELEX Galileo apprenticeship as it offered mix of many engineering disciplines that I could learn from, while also providing an appealing salary. During my time here, I have worked in a range of varied departments in three month placements. Whilst in each placement I have worked alongside and learned from experienced engineers and staff of varied backgrounds. During my apprenticeship I believe I have acquired some invaluable life skills and qualifications that I wouldn't have without the help of SELEX Galileo.

# TECHNICAL ENVIRONMENTS:

## SUPPORTABILITY ENGINEERING

**SELEX Galileo's Supportability Engineering expertise addresses the demands of today's customers and for through-life capability and high performance avionics equipment that exhibits high reliability and low cost of ownership.**

Supportability Engineering applies well proven techniques to identify and attack cost drivers during design, development and in-service support phases. Working within the design teams, our high calibre engineers apply their specialist knowledge and utilise state-of-the-art toolsets to ensure that supportability is given the greatest priority.

During design and development programmes, we ensure that the customer is delivered a reliable, highly testable, easily maintainable and safe product. Once in-service we fully support the customer through innovative support solutions. Our capabilities include logistics modelling, field service representatives, customer training, technical publications, system performance monitoring, failure review, obsolescence mitigation and asset management.



**MIKE EDWARDS, OPTICAL TECHNICIAN, BASILDON**

During my Technical apprenticeship, I studied for a Higher National Certificate (HNC) at Anglia and Ruskin University, having already completed a National Certificate (NC). I also achieved an NVQ.

My placements included: the Design Office, Optics, Machined Components Centre and Field Support. I was also fortunate enough to be chosen to go on an Advanced Engineering Training (AET) Course amongst other personal development opportunities.

I gained A Levels at SEEVIC College in Physics, Psychology, History and Law. I chose to become an apprentice rather than go on to university as it was an excellent opportunity to earn a competitive salary whilst learning and gaining recognised qualifications. Having completed my apprenticeship, I am now in a permanent role as an Optical Technician.

## SYSTEMS ENGINEERING

**The Systems Engineering team champions integrated product development; sharing, learning, understanding and working with other disciplines and functions.**

We apply innovative techniques and adopt best practice to provide quality, timely, desirable and affordable solutions, which fulfil the whole lifecycle demands of users of our products and services.

The areas of expertise range from the proposal stage, requirements management, through systems design architectures/ concepts to systems analysis.

Once a solution has been identified there is extensive modelling and algorithm development prior to hardware development, which leads to integration, verification, validation and test. After delivery there is ongoing customer technical liaison.



**JOE MUCKLE, BASILDON**

I joined SELEX Galileo straight after leaving school. To carry on learning and getting paid for it was a great motivation for me. The first year of my apprenticeship was spent entirely at college undertaking a Performing Engineering Operations (PEO Level 2) course.

Once working with the Company, I continued to spend one day each week at college to complete a National Certificate and then a Higher National Certificate.

The first of these placements was in Production Engineering within the Machined Components Centre (MCC), I knew straight away that this was kind of hands on work that I wanted to do.

I then spent some time in the Design Office, but returned to Production Engineering, as this is where I knew I belonged. During my apprenticeship, I have been presented with the following awards: *Apprentice of the year 2008, Apprentice Special Achievement 2009, Bronze Innovation award 2009, and the EEF manufacturing award for a Special achievement by a final year apprentice - South east of England winner 2010.*

I now work as a Manufacturing Engineer, undertaking a wide range of projects aimed at continuous improvement within Operations, and I also get the opportunity to travel around the UK. I have since have been presented with the Operational Excellence Award 2011.

## TECHNICAL ENVIRONMENTS:

### SOFTWARE ENGINEERING

**Software Engineering has a comprehensive capability in the definition, design, development, integration and maintenance of complex, real-time, embedded, mission support and test equipment applications. The technical expertise extends across a wide range of development platforms, integrated development environments and multi-processor targets.**

Our capability in state-of-the-art modelling and auto-code generation techniques is complemented by our extensive knowledge of legacy tools, languages and processors. All of this is complemented by our externally accredited, world leading CMM Level 5 software development process. We were the first European defence company to achieve such recognition. Our process is also accredited to ISO 9001:2000 and AS 9100B standards.



**MALCOLM MILLER, DIRCM PRODUCT ASSURANCE ENGINEER, EDINBURGH**

I applied for SELEX Galileo after leaving school in the sixth year at school. I was encouraged by the prospect of being able to earn a good salary along with gaining qualifications such as a Scottish Vocational Qualification (SVQ) level 3 and Higher National Certificate / Higher National Diploma (HNC/HND) in Electrical/ Mechanical Engineering.

I was also interested in the opportunities and the Lines of Business at SELEX Galileo.

In the first three years of the apprenticeship we generally move departments in three month blocks and then a final year long placement, usually where you will work full time after your apprenticeship. This lets apprentices see the range of jobs offered by the company and gives them a bigger grasp of the company as a whole.

I have been in departments such as: Mechanical Design, Environmental testing, Support Operations and Test Engineering. Also, I attended college one day a week to gain my qualifications. At present, I am working in Product Assurance (Quality).

I have now finished my apprenticeship and have decided to continue my studying at Napier University for a Degree in Engineering with management, one day a week. I feel that getting to go university is a great chance for me and is fully supported by SELEX Galileo. I am hoping to apply to skills to my everyday work as soon as possible.

## MANUFACTURING ENVIRONMENTS:

### OPERATIONS

**The Operations function has specialised manufacturing capabilities and expertise, working in an integrated manner with other functions from the concept stage through series production to product support.**

Working in Operations, you will draw on a wide variety of skills and proficiency whilst working together with other business areas to improve customer turnaround time and guarantee quality.

The function seeks to maintain an optimal manufacturing solution while ensuring that performance and support is not compromised. Key activities include; operations management, production and process engineering, programme management, manufacturing systems management, supply chain logistics and leadership of assembly, integration and test teams.

**RICHARD SIMMONDS, FOURTH YEAR TECHNICAL APPRENTICE, BASILDON.**

I joined SELEX Galileo in 2008 following my release from the Royal Navy. I realised that an apprenticeship was the best route for me to continue in the engineering profession as a civilian.

For the first year I spent my time at Prospects College learning Performing Engineering Operations (PEO), alongside day release for a BTEC National in Engineering. This gave me a fundamental understanding of the engineering vocation and set me up to begin work at SELEX Galileo. In year two we had the opportunity to move around the departments within the Company in three month segments. I attended Assembly Inspection and Testing (AIT) and Stores, Machined Components Centre (MCC) and Hardware, in conjunction with concluding our second year of BTEC and numerous projects.

In the third year I began an HNC in Engineering, at Anglia Ruskin University, which consists of mathematics and engineering principles. I was also given the opportunity to work at our Precision Casting Centre (PCC) in Portsmouth on a secondment for approximately four months, before returning to Basildon and joining my final three month placement in Industrial Engineering, where I am to complete my apprenticeship.

The opportunities presented to me throughout this apprenticeship have been second to none, and with a salary whilst learning, I have never thought of turning back. I wish to advance my learning through SELEX Galileo as far as humanly possible.

# MANUFACTURING ENVIRONMENTS:

## MACHINED COMPONENTS CENTRE

**From SELEX Galileo's Machined Components Centre (MCC) early beginnings over 50 years ago, we have manufactured state-of-the-art military systems and civil aeronautics for world markets. It is this sustained record of know how, coupled with a wide range of processes, tools and facilities that ensures the MCC is well placed to take on any future challenges.**

The MCC's experienced manufacturing engineering team have access to multiple seats of Pro/ENGINEER Wildfire 3D advanced machine programming package. Pro/ENGINEER enables maximum production efficiency through the automated generation of machine code and associative tool design. The MCC's shop floor has a wide range of capabilities, from 3 axis up to 5 axis milling with dedicated machines to reach tolerances of 5µm through to turning using driven tooling and mill-turn capabilities up to 7 axis.

The MCC has its own departments to help the manufacturing process run smoothly. These consist of Estimating, Material Control, Procurement and Manufacturing Engineering. These departments are vital for the manufacture and delivery of products.



### ROBERT BORNER, FOURTH YEAR TECHNICAL APPRENTICE, LUTON

I applied for the SELEX Galileo Apprenticeship Programme at the same time as applying for university because I was unsure of which route I wanted to take. Looking back, taking on the apprenticeship was the best decision I could have made.

I have gained invaluable knowledge and experience at SELEX Galileo that I would not have been able to pick up if I had gone straight to university. During your time moving around the Company you are given the chance to work alongside some of the best engineers in the country. You also gain a broad overview of how different functions around the Business operate. This is a rare opportunity that can be hard to get if going into the workplace through another route.

I have now worked in a number of interesting areas including; Software Engineering, Trails and Integration, Systems Engineering, Hardware Engineering and Operations. Moving around gives you a good base to select which areas of the Business you want to move into, and form the working relationships within departments to allow you to do so.

Working at SELEX Galileo I have had some unique experiences that make the job more enjoyable including spending time doing software maintenance on a Royal Navy type 42 destroyer, going for a flight in an RAF Chinook helicopter and attending school and college events to get students more interested in engineering.

Alongside this I attend college one day a week, to study an HNC in electrical and electronic engineering having previously completed a PEO (performing engineering operations) and NC in my first two years on the Apprenticeship Programme. I hope to carry on my studies part time at university upon completion of my apprenticeship and am currently in the process of applying for a BEng in electrical and electronic engineering.

I have already gained a huge amount of experience at SELEX Galileo and have been given the opportunity to see many things I wouldn't have had the chance to had I chosen a different path through education, I look forward to furthering my career here in the future.

### ALLAN SPEED, SECOND YEAR TECHNICAL APPRENTICE, EDINBURGH

SELEX Galileo offers young people the opportunity to join one of the World's leading defence companies through a successful Apprenticeship Programme and I am always excited to see how past apprentices have progressed through the Company to become extremely valuable and important members of the Business. Each placement provides a different and challenging experience through various disciplines relevant to the type of apprenticeship you are doing, whilst also gaining excellent qualifications, mainly on day release. I have gained a huge amount of experience so far in my Technical apprenticeship and continue to work hard to push myself every day. I am excited to see where this will eventually take me, hopefully including working in a challenging engineering role and moving onto university upon completion of my apprenticeship.

# BUSINESS ENVIRONMENTS:

## PROCUREMENT

**The contribution of external suppliers is a major part of our provision of world-class customer solutions.**

For SELEX Galileo to excel, we have to ensure that we professionally engage best-in-class suppliers, working with them to deliver high quality business-winning solutions, in the right timescales and at competitive prices while ensuring robust through-life support.

Market research, defining requirements, selecting and working with suppliers, negotiating, establishing and placing contracts and strategising supplier agreements all lies within the Procurement function. The Procurement team provides the support and right environment for you to learn and to develop your career.

In addition to the in-house and on-the-job training provided, you will be encouraged and financially supported to become members of the Chartered Institute of Purchasing and Supply (CIPS) and work towards achieving your chartership.

## COMMERCIAL

**The Commercial function works with the other functions in the Business in Integrated Project Teams (IPTs) and plays an important role in winning business and maintaining excellent customer relations.**

Commercial Apprentices will make a significant contribution to the Business, focusing on the customer, understanding their needs and exceeding expectations.

You can expect to be involved in numerous activities including; responding to customer requests for proposals, quotations and invitations to tender, producing proposals, managing contract changes, negotiations, including price and terms & conditions and entering into contractual commitments on behalf of the Company.

Commercial provides advice to the other functions on matters ranging from; commercial conditions and risk management to export control, offset and royalties. You can expect to interact with the marketing, bid management, legal, procurement, finance and engineering functions.

When recruiting the next generation of Commercial Managers, SELEX Galileo looks for individuals with the desire and ability to understand, communicate and negotiate with the customer while professionally interacting and working with other functions within the Business.



**MATTHEW NEWTON, BUSINESS DEVELOPMENT OFFICER**

I chose the SELEX Galileo Apprenticeship scheme as I knew I would gain valuable experience of working in an office environment alongside studying for a HNC Business and NVQ level 3. Currently I am the first Business apprentice on the Edinburgh site.

During the two year programme, I will spend six months in four different departments across the Company. These are Commercial, Finance, Planning and Procurement. These four placements will help me gain a better knowledge of how the Company operates. During the placements I have worked closely with customers and suppliers and I have been involved in a number of high profile contracts; this has benefited me greatly as it has enabled me to understand how the Company runs day-to-day.

I'm really enjoying the Business Apprenticeship as it is giving me a lot of hands-on experience which you cannot gain by going to college once a week. When I have completed my Apprenticeship I would like to further my education while continuing to work within the company.



## BUSINESS ENVIRONMENTS:

### PROJECT MANAGEMENT

**The performance of our projects is critical to our Business success. We appoint Project Managers to run projects under a methodology called Lifecycle Management. Most projects are assessed monthly to review their status in terms of schedule, cost and achievement.**

A sound Project Management capability is recognised as a key enabler for the success of our Business and we use a range of techniques such as 'Earned Value Management' and 'Risk Management' with tools such as SAP to help Project Managers.

The key role for the Project Manager is to act as a focal point between the integrated project team that carries out the project and the internal or external customer of the project. It requires a balance of management skills as well as personal drive and considerable interpersonal skills.

### SEAN GRAHAM, THIRD YEAR TECHNICAL APPRENTICE, EDINBURGH

I applied for SELEX GALILEO because of the prospect of earning a good salary and qualifications along with gaining essential on the job experience. The apprenticeship lasts four years, the first three of those are spent rotating through departments to gain a broad range of skills and to ascertain what sort of engineering career you want to pursue. The final year is spent specialising in your chosen placement. I attend college once per week over the four years to gain a HND in engineering systems; also I will have gained an SVQ level 3 in technical support through work based activities. After the apprenticeship I hope to pursue further education at university with the support of SELEX GALILEO.





Institution of  
**MECHANICAL  
ENGINEERS**



**IOP** Institute of Physics



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