



# Kickstart your career with us

*Apprenticeship Brochure*



We aren't just improving local communities, we are building careers.

Whether you are looking to develop your industry experience, or just starting out on your career journey, an apprenticeship might be right for you. We have a history of advancing passionate apprentices through the business.

#### About us

VolkerHighways is a leading integrated highway services provider, delivering highways and street lighting term maintenance contracts for local authorities across the South of the UK. We also deliver major surfacing and public realm infrastructure schemes.

We have two specialist subsidiary businesses:

- **VolkerTraffic Management** provide temporary traffic management solutions across all road types.
- **VolkerSmart Technologies** provide a wide variety of smart city infrastructure solutions for the connected and sustainable communities of the future. This includes the installation of commercial electric vehicle charging points and independent connections.



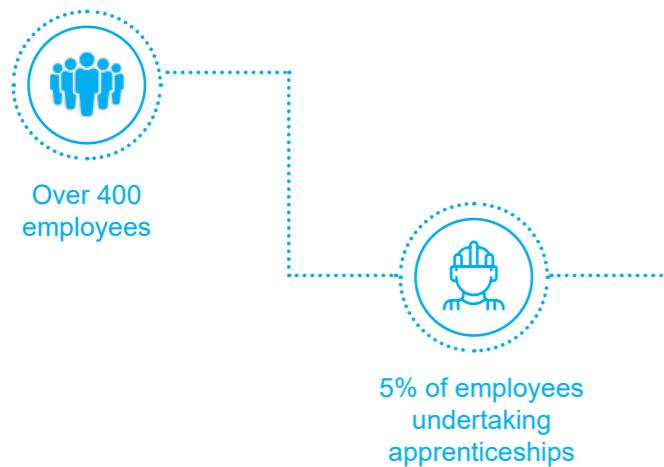
# Apprenticeship levels

Apprenticeship type	National qualification level	National qualification equivalent	Higher education equivalent
	Entry	Entry level certificate	
	Level 1	GCSE (grade D - G or 3 - 1)	
Intermediate	Level 2	GCSE (grade A* - C or 9 - 4)	
Advanced	Level 3	AS and A level NVQ level 3	
Higher	Level 4	Certificate of higher education NVQ level 4	Certificate of higher education Higher national certificate
Degree	Level 5	Higher National Diploma NVQ level 4	Higher national diploma Foundation degree
	Level 6	NVQ level 4	Bachelors degree

# Where we operate

We are predominantly based in Southern England, with offices and depots in:

- .... Bath and North East Somerset
- .... Bournemouth
- .... Essex
- .... Hertfordshire (Head Office)
- .... London (Wimbledon)
- .... Luton
- .... Medway
- .... Oxfordshire
- .... Somerset
- .... West Berkshire
- .... West Sussex
- .... Wokingham



## What we offer

If you're looking to develop your skills and earn a living, while still completing your studies, an apprenticeship might be the way forward.

We offer a range of apprenticeship opportunities in both site and office based roles. Our apprentices work alongside experienced employees to gain specific skills, as well as receiving classroom-based learning through a formal college programme, to achieve a nationally recognised qualification.

Our apprenticeships take between one and five years to complete, depending on the level, skill and sector you wish to work in, and are tailored to suit the needs of the individual.

We also have relationships with external bodies, colleges, universities and training providers to establish strong foundations for our apprenticeship frameworks.

Lara has progressed from a Trainee Quantity Surveyor to a Project Quantity Surveyor

**“In the past, I never felt confident enough to start a degree as I had no idea what I wanted to do, and it is a huge commitment! Gaining my qualification via the apprenticeship route has felt like a natural gradual progression for me.”**



**What I have enjoyed most about my apprenticeship:**

- It has given me a huge boost in confidence
- I have developed new skills in a practical hands-on experience
- I love being able to work whilst still earning a salary
- I've built a network of other amazing individuals within the industry
- I've received incredible support and encouragement from my VolkerHighways team

*Lara, Project Quantity Surveyor*



## Public Relations and Communications Assistant

We offer a Level 4 Public Relations and Communications Assistant Apprenticeship which offers an insight into building, protecting and maintaining positive reputation for brands and organisations.

This apprenticeship provides hands-on experience in communications and marketing, including crafting press releases, managing social media channels, supporting internal communications to keep employees informed of key business developments, and assisting with event coordination.

### What this course covers

- Digital PR and social media
- Internal communications
- Crisis management
- Social responsibility
- Corporate identity and reputation
- SEO Best practice

### Entry requirements

The entry requirement for the apprenticeship will typically be four GCSEs at Grade C or higher including Maths and English. Apprentices who are granted entry without GCSE Grade C or higher in Maths and English will be required to achieve Functional Skills in English and Maths at Level 2 as part of the apprenticeship.

### Duration

The apprenticeship will typically take 15 months to complete.



**Jessica Ward**  
Apprentice Communications Coordinator

**“For me, deciding to do an apprenticeship was a no-brainer. I am incredibly lucky to have such a supportive network around me that have helped me gain valuable work experience whilst allowing me to deepen my theoretical understanding behind what I do.**

**It is the perfect balance between practical and academic learning.”**



# Surveying Technician Apprenticeship

This Level 4 course provides a solid foundation for those starting a career in quantity surveying, equipping students with the core knowledge and practical skills needed to contribute effectively to the commercial and contractual management of construction projects.

## What this course covers

- Assisting senior managers with the budgeting of construction projects
- Control of costs during a construction project
- Selection and management of specialist contractors
- To contribute to the mitigation of disputes using accurate records
- Recording, control and reporting of income and expenditure on a construction project
- To assist senior managers with the legal and contractual issues on a construction project

## Entry requirements

The entry requirement for the apprenticeship will typically be four GCSEs at Grade C or higher including Maths and English. Apprentices who are granted entry without GCSE Grade C or higher in Maths and English will be required to achieve Functional Skills in English and Maths at Level 2 as part of the apprenticeship.

## Duration

The apprenticeship will typically be undertaken over two years.



**Elise Liston**

Commercial Administrator

**“As someone new to the commercial world, I’ve been fortunate to receive great support from my team throughout. I’m also very grateful to have been provided with the opportunity to enrol on the Construction Quantity Surveying Technician Apprenticeship, this is a good way to gain hands on experience whilst also learning in a classroom environment alongside others who are on the same journey. I would highly recommend apprenticeships as they offer a unique blend of learning and real-world development, with the added benefit of workplace support to help you grow and progress.”**



# Highways Maintenance Skilled Operative Apprenticeship

We offer a Level 2 Highways Maintenance Skilled Operative Apprenticeship, which provides a first step into the highways maintenance industry.

The apprenticeship is site based, and apprentices will get to experience working on rural and urban roads to repair, improve and maintain our highway, using hand and power tools and plant machinery.

## What experience you will gain on this course

You will work as part of a highly trained team and will gain vast experience carrying out a range of tasks including pothole repairs, replacement and reinstatement of pavements and kerbs, laying new surfaces and more.

Apprentices will be working across the design, construction and delivery phases of highway schemes to ensure the project is built safely, and meets the clients' requirements and standards.

## Entry requirements

You will need GCSEs in Maths, English and a Science at grade 4(C) or above, and/or relevant industry experience. Applicants without Level 2 qualifications in Maths and English will need to study Functional Skills at this level alongside their apprenticeship.

## Duration

The typical duration of this apprenticeship is two years.



**Connor Calder-Bune**  
Apprentice General Operative

**"I decided to do an apprenticeship because you get to earn and learn at the same time, so it's a win-win!"**

**By the end of my apprenticeship, I would like to be competent with all the tools and given more responsibility, which will help me to achieve my goal of becoming a supervisor."**



# Business Administrator Apprenticeship

**Our Level 3 Business Administrator Apprenticeship provides highly transferable set of knowledge, skills and behaviours that can be applied in all sectors.**

**The role may involve working independently or as part of a team and will include developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities.**

## What skills you will develop on this course

The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills. The business administrator is also expected to show initiative, managing priorities, problem-solving and decision-making skills.

You will work as part of a team to record and analyse data, produce and file accurate records and documents, handle confidential information in compliance with procedures and more.

## Entry requirements

You will need four GCSEs at grade A\*-C or 9-5, including English, Maths and Science. If you have not already achieved Level 2 English and Maths, apprentices must do so before taking the end-point assessment.

## Duration

The apprenticeship will typically take between 12 and 18 months to complete.



**Katie Brennan**  
*Apprentice Administrator*

**“Deciding to do an apprenticeship has been the best decision I have made. In doing so, it has greatly improved my confidence and knowledge. I have gained valuable skills in organisation, communication, and teamwork. This experience has helped me become more self-assured in my abilities and I am grateful to work with such an amazing and helpful team!”**

# Installation and Maintenance Electrician Apprenticeship

We offer a Level 3 Installation and Maintenance Electrician Apprenticeship which offers apprentices the first step into the electrical industry.

You will learn how to install, maintain and repair electrical systems in industrial, commercial and residential environments.

## What experience you will gain from this course

You will work as part of a highly trained team and will gain vast experience carrying out a range of electrical tasks. The scope of an Electrician's work encompasses using engineering knowledge and understanding to apply technical and practical skills. You will contribute to the design, development, construction, commissioning, operation and maintenance of products, equipment, processes, of electric systems or services.

Electrical equipment and systems may include switchboards, motors, cables, fuses, thermal relays, fault current protection switches, heating, lighting, air conditioning and metering equipment as well as crime and fire alarm systems and renewable energy technologies.

## Entry requirements

You will need GCSEs in Maths, English and a Science at grade 4(C) or above, and/or relevant industry experience. Applicants without Level 2 qualifications in Maths and English will need to study Functional Skills at this level alongside their apprenticeship.

## Duration

The typical duration of this apprenticeship is four years.



 **Tom King**  
Apprentice Electrician

“Before joining VolkerHighways, I was working in a warehouse, not enjoying the job. I knew I wanted to become an electrician and VolkerHighways gave me that opportunity. I go to college one day a week to study and then the rest of my time is spent doing practical work.”



## What can you expect from us?

**We have a history of advancing apprentices through the business.**

### Joining us means you gain:

- Extensive opportunities to develop and broaden your knowledge and skills
- Working with highly knowledgeable and experienced teams
- Fully funded academic opportunities with appropriate courses, suited to your desired career path, avoiding student debt
- A competitive salary and benefits
- Opportunities to engage in the local community and make a difference
- An exciting working environment
- Guidance to ensure your continued development

### How to apply

To apply for an apprenticeship, please visit our website: [volkerhighways.co.uk/careers](http://volkerhighways.co.uk/careers) for the latest opportunities. Alternatively, please email [recruitment1@volkerwessels.co.uk](mailto:recruitment1@volkerwessels.co.uk)



**Start your career with  
VolkerHighways today!**



We are part of VolkerWessels UK, a £1.5bn multidisciplinary contractor delivering innovative engineering solutions across rail, highways, aviation, ports, defence, energy, water, and environmental sectors.

**W:** [volkerhighways.co.uk/careers](http://volkerhighways.co.uk/careers)

**E:** [Recruitment1@volkerwessels.co.uk](mailto:Recruitment1@volkerwessels.co.uk)

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