



GATEWAY TO YOUR FUTURE

Infrastructure and Projects
Apprenticeships
with Translink 2021

let's go together
translink.co.uk





WELCOME TO TRANSLINK

Foreword

Translink are delighted to be able to offer opportunities to join our Infrastructure and Projects division as an Apprentice in 2021. We are recruiting Apprentices across Infrastructure and Projects areas to include Civil Engineering, Structural Engineering, Railway Engineering (Track), Electrical Engineering (Signalling and Telecoms) and Property Management. Our Apprenticeship programme will provide you with the skills, knowledge and qualifications you need to develop a career within infrastructure engineering.

Our Apprentices will have the opportunity to work for an organisation which is playing a key role in Northern Ireland by delivering transport that is safe, sustainable and which provides an integrated service focused on connecting people, enhancing the economy and improving the environment. The Belfast Transport Hub, is our award-winning flagship infrastructure project, which will help shape the future of public transport in Northern Ireland.

This Translink Infrastructure and Projects Apprenticeship Programme is an excellent opportunity to explore your skills and develop your career alongside a diverse and experienced team, who will mentor and encourage you along the way. If you like working in a team, are enthusiastic and conscientious then I would encourage you to apply to be part of building back responsible infrastructure. We will encourage Apprentices to develop to their full potential and progress into higher levels and work in partnership with local colleges, universities and professional bodies to establish future careers in the built environment.

I wish you every success with your application.



A stylized, handwritten signature in black ink, appearing to read 'J. Glass'.

John Glass
Director of Infrastructure and Projects



“To be your first choice for travel
in Northern Ireland

TRANSLINK VISION



WHO ARE TRANSLINK?

Translink provide bus and rail services across Northern Ireland, over extensive infrastructure and estates which are managed by a team of specialised Engineers, Property Managers and Project Delivery Professionals. In order to maintain and develop the highest standards of infrastructure we have identified opportunities for Translink Infrastructure and Projects Apprenticeships for 2021.

Apprentices will benefit from working on a wide range of infrastructure assets that exist throughout the Translink network worth £3.5bn. This includes over 300 miles of railway, 400 bridges, signalling and telecoms, level crossings, halts, stations, park and ride sites and integrated transport hubs. It is an ever-changing built environment with key projects evolving as part of the transformation of public transport across Northern Ireland.

The Translink Infrastructure and Projects division manages, monitors, maintains and reviews all infrastructure and projects that support NI Railways, Ulsterbus, Metro and Glider services. Our Infrastructure and Projects teams are involved from the inception planning stage right through to construction and completion of projects and play a vital role in the successful delivery of key developments, including the award-winning North-West Multimodal Transport Hub and the future Weavers Cross Regeneration. This multi-million pound transport led regeneration project, a Northern Ireland Executive flagship project, will see the transformation of the 8-hectare city centre site, delivering a modern high quality transport hub to enhance local and international connectivity with bus, coach and rail links across Northern Ireland and beyond.

It is an exciting time to join Translink's Infrastructure and Projects division and a unique opportunity to develop skills as an Apprentice.



TRANSLINK VISION, MISSION AND VALUES

Translink's mission is to work innovatively, taking a collaborative approach with all appropriate stakeholders to deliver a transformation in public transport, providing integrated services which connect people, enhance the economy and improve the environment, enabling a thriving Northern Ireland.

Translink is passionate about providing excellent public transport and this is endorsed by their guiding Values;

Safety, People, Innovation, Responsibility, Integrity and Teamwork
This is the Translink 'SPIRIT'.



WHY YOU SHOULD APPLY FOR OUR APPRENTICESHIP SCHEME



Practical on-the-job
training



Gain experience
and a professionally
accredited qualification
at the same time at no
monetary cost to you!



Competitive salary



Career progression
and personal
development



Minimum of 24 days
annual leave + set
public holidays
(pro rata)



Free travel (subject to
eligibility) on Translink
services



Attractive
NILGOSC Pension
Scheme



Opportunity to join
Employee Benefits Scheme
offering you discounts
from local retailers
and service providers
including restaurants,
gym membership, hotels,
cinemas etc.

WHAT IS AN INFRASTRUCTURE AND PROJECTS APPRENTICESHIP?

Infrastructure and Projects Apprenticeships are real jobs offering hands on experience, comprehensive training and a recognised qualification in a range of different disciplines all whilst earning a competitive salary. As an Apprentice you will be employed by Translink and you will have the opportunity to gain qualifications in Civil Engineering, Structural Engineering, Rail Track Engineering, Electrical Engineering (Signalling and Telecoms) or Property Maintenance.

Apprentices will work towards levels 2 and 3 NVQ and BTEC Diplomas and Degrees as well as additional options for further professional development. Throughout your training you will benefit from being mentored by specialised staff who will provide guidance and support to further develop you into Higher Level Apprenticeships (HLA's - level 5, 6, and 7 programmes) and career progression.

The programme involves a combination of working in an office, depot or other infrastructure sites for up to 4 days a week, with one day a week spent at a local regional college or university working towards your qualification.



INFRASTRUCTURE AND PROJECTS APPRENTICESHIP ROUTES

We currently have Infrastructure and Project Apprenticeships available across the following disciplines:

Civil/Structural Engineering

The Railway Civil Engineering Apprenticeship is the first step towards becoming a professionally qualified Civil Engineer. Apprentices will commence a 2 year programme of combined work and study towards gaining a BTEC Level 3 Diploma in Construction and the Built Environment (Civil Engineering) or Natural and Built Environment Civil and Structural Engineering in partnership with a local college, as well as a professional qualification as an Engineering Technician member of the Institution of Civil Engineers (EngTech MICE).

Work at Level 3 will focus mainly on assisting experienced Engineers and Managers with Civil, Structural and Track Engineering projects across the railway network. You will be based in Belfast although travel throughout Northern Ireland, as the role is a mix of office and site-based activities, providing a varied range of experience to support Apprentices' academic learning. You will get the opportunity to support both the Capital and Maintenance programmes, working with in-house Engineers on the examination, repair and construction of assets e.g. bridges, tunnels, viaducts, retaining walls, earthworks and coastal defence structures.

Apprentices who are successful at Level 3 will continue their education and training through to Level 5 Foundation Degree and can progress to BEng and MEng level, along with mentored support to achieve professional qualifications through the Institution of Civil Engineers or the Institution of Structural Engineers.

Railway Engineering (Track)

Apprentices in Railway Engineering (Track) will develop from Level 2, building knowledge and skills in the inspection, maintenance and repair of railway track assets and components.

You will be based in one of our track maintenance depots located in Portadown, Belfast, Ballymena or Coleraine and work alongside experienced staff ensuring the railway meets the correct standards for the safe and efficient passage of trains.

Due to operational restrictions, part of the work is completed at night, therefore Railway Engineering (Track) Apprentices must be prepared to work nightshifts on a regular basis as well as occasional weekends. Level 2 and Level 3 Diplomas in Railway Engineering (Track) are attainable with the Northern Regional College.

Electrical Engineering (Signalling and Telecoms)

Apprentices in Electrical Engineering (Signalling and Telecoms) will cover the installation, maintenance and repair of safety critical Signalling and Telecommunications equipment across the network. This vital function requires diversity of experience and competency, responding to business needs 24/7. You will be based in Greater Belfast and work in other locations, including Ballymena with travel throughout Northern Ireland as required.

Apprentices commence at HNC Level and on successful completion can progress towards Level 5 BTEC HND in Engineering (Electrical & Electronic) with a local college one day a week. Further development is also possible with options to attain Chartership and Degree qualifications.

Property Maintenance

Apprentices in Property Maintenance will be involved with network wide maintenance of Translink buildings and surrounding assets. Apprentices can complete Level 2 and Level 3 qualifications in Property Maintenance disciplines, including Plumbing, Joinery and Electrical Installation and develop a wide range of skills and understanding of the full operational and back of house complexities of the network.

180 Translink bus and rail sites with circa 400 buildings and surrounding assets are safely maintained and accessible to all passengers, staff, and members of the public. You will be based in Greater Belfast and travel throughout Northern Ireland.

Apprentices will gain experience in diverse maintenance environments and capital works such as platform safety works, safety critical protection, prevention, monitoring and control works.



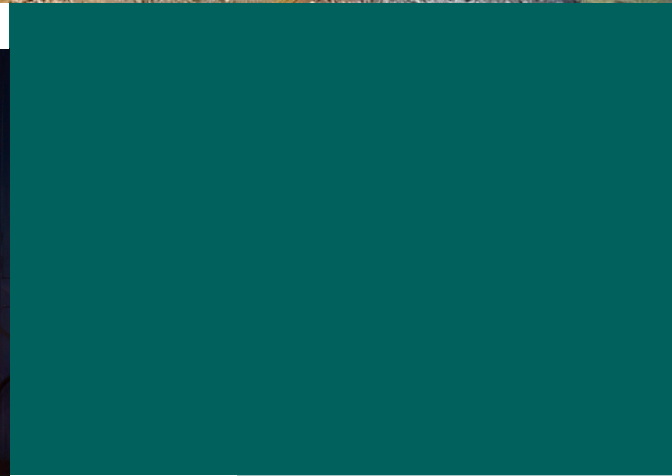
BENEFITS

- A competitive salary
- Attractive NILGOSC pension including employer contribution
- Minimum of 24 days annual leave plus minimum 9 statutory holidays
- Diversity and inclusion networks and initiatives
- Monthly wellbeing initiatives
- Employee benefits scheme offering many discounts
- Access to Cycle to work scheme enabling you to purchase a new bike and safety equipment up to the value of £1,000 for up to 30% less than the original cost through salary sacrifice
- Confidential counselling service
- Opportunity to get involved in charity fundraising and social value initiatives
- Volunteering opportunities

LOCATIONS

Locations of Infrastructure and Projects Apprenticeship Opportunities

Based within the Greater Belfast Area or at Translink depots in Portadown, Ballymena and Coleraine with travel throughout Northern Ireland across the Translink bus and rail transport network. On occasions, if required for work purposes, you may be asked to travel outside Northern Ireland.



MEET AN APPRENTICE

Matthew Taggart

YEAR 4 APPRENTICE
Civil Engineering



Matthew Taggart is currently working within the Structures Department of the Infrastructure and Projects Directorate after moving across from the Rail Engineering (Track) Permanent Way Department last year. Matthew is on Level 5 of his Civil Engineering Apprenticeship and is in his 4th year of his Apprenticeship with Translink.

Matthew studied construction in school at AS Level, which he thoroughly enjoyed and decided to apply for the Civil Engineering Apprenticeship course through his local regional college.

What qualifications or experience were needed to apply to become a Civil Engineering Apprentice?

To commence Level 3 Civil Engineering Apprenticeship course the grades are minimum of 5 GCSEs at grade C or higher, including English and Mathematics, minimum grade B or equivalent.

What advice would you give to anyone looking to follow a similar career path?

I would encourage you to seriously consider doing an Apprenticeship. It is a great opportunity to get into the industry and contribute to projects. Furthermore, for anyone thinking that going to university will hold more weight for future job applications, this is not the only pathway to Civil Engineering. You will finish the apprenticeship with a degree to the same level as anyone who went to university, plus 6 – 8 years of work experience give you an edge over other candidates also applying for posts.

What does a typical day as a Civil Engineering Apprentice involve?

There is no typical day for a Civil Engineer. One day, you could be writing up reports to determine the cost spent and works required for completion. The next day you are out on site doing an inspection of the structure or grounds that need to be checked. Rarely are any 2 days the same!

What are the best and most challenging aspects of the role?

The best aspect of the apprenticeship programme by far is the experience that you gain from working with other Civil Engineers. There are things that I have learnt on the job that I didn't cover in a class or lecture.

The most challenging aspects of working is the amount of information you need to retain and manage the workload, however as you progress through the job these will both get easier as your knowledge broadens and your time management skills improve.

“It is a great opportunity to get into the industry and contribute to projects.

MEET AN APPRENTICE

Ciara McIlroy
YEAR 2 APPRENTICE



Ciara McIlroy, currently an Year 2 Apprentice in Bus Engineering is based at Translink's Downpatrick Bus Station. Ciara completed her A Levels and worked for a number of years in different sectors before taking the opportunity to pursue a career in engineering.

Is this what you always wanted to do?

I didn't know what I wanted to do but I knew I wanted an active job. Once I commenced training as a Heavy Vehicle Technician I knew I was in the right place.

Were there any particular qualifications or experience needed?

To get into the Translink Apprenticeship programme I needed 5 GCSEs to successfully pass an aptitude test and to undergo an interview. I believe that my farming background and experience working around machinery on the railways in Australia helped me at my interview.

Are there alternative routes into the job?

You can go to college to study Heavy Vehicle qualifications then apply as a qualified Fitter when jobs become available and are advertised on the Translink website.

What does a typical day entail?

Doing 4 week safety checks, getting buses ready for PSV and any unscheduled repairs on a bus.

What are the best and most challenging aspects of the job?

I find the job very interesting, the best part is getting involved in engine services and changing brake discs/pads. The more you do them the easier it gets. For me, the most challenging part of the job has been building up my strength as the parts are heavier than a light vehicle but I am getting stronger and all I have to do is ask for help to lift something I feel is too heavy.

Why is what you do important?

Without the engineering department the buses and trains would not be maintained leaving some people without public transport to get them from A-B.

What advice would you give to anyone looking to follow a similar career path?

If this is a career you really want to get into, then don't give up. There are lots of courses provided by colleges which can help upskill you for an engineering role. Don't let others opinions stop you from pursuing your chosen career.

What's the one piece of advice you would give yourself on your first day?

Don't be afraid to get stuck in and ask as many questions as you need to.

What is the key to a successful job search?

If you are interested in joining Translink, follow them on all aspects of social media, turn on all job alerts and keep up to date with new roles advertised on www.translink.co.uk/workwithus

“Don't be afraid to get stuck in and ask as many questions as you need to.”

MEET AN APPRENTICE

Richard McMullan

YEAR 1 APPRENTICE
Electrical Engineering
(Signalling & Telecoms)



Richard McMullan is currently training within the Signalling and Telecoms Department, which falls under the Translink Infrastructure and Projects Directorate. He is undertaking his first year as a Telecoms Apprentice and believes that he is benefiting from on the job training and developing his experience every day.

Team A covers North of Belfast, which tends to use newer hardware, while team B cover South of Belfast and work on the standard equipment. Working on two different systems gives him more varied experience.

“...I’m doing something worthwhile and meaningful.

Is this what you always wanted to do?

Not always. Originally, I was following a path my father chose for me. He wanted me to avoid manual labour and get a job in an office, however the more I experimented and developed, I learned that I love working with my hands and working on electronics. This led to a passion for Engineering.

What qualifications or experience were needed to apply to become a Telecoms apprentice?

When applying, I had achieved above minimum grades, however none really applied to Engineering, except maths. I believe it was my experience working in a similar role in 2018/19 that helped me secure this Apprenticeship.

What advice would you give to anyone looking to follow a similar career path?

The job is much, much easier when you enjoy it. Listen to the people that have been in the job longer than you, they will know much more than you. Build good relationships with your co-workers as it is important to work as part of a team.

What does a typical day as a Telecoms Apprentice involve?

My day consists of observing the Technicians carrying out their maintenance routines and faults. The routines are standard and the faults provide the best opportunity for learning as you have to closely examine and diagnose a system.

What are the best and most challenging aspects of the role?

The best aspect is definitely the knowledge that I'm gaining from the job and that I'm doing something worthwhile and meaningful. The most challenging aspect of the Apprenticeship would be managing the technical study along with the work, but I always get it completed in the end!

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Infrastructure and Projects Apprenticeships with Translink 2021

APPRENTICE PROFILE

Minimum Criteria

- Aged 18 years old or over on or before the 1st August 2021
- All applicants require a minimum of 5 GCSE's at grade C or above (or equivalent qualification) including Maths and English or be expecting to receive these by August 2021. Minimum of grade B in Maths is desirable for Civil and Structural Engineering.
- Experience of using Microsoft Office packages
- Able to demonstrate examples of a practical hands-on approach
- Team player with a positive attitude
- Committed, self-motivated and willing to respond to the needs of the Apprenticeship scheme
- Excellent communication skills
- Understand how to provide an excellent customer experience

Recruitment Process

1. Online application form - www.translink.co.uk/workwithus
2. Aptitude testing
3. Interview
4. Pre-employment reference and medical checks (if successful)

EQUAL OPPORTUNITY POLICY

Translink values its employees and is committed to building a diverse and inclusive workplace that attracts, retains and develops the best talent. We are an equal opportunities employer, in this instance applications from women would be particularly welcome.



Bronze
Diversity Mark

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