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The role and the apprenticeship

The training appears to cross over between the engineering and analyst roles with modules for Data Analysis included - is the role itself a combination of roles or specifically the engineering side of things ultimately?

- The role is Analytics Engineer, the apprenticeship is Data Analyst and the Level 4 Data Analyst apprenticeship is the qualification you'll receive from this. There is a lot of crossover between the skills required, so this apprenticeship is a great fit.

Could you name the qualification gained at level 4 on completion of the apprenticeship for information please?

- You will achieve a Level 4 Data Analyst apprenticeship - [see here for details](#)

Analytics Engineering

I would like to get more of an idea of what a typical day in the role would look like. For example, are there resources online to find that info or can we find out more later in the process?

Can you give examples of activities/tasks we would work on after the training course to apply our skills?

- Meeting with data analysts to understand and document their data requirements, and translating these into tasks for the Data Modelling team.
- Supporting the development and testing of data models. Designing dimensional models based on Kimball methodology. Using SQL and dbt to transform data, developing with colleagues collaboratively using Git.
- Producing documentation and other information to enable analysts to use data intelligently.
- Act as a key point of contact for our analytical user community. Responding to requests for new or updated data transformations and models.

The requirement of gathering requirements and user engagement; does this involve engaging a lot with customers, similar to a customer facing role?

- This is a key part of the role - we need to make sure that our data products are meeting the needs of our users to achieve maximum value. Typically during the scoping phase there is a lot of customer engagement to understand their data use-cases. User acceptance testing of the product is also quite intensive in terms of customer engagement, to make sure that the product developed provides an easy and intuitive interface to the data

Is maths a big part of this role?

- There is maths involved in this role - for example analytics engineers will produce data models which include working with calculations and understanding the best way to represent numerical data (for example different types of averages, count vs distinct count, etc). Similar logical thinking to that which is used to tackle maths problems will also be valuable whilst producing data models and working with programming languages.

How widely do explicit Analytics Engineer roles exist within other civil servant departments?

- It's an emerging field within both public and private sector organisations. MoJ are leading the way on this in the Civil Service, although roles are becoming increasingly common in other departments.

Technology stack

I am seeing mentions of both AWS and Azure, will we be aggregating data from both platforms and have the opportunity to work with both?

- Our data platform is hosted on AWS so this is the primary cloud platform you will use. Our training provided by QA will be curated in line with this. You will have access to Cloud Academy which hosts training on both cloud platforms, so if this is of interest to you there will be scope to access high quality training material on Azure.

Where are the roles situated, and what does hybrid working look like

Can an apprentice work from any of the satellite offices or just the main offices?

Can we get the addresses of the offices, as there isn't an office listed that's in my city and I need to see what the travel would be like. I would be closest to Wolverhampton.

Would you be expected to work at Leeds or London, or could you work at Wolverhampton?

- There are multiple MoJ hubs around the UK ([see this map](#)) and you can be based at any of these (in England**). You'll need to attend your base office regularly.

** Note that there is a requirement on the government levy which pays for the apprenticeship training that it is only for people based in

England. To be eligible you therefore need to spend 50% or more of your time working in England.

- We also recognise the importance of a tight-knit wider community and so we intend to create two core hubs for apprentices, one in London and one in the North (probably Leeds) which you'll need to attend from time-to-time for in-person collaborative work and learning. If your regular office location is not the hub your travel will be paid.
- You will get an opportunity to meet the wider data and analytics engineering teams on "team away" days - mostly held in London. If you are based in an office outside London, your travel will be paid.

Does this position offer hybrid work?

- Yes, many of our team blend working in the office with working from home, and this will be possible for apprentices too.

The advert says you need to attend one of the main offices regularly - how regularly do you need to do this?

I am interested in this too, for example would it be a suitable role for someone who doesn't live close to the offices (but could attend from time to time)?

- Current guidance is for 40% i.e., two days a week on average for someone working full-time.
- To ensure collaboration and networking opportunities, each domain lead schedules particular days in the week for the team to work in the office. However, there is flexibility for you to choose the days you work in the office.

How many roles are available in each location?

- There is no set limit on this, however there are 12 positions in total available (across all locations).

Working culture

Will there be a need to expend time beyond the normal 9-5 working day?

- No, we have a flexible approach to this: As a general rule we expect people to be available during core hours (10am - 3.45pm), and aside from this you can work your hours flexibly (e.g., some people will work 8 - 4, others 10 - 6). We don't expect people to work beyond the contracted 37 hours per week.
- Please note that during the training period the hours will vary and are driven by the schedule of the trainers from the service provider (QA).

Salary and benefits

Are you paid as you learn through the bootcamp stage, or is it once you are in position?

- Yes you are paid throughout the front-loaded training. The intention is that you'll join your MoJ team prior to the start of the training, and your pay will start at this point.

Is the salary stated for the training period, once qualified or both

- Both, unless and until you are promoted you will stay on your starting salary. There is no automatic progression in grade after the apprenticeship. A yearly salary increase is driven by the Civil Service pay award, and you can find historic details of this online.

During the duration of the apprenticeship, and after the 10 weeks, is there any annual leave after?

- To be clear, for the front-loaded training programme one cannot take any leave for the ten weeks.
- All MoJ employees receive 25 days of annual leave (rising to 30 days after 5 years of service) plus bank holidays and a privilege day. Your annual leave year commences on your first day of employment and can be availed after the ten weeks.

Progression after the apprenticeship

Does this apprenticeship guarantee a permanent role at the end?

- Yes, your employment contract will be for a permanent role.

What happens if I don't manage to pass my apprenticeship, do I still be offered the permanent position and have the opportunity to improve?

In the worst case scenario if someone didn't pass the apprenticeship, would there be support available to help them to succeed?

- The apprentice programme is designed to support everyone throughout the process by monitoring and tracking progress at an individual level.
- In collaboration with QA, your MoJ team lead will ensure that additional support is arranged so that you are prepared for the end point assessment and achieve the apprenticeship in a timely manner.

Are there opportunities for progression within the team after successful completion of the apprenticeship?

Upon completion of the training would there be a salary increase?

- There is no salary increase upon completion of the training. The salary increases are driven by the Civil Services pay award and will be applied based on eligibility guidelines published at that time.
- You will need to apply for promotion after the apprenticeship (there is no possibility for automatic progression in the Civil Service) - we run recruitment campaigns fairly regularly so there will be opportunity for this.

How is ongoing learning and development supported after the apprenticeship period?

- We support all of our employees to learn and develop at pace through formal and informal mentoring and coaching.
- We curate dedicated resources into a curriculum for core and niche skills, and have a working L&D community including regular show and tell events and reading groups.
- We also encourage employees to attend courses to enhance their technical skills and have a £1,000 L&D budget for each employee p.a.
- Your learning after the apprenticeship will be supported by your line manager and work manager. You will be assigned a buddy who will be your learning companion.
- We also actively support rotation within domain teams to enhance knowledge sharing and develop your business understanding and technical skills.

Application process

Could you clarify? When you mean anonymous application. Do you require dates because I'm a mature student

- You can include dates of study. You should remove all personally identifiable information though, such as your name, age, sex, address, etc. You should also remove the names of educational institutions and previous employers.

Does STAR approach need to be used for the online application questions?

- Yes, you should try to use the STAR approach both for your written application, and in interview

I wanted to know what makes a personal statement stand out?

- Follow the guidance shared in the webinar - Use the STAR format, try to answer what we're asking for, and tell us about what you did, what your contributions to something were and what the impact of your actions were

Am I allowed to redo my application?

- Yes

Are there any adjustments that can be made in the application process for accessibility?

- Yes, if you tell us about this during the application process - or tell our recruitment team once you have received an interview invite we can make adjustments during the interview and technical assessment.

Interview process

Will the interview take place virtually or in-person?

- Virtually over MS Teams

Are you allowed notes in the interview?

- Yes, but you should aim to use these only as a prompt and not read from them. A well prepared interview will stand out.

Can you give more information regarding the technical exercise? What can we expect?

- We can't give any further information I'm afraid

Within the interview, is it okay to write the questions down?

- Yes if that helps then please do so

Prerequisite learning

Are there any resources you would recommend as a prerequisite to this role? I currently have some experience with SQL through work but would like to further demonstrate my eagerness and ability

- No, there is no prerequisite knowledge, and we will teach you all you need to know through the apprenticeship. If you are especially keen there are resources online which you can use to for example learn Python/ SQL fundamentals

Eligibility

Age

Would you be looking at school-leavers as well if they show good potential and base skills? Or would you be looking for people with work experience?

- Yes, please do consider applying if you are for example an A-Level student!

I am 45 and looking to make a career change into this field, am I eligible to apply?

Is there an upper age limit for this apprenticeship?

- There is no upper age limit - anyone can apply provided they meet the qualifications eligibility criteria

Previous work experience

Are you accepting applications from existing Civil Servants?

- Yes

Do you offer secondment opportunities for this role?

- No

Qualifications and education

Is there any guidance around what you'd say is a 'similar qualification of the same level or higher'? (i.e. is maths too similar?)

Am I able to still apply for this apprenticeship? Because I have a BSc and a MSc that isn't in data, analytics ect but I did need to do some research projects, like Meta-Analysis.

Is it possible to be overqualified to apply? Can someone with a masters degree who wants to switch careers apply?

- It is less about the level of your education, and more a question of what you learnt through that education: The idea is that the apprenticeship needs to deliver new learning (as it is funded by a government levy so needs to be an appropriate spending of public money), so if your course contained a module on for example data analysis or programming using Python then this may make you ineligible.

For those who are doing A-Levels, are there anything specific the Ministry of Justice is looking for? Like is computer science a must here or mathematics?

- There is no requirement on A-Level subjects

Where can I get a replacement certificate to prove my qualifications?

- <https://www.gov.uk/replacement-exam-certificate>

Specific examples of things which would not make you ineligible

- *Maths degree*
- *Economics degree*
- *Chemistry degree*
- *A Level 3 Software Engineering Bootcamp*
- *Working in an IT/ software engineering role*

Specific examples of things which would make you ineligible

- *Computer science degree*
- *Data Analysis degree*
- *Data Science masters*
- *Maths degree with heavy emphasis on statistics using computer programming languages*
- *A Level 3 Bootcamp in Data Analysis*
- *A Level 4 Bootcamp in Data Analysis*
- *Working in a data analysis role*

If you are unsure, please reach out to

dmet-dataplatform-recruitment@digital.justice.gov.uk

Location

Is this only for English and Welsh residents?

- There is a requirement on the government levy which pays for the apprenticeship training that it is only for people based in England. To be eligible you therefore need to spend 50% or more of your time working in England

Time in the UK

I have resided in the UK since the 18th of March 2021, and as of the application deadline on the 11th of March, I will have been here for almost 3 years (7 days short). Despite this, I am interested in applying, and I would like to know if my application will still be considered, especially considering that the program begins in September?

- Yes that is fine - it is time in the UK at the start of the programme that is important and you must have been resident in the UK for 3 years to be eligible.

Front-loaded training

Start date

The ad says "due to begin late summer". I already have a holiday booked for September, would this be an issue if it was due to start in August for example?

- Yes this would be an issue. We expect the front-loaded programme to commence at the start of September and full-time attendance for the 10 week duration (into mid-November) is essential

Part time (during and after training)

The advert says that you need to be able to attend the front loaded training for 10 weeks full time - is there any flexibility at all for this being more part time, e.g. due to childcare commitments?

Following fulltime bootcamp could the remainder of training be completed part time? If so, how would being part time affect the duration of the training?

- No, this needs to be full-time. However there will be personal study time included, and you can structure this in a way that works for you (more details in the answer below).
- After the front-loaded training you will be able to work part-time if agreed during the recruitment process. This would of course extend the duration of the apprenticeship beyond the usual 18 months

Will there be some discretion in terms of taking a short 10-20 minute break during school pickup? I can see a lot of people here have caring responsibilities and it would be really reassuring to know if you could accommodate

- The bootcamp is a blend of online self directed-study (when you complete this is flexible and you can work to your schedule) and tutor led workshops which are 9.30am-4.30pm. We cannot guarantee that we will be able to accommodate an afternoon school pick up on a tutor led workshop and so we advise to arrange suitable childcare on these dates. However a bootcamp schedule will be provided in advance of the start date for your planning.

After the 10 week bootcamp are you able to facilitate term time only working for those with small children?

- Yes, flexible working (eg, working part-time, term-time working, etc) is possible in MoJ with prior agreement and many of our team currently work flexible hours for example to manage childcare. The bootcamp is the exception to this, and you will need to attend this over October half term.

Delivery method

Are classrooms virtual, as travel can be difficult due to childcare needs?

- Yes all training is conducted on-line - with a combination of trainer-led lessons and online courses (using Cloud Academy)

Is it Dyslexic friendly?

- QA have a dedicated learning support team who will offer additional support and resources for anyone with Dyslexia or any other learning needs

Shadowing other professionals

Are there opportunities to interact with or shadow current data engineers during the training period?

- Our intention is for successful applicants to join up with their MoJ teams prior to the training to learn about our team, acclimatise themselves and set up tech etc.
- During the rest of the apprenticeship you will work very closely with Data Engineers and will have opportunities to shadow this work if that's interesting to you.

Support and resources for learning

Are the digital learning coaches available during set timeframe such as 9am-5pm or 24/7?

- Digital Learning Consultants work during our opening hours 9am - 5.30pm Mon - Thurs and 9am - 4pm on a Friday

How long is the access for Cloud Academy? Is it available only for the 10 weeks of front-loaded training, or does it extend throughout the entire 18 months of the academy?

- This continues throughout your apprenticeship