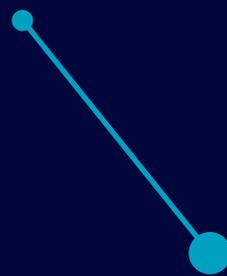# CAPITA

Capita IT Skills Development Programme: Novus

IT's your future. Make it happen.

"The training I received with the Novus programme allowed me to transition seamlessly from my mathematics background into software engineering. Two months into my first placement, I'm really benefitting from the experience, and I am excited to see where it will take me next"

Conall, Software Developer

Contents

About Capita

We support the lives of millions of people across the world, every single day. We offer everything from outsourcing to consultancy, covering your full suite of technology enabled business services. Essentially, we help our clients to increase productivity, enhance their data and technology, improve public services and deliver outstanding customer experiences. Yet, in everything we do, we're guided by our purpose – to create better outcomes.

It's seen us transform the way the British Army attracts candidates with virtual reality and it's the reason we support 320 million people across the world with remote medical technology. We're also helping to create a better outcome for London with the new Ultra Low Emission Zone, which we built and operate the systems for, by helping to reduce high levels of air pollution. All of this has led to being recognised in Forbes Top 100 as one of the most innovative companies in the world.

With us, you'll be joining over 63,000 talented and experienced professionals who care about doing the best job that they can. You'll be encouraged to challenge your colleagues, share your ideas and work together to discover new solutions.
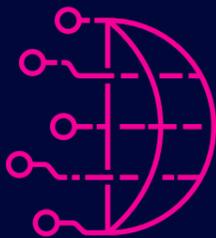
"The programme opened the door to an array of experience and industries. I've not only gained a greater range of skills as a Business Analyst, I've also learned soft skills that can open the door to different career paths, industries and specialisms."

James, Business Analyst

Who could you work with?

We work with some of the world's best-known brands, alongside the UK government, and with clients across the public, private and not-for-profit sectors.

In the public sector:

• Central government
• Education
• Health, work and pensions
• Housing and local authorities
• Defence and emergency services

In business and commerce:

• Financial services
• Utilities and energy
• Transportation, travel and leisure
• Retail
• Engineering, aerospace and construction
• IT, telecoms and media

Across Capita:

• Automation
• Customer Management
• Data and Analytics
• Government Services
• IT and Networks
• People Solutions
• Software
• Specialist Services

About the programme

The future of tech is incredibly exciting, with constant developments and innovations happening across almost every sector. So, if you're considering a career in IT, you have a range of paths to choose from, and the potential to create better outcomes for your clients is endless. The Capita I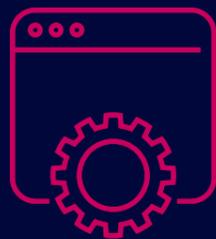T Skills Development Programme: Novus, gives you the chance to work with blue-chip clients, gain on-the-job experience, move somewhere new and set your salary expectations that little bit higher, making the route to your chosen career smoother. You'll develop your confidence, skills and expertise, whilst starting to build a rewarding career as an IT professional.
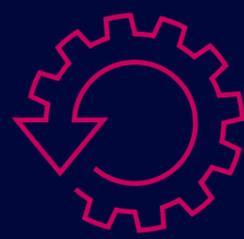
How does it work?

Initial training:

Intensive, practical, accredited training provided by Capita to get you up to speed.

Assignments:

Two years of on-site (at a Capita or a Capita client site) supported engagements and continued professional development with mentoring and training.

Post-programme:

After the first two years you can continue to work for Capita as an IT professional or you may have the opportunity to join your client organisation.

Your training

Based in either Manchester or London, your initial training is industry-level, comprehensive and includes both practical and theory-based elements. We bring together a wealth of experience from the Capita Group, as well as accreditation from technology houses and BCS, The Chartered Institute for IT. Although you may find our training intense, you're sure to find the practical applications exciting and you'll be assigned a coach from day one to support you through every step of the way.
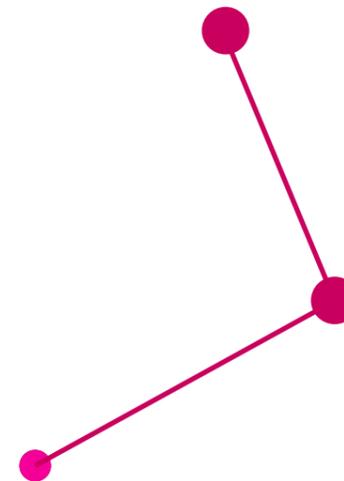
We offer financial support during this training period for anyone eligible. In the core modules, you'll work on everything from your technical capabilities to soft skills such as presenting and business writing, and employability skills to prepare you for working on-site with a client.

Assignments

After you complete your initial training, you'll have the opportunity to work internally with Capita or at one of our client sites for up to two years. You could find yourself working for anything from a FTSE 100 Company, to a new tech start-up or a front-line, secure government organisation. This unparalleled opportunity will give you exposure to innovative, disruptive technology and methodologies as a Capita IT professional with some of the UK's leading organisations.

As our clients are based all over the UK, you'll need to be willing to relocate anywhere within the UK if you want to really take advantage of the experience and opportunity our clients can offer. We provide a range of support to help with any long-term moves you might need to make.

Our training streams

Software Developer

As a software developer, you'll engage in identifying, designing, installing, testing, maintaining and updating a software system for a company from the ground up. You'll work closely with developers, product managers, graphic designers and business analysts to find out what clients want and the most efficient way to achieve this.

Our initial training will cover a number of programme languages, techniques and technologies. You'll gain industry-recognised professional certifications and gain hands-on practical experience.

Software Tester

Software testing involves the analysis of software and systems to avert risk and prevent issues. You'll be involved in the quality assurance stage of software development and deployment, conducting automated and manual tests to ensure that software is fit for purpose.

We'll train you in the methodologies and techniques of software testing, and offer you exposure to the necessary technical languages. You'll develop cross functional skills which will support your development.

Business Analyst

As a business analyst, you'll work within an organisation, helping to manage business change and plan for the future in line with their goals. You'll play a key role in communicating between internal and external parties, to help convey how information technology can support the organisation's needs.

You'll gain exposure to the extensive range of business analysis tools and techniques and work with the organisation to design the latest innovative business solutions. The programme gives you the opportunity to obtain a number of certifications as you work towards completing the BCS International Diploma in Business Analysis.

Project Support Officer

As project support officer, you'll be responsible for completing project work according to the plan and reporting progress to senior managers. You'll help to identify project risks, analyse critical paths, manage and delegate stakeholder tasks, as well as formulate and publish key project reports.
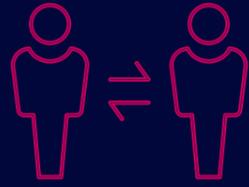
Your training will cover everything you need to succeed in a project management career from techniques to self-confidence, business acronyms to finance and management. We also offer a number of professional certifications including PRINCE2.

Your progression

Support

- Support from our Welfare team and Deployment team
- Support from your Capita line manager to work on your continued professional development
- Programme Champion – a senior colleague to help and guide you when starting an assignment on a client site
- Relocation support – a dedicated team on hand to support you when relocating for an assignment with everything from travel arrangements to finding accommodation
- Dedicated online helpdesk for any questions you might have

Ongoing development

- A range of systems and processes in place to help you continue your professional development and facilitate learning in your own time
- 6-monthly performance reviews – regular objective-based reviews to support your progression, linked to pay reviews
- Mentoring after the first two years with IT professionals throughout Capita

Benefits:

- Recognised training accredited by BCS, The Chartered Institute for IT
- Unlike some graduate schemes, there are no costs to pay back if you leave the programme
- A competitive salary once you start your first assignment, increasing every six months to market rates
- Paid professional development with six-monthly performance reviews and a bonus scheme
- Guaranteed reward bonus when you graduate after two years
- Flexible benefits, such as holiday purchase, share scheme, pension and a cycle to work scheme
- Special offers and shopping discounts on high street shops, supermarkets, online retailers, cinemas and low cost flights
- Access to great clients across the UK, with the chance to relocate and experience new places, as well as support with relocation

Programme requirements

Who's it for?

The programme is open to everyone, at any stage in their career. From those seeking a change, to graduates with a degree in a relevant area. Many who follow the developer/tester route have a STEM degree, however this isn't essential. You might have a less relevant degree or equivalent experience. What we value the most is a passion for IT and transformational business change as well as the dedication to push yourself further. In fact, our training is BCS accredited for being tailored to candidates who may need additional help or adjustments.

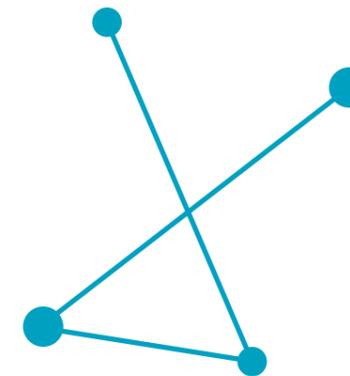## This programme could be ideal for you if you're:

- Passionate about technology and want to become an IT professional
- Committed, creative, resourceful and resilient
- Highly analytical, with good communication and interpersonal skills
- Willing to relocate within the UK and excited about living in and exploring new places

We appreciate that you won't have all of the technical skills and capabilities at the start. We're looking for people with an enthusiasm to learn and the potential to develop.

Diversity at Capita

Capita aim to provide an inclusive environment where our people can thrive and develop. We encourage everyone to bring their 'whole self' to work. Every one of us is different, be that how we look, speak, act, or where we come from and we value these differences. So whoever you are and whatever your background, we want you to be yourself.

Capita operates as an equal opportunities employer and we welcome all applications regardless of gender, marital status, sexual orientation, pregnancy, race, colour, ethnic origin, nationality, religion or beliefs, disability, age, political opinions or trade union membership.

Application process

We want to make sure you get the best out of our training and that you enjoy the programme, so we have a comprehensive application process to make sure, at every step, that this is a good decision for you. It will help to ensure that you'll be able to handle the intensive training period, you're suitable for the work stream you choose and you're passionate about developing a career in IT.

Getting started on your journey
You can apply at any time throughout the year – we have programmes starting every month at each of our locations.

The 5 steps to a successful application

1. Apply online:
   www.capitaitresourcing.co.uk/
   novus-graduates

2. Join us for a telephone interview to learn more and have your questions answered

3. Complete an online proficiency test for your chosen stream

4. Attend one of our assessment days – which will include learning about Capita and the programme, group tasks, a written test and one-to-one interviews

5. Accept a role on your chosen programme stream

"The programme is an excellent way for any graduate to begin their career. Within weeks of finding out I had been accepted, I started my training. This provided me with the fundamental tools needed to work as a Business Analyst."

Ajesh, Business Analyst

CAPITA

Get in touch

If you have any questions, please email

NovusRecruitment@capita.co.uk

@CapitaNovus   CapitaNovusProgramme   Capita Novus