

Guide for
Applicants
2024



Gateway to your Future

Infrastructure & Projects
Apprenticeships



**Better.
Connected**



Opportunities available:

- Telecoms and Electrical Engineering (Signalling and Telecoms)
- Railway Engineering (Track)



Welcome to Translink

Foreword

Translink are delighted to offer opportunities to join our Infrastructure and Projects division as an Apprentice in 2024. We are recruiting Apprentices across Infrastructure and Projects areas to include Railway Engineering (Track) and Telecoms and Electrical Engineering (Signalling and Telecoms). 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 who play a key role in the transformation of transport in Northern Ireland, connecting people and communities. Better Connected transportation will deliver positive change on Climate Action, Customer Focus, Continuous Improvement and Connecting Communities.

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. Apprentices 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 Railway Industry.

I wish you every success with your application.



John Glass
Director of Infrastructure
and Projects

Who are Translink?

Translink provide bus and rail services across Northern Ireland, over extensive infrastructure and estates which is managed by a team of specialised Engineers 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 2024.

Apprentices will benefit from working on a wide range of infrastructure assets that exist throughout the Translink network. This includes over 300 miles of railway, 400 bridges, signalling and telecoms, level crossings as well as 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.

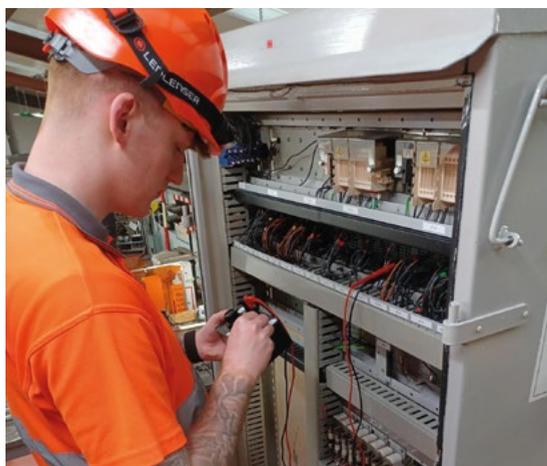
The Translink Infrastructure and Projects division manages, monitors, maintains and reviews all infrastructure and projects that support NI Railways, Ulsterbus, Metro and Glider services. Translink Infrastructure and Projects teams are involved from the inception planning stage right through to construction and completion of projects and play a vital role in the successful delivery of key developments, including the multi award-winning North-West Multimodal Transport Hub, Weavers Cross and the new world class Belfast Grand Central Station are key infrastructure regeneration projects, delivering both spatial and social regeneration, as well as encouraging and enabling a modal shift away from private cars as a primary means of travel.

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



Your first choice
for travel, today,
for tomorrow.

Translink vision



Our Vision and Our Values

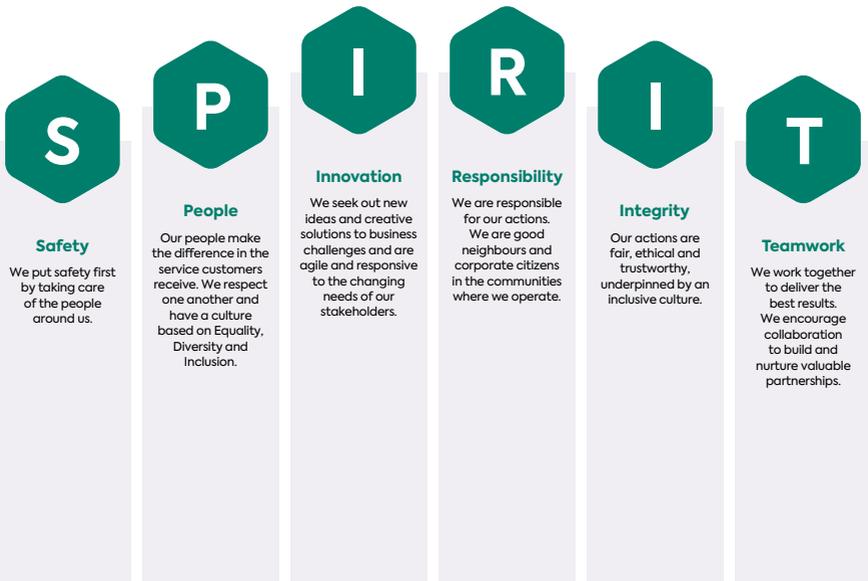
Our people make the difference and the success of Translink relies on their skills, knowledge and behaviours. All this contributes towards providing the best possible service for our customers.

The Translink Spirit is a positive expression of the way that we do things – the teamwork, the fresh ideas, the sense of responsibility, the quality, the commitment to safety, the integrity – everything that makes us a fundamental part of the Northern Ireland economy and everything that makes Translink a great place to work.

Our Translink Spirit is vital to our business and is central to who we are. We take pride in the amazing Spirit that employees show, both in their job roles

and the work that people do above and beyond that, all supporting our vision of ensuring that Translink is ‘Your first choice for Travel’.

The wellbeing of our employees has always been important and over the years our wellbeing activities have grown and developed. We have a wide range of initiatives and support available to employees across all areas of the business including local mental health first aiders and Wellbeing Champions. We also continue to innovate how we communicate and engage with staff, developing our employee Spirit app and online Learning Platform. As we move forward, our people and the Translink Spirit will continue to be vital to our success.



Why you should apply for our Apprenticeship scheme



Practical on-the-job training



Attractive NILGOSC Pension Scheme



Competitive salary



Career progression and personal development



Minimum of 26 days annual leave + set public holidays. (Pro rata)



Free travel (subject to eligibility) on Translink services



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



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 salary.

As an Apprentice you will be employed by Translink and you will have the opportunity to gain qualifications in, Rail Track Engineering and Telecoms and Electrical Engineering (Signalling and Telecoms).

Apprentices will work towards Diplomas and Degrees as well as additional options for 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.

These Apprenticeships are open for applications from anyone aged 18 years old and over. The programme involves a combination of working in an office, depot or other infrastructure sites for up to 4 days a week, with at least one day a week spent at a local regional college or university working towards your qualification. Given the safety critical nature of railway infrastructure it will be necessary to meet Personal Track Safety competence before working on or near the railway. Full training will be provided, offering practical experience as well as additional safety qualifications as part of the Apprenticeship.



You will benefit from being mentored by specialised staff.



Infrastructure and projects Apprenticeship routes

Railway Engineering (Track)

Apprentices in Rail Engineering (Track) will undertake a two-year programme of study, training and work to achieve a Level 2 Rail Engineering (Track) Diploma qualification. This builds the knowledge and skills that are required to inspect, maintain and repair railway track assets and components.

Apprentices are 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.

Training will involve both practical and theory-based assessments in different areas covering track maintenance, repair and installation. You will also be able to gain an understanding of basic engineering principles through off the job training with the Northern Regional College who deliver the Rail Engineering Diploma.

In addition, practical training will be provided by Translink on the specialised skills involved in track engineering.

Due to operational restrictions, part of the work is completed at night. Apprentices must be prepared to work nightshifts on a regular basis as well as occasional weekends.

On the successful completion of the Level 2 Diploma, Apprentices have a variety of development opportunities.

Telecoms and Electrical Engineering (Signalling and Telecoms)

Apprentices in Telecoms and Electrical Engineering (Signalling and Telecoms) will cover the installation, maintenance and repair of safety critical Signalling and Telecommunications equipment across the network. This includes the design, installation, testing, maintenance and repair of cables, signals, points, level crossings, train detection, train protection and telecommunication systems in accordance to company standards which include SWT (Signal Works testing) SMTH (Signal Maintenance Testing) and TMTH (Telecoms maintenance testing) procedures. This enables the safe and efficient movement of trains across the NIR network.



Furthermore, S&T provide the services to communicate with trains, staff and the public. This vital function requires diversity of experience and competency, responding to business needs 24/7. Training will cover a range of competencies, including Signal Maintenance and Telecoms and it will take 4 years to complete before being fully qualified as a Signalling & Telecoms Technician.

The three areas within the Signalling and Telecoms division are;

Signalling

Maintenance, repair, faulting and enhancement of safety critical Signalling equipment to mandated specifications and standards within the specified timescales; this ensures equipment operates reliably which facilitates the safe movement of trains and passengers. Working alongside other Infrastructure departments such as Civil Engineering in the upgrade of shared assets.

Telecoms

Install, maintain and fault find on a wide range of telecommunication equipment including both legacy and modern systems which includes High Speed Fibre Optic Network equipment such as Cisco Servers, Routers and Switches. Siemens 1024 IP Railway Signalling Multiplexers, Train Radio Communication Systems, Customer Information Systems, Safety Critical Voice Communications, and Intelligent CCTV Systems

Projects

The Projects team are the Signalling & Telecom departments internal resource, tasked with the delivery of upgrades to the Signalling infrastructure. The team comprises resources for Project engineering, Design, Installation and Test & Commissioning. They also provide support to the Renewals department in the delivery of Capital projects and to the Signalling Maintenance and Telecoms sections. The staff based at the S&T Depot at Donegall Avenue (Adelaide) carry out the installation, testing and commissioning of Signalling equipment.





To assist with the growing levels of performance demands, we require innovative, committed team players who will develop into competent Signalling & Telecoms Technicians.

Apprentices commence at ONC Level and should attain HNC Level in Electrical and Electronic Engineering by the end of the Apprenticeship with Belfast Metropolitan College one day a week. If successful opportunities would be considered to progress towards higher level sponsored learning within Engineering (Electrical and Electronic). Further development is also possible with options to attain Chartership and Degree qualifications.

BENEFITS

- Increments on pay rates (hourly rate increases by level and discipline)
- Attractive NILGOSC pension including employer contribution
- Minimum of 26 days annual leave plus minimum 9 statutory holidays

- Diversity and inclusion networks and initiatives
- Monthly wellbeing initiatives
- Employee benefits scheme offering many discounts including Hapi App: savings on shopping, eating out and entertainment with cinema deals, sports, music and technology offers
- Access to Cycle to work scheme enabling you to purchase equipment up to the value of £2000 and an electrically assisted bike through salary sacrifice.
- Confidential counselling service
- Opportunity to get involved in charity fundraising and social value initiatives
- Volunteering opportunities

LOCATIONS

Infrastructure and Projects apprentices are based in multiple locations across Northern Ireland. On occasion travel may be required outside of Northern Ireland.

Meet an Apprentice

Danny McGinley

Year 3 Apprentice
Rail Engineering (Track)
(Permanent Way)



Danny McGinley joined the Permanent Way Department in August 2022, when he commenced Year 1 of the Rail Engineering (Track) Apprenticeship.

What activities/projects have you been involved in as part of Apprenticeship training?

Since I came into the Apprenticeship programme I have been involved in a wide range of training activities. The training relates to track maintenance, track repair, track safety and first aid training.

What experience/interest have you found helpful for Apprenticeship?

There is a great mixture and combination of hands on and classroom training. The team are really supportive and want you to improve your skills and succeed.

Have you any suggestions/advice for those who are considering Apprenticeship?

Don't hesitate to apply!
The Apprenticeship is open to everyone.

Highlights of your Apprenticeship to date:

The highlight of my Apprenticeship to date has been getting trained in a previously unseen profession that requires specialised skills for specialised field of work.



“Don’t
hesitate
to apply”

Danny McGinley

Meet an Apprentice

Caragh Woods

Year 2 Apprentice
Electrical Engineering
(Signalling & Telecoms)



Caragh Woods is currently training within the Signalling and Telecoms Department. Caragh commenced her first year as an Electrical Engineering Apprentice in August 2022.

Why did you apply for the Translink Infrastructure and Projects Apprenticeship?

I have always had an interest in Engineering and I thought this Apprenticeship would be a great way to earn while you learn and obtain valuable on the job experience, all while working for a great company.

Did you have any special interests/experience that helped you pursue the Apprenticeship in Signalling and Telecoms?

I have always enjoyed engineering, having completed A-Levels in Engineering. This definitely helped me when coming into an engineering role as I already had some of the basic knowledge of electronics which is needed for this job.

“A great way to earn,
while you learn”

Caragh Woods



What has been your highlight to date?

I have enjoyed learning about the various types of equipment throughout the railway and attending any equipment faults which enabled me to use all of the skills and knowledge I have learned so far.

Do you have any advice for someone thinking of applying for the Apprenticeship:

Do it! It is a great way to improve skills, gain knowledge, and valuable work experience, all while completing a qualification. It is a great way to earn while you learn

What are your ambitions within Translink?

I hope to have completed my apprenticeship and be working as a Telecoms Technician or Technician Officer.

Gateway to Your Future

Infrastructure and Projects Apprenticeships with Translink 2024

Apprentice profile

Minimum Criteria

- Aged 18 years old or over (on or before 1st August 2024).
- All applicants require a minimum of 5 GCSE's at grade C or above (or equivalent qualification) including English and Maths or be expecting to receive these by August 2024.
- Proof of qualifications will be required as well as reference from school or college.
- Applicants to self-enrol/register on courses and provide confirmation of reservation with College/University for September 2024.
- Applicants must have 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

Desirable Criteria

- Experience of working in an engineering environment and/ or possess a relevant engineering qualification.

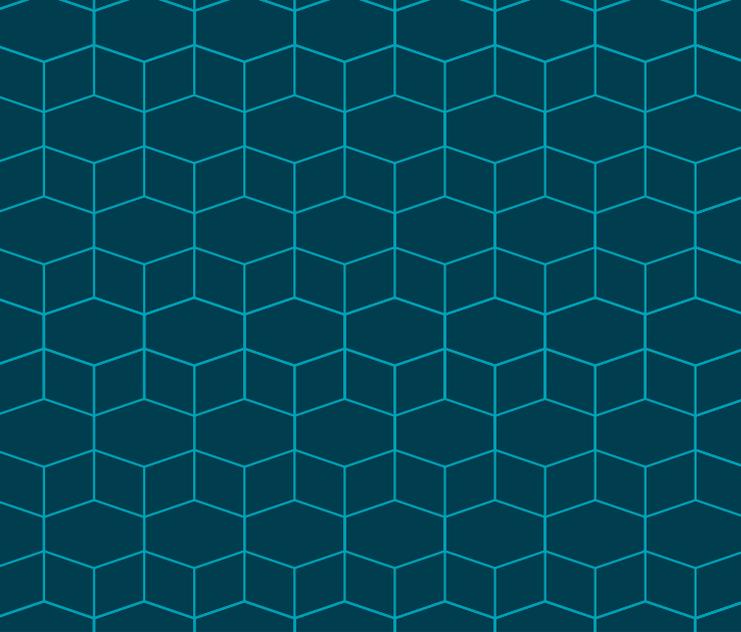
Recruitment process

1. Online application form –
www.translink.co.uk/apprenticeships
2. Aptitude testing
3. Interview
4. Pre-employment references, medical and qualification 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.





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