



Microsoft UK Apprentice Programme FY21

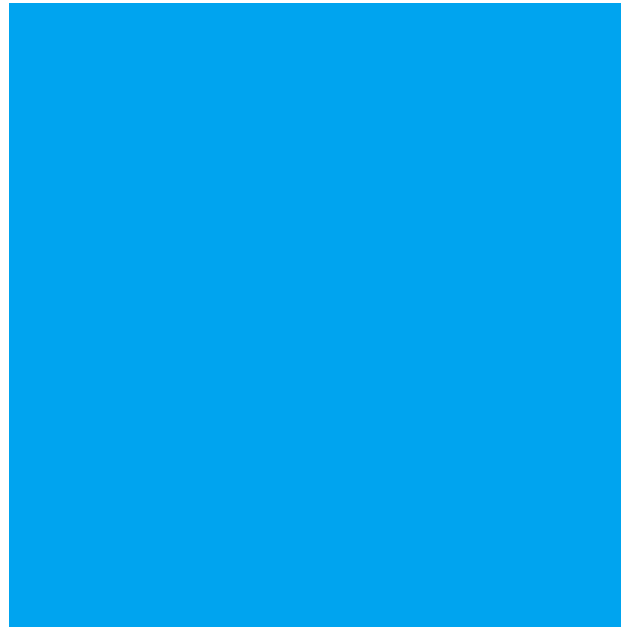
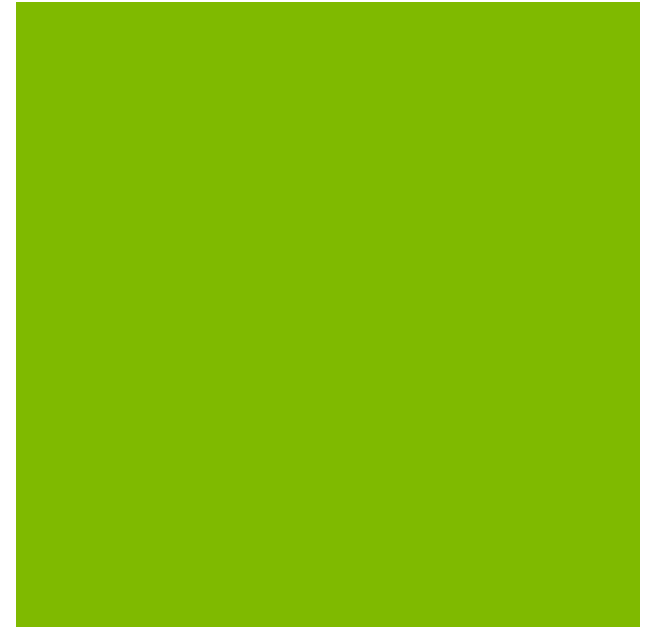
Insights & Information about our Programme

Agenda

- Microsoft – Our mission
- The Microsoft Apprentice Programme
- Our strengths
- Roles for FY21 & how to Apply
- Digital Skills for the Future – Our skilling announcement
- Q&A

Microsoft mission

Empower every person
and organization on the
planet to achieve more



The Microsoft Apprentice Programme

What is the programme?

The programme is designed to give young people an opportunity to begin their careers in the world of work.

- As an apprentice at Microsoft, you will be part of our mission. To support you throughout your apprenticeship, we will offer full training to grow your skills as well as the opportunity to take part in community events and, of course, a competitive salary.
- We don't believe in the traditional notion of 'work experience' either. At Microsoft you are given real responsibility from the outset, with an employment contract for the duration of your apprenticeship, and funded training that's relevant to your role. When you complete your apprenticeship, you'll receive a nationally recognised qualification and support to try to help you continue your career at Microsoft.
- Salary starts at 16.5K.

The Apprentice Community



Collaborate to drive impact within and beyond the community, to create a Microsoft apprentice identity.



Communicate regularly to generate solutions and drive constant improvement.

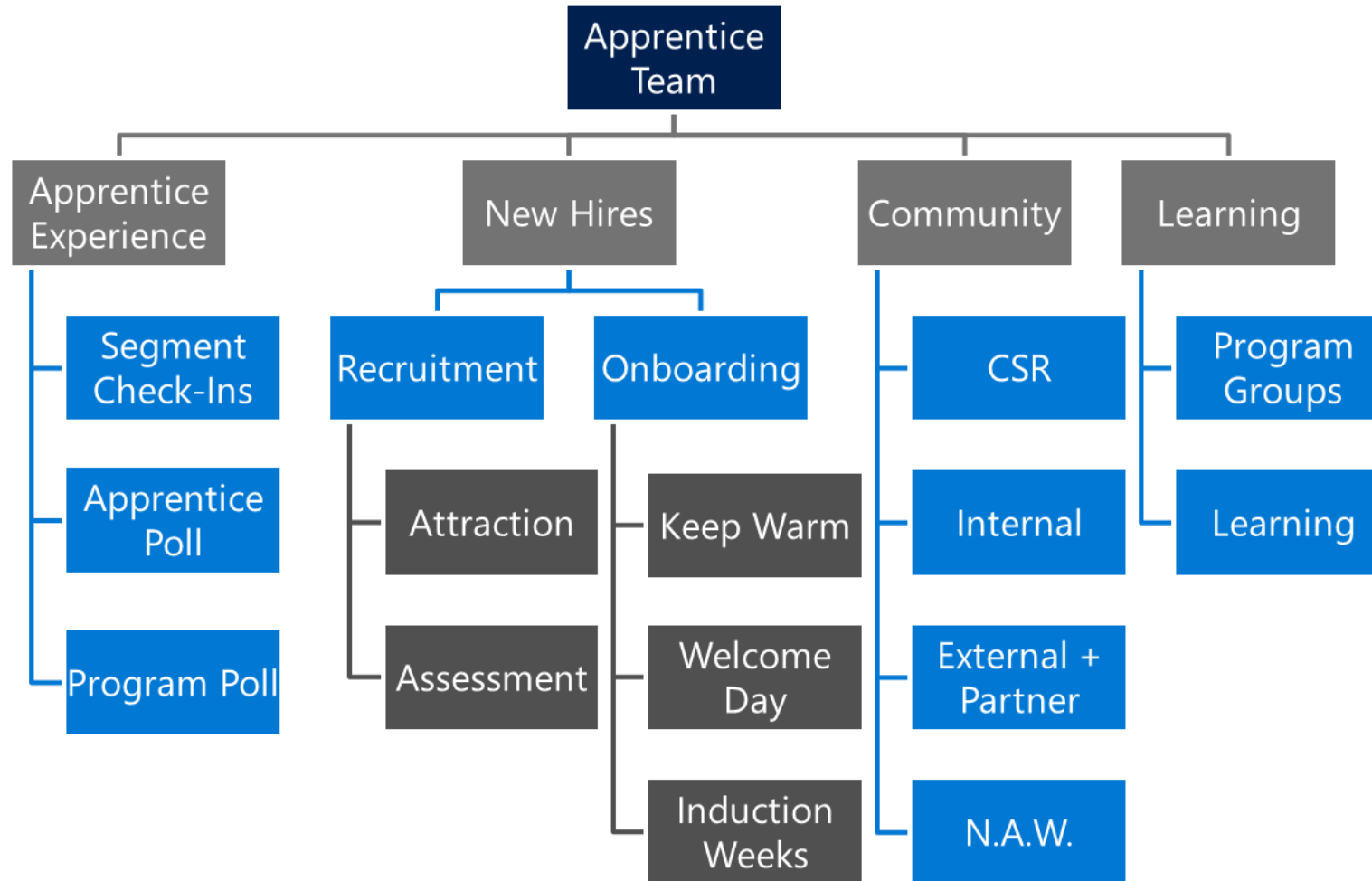


Provide structure for clear roles and accountability.



Support each other in professional development and learning.

Our Apprenticeship Community



Hiring for strength and potential

Investing in our future: How to attract and develop the right talent



Learner: Motivated to learn as much as they can through seeking knowledge and feedback.



Ownership: Takes responsibility for their work and development, grabbing any opportunity presented.



Collaboration: Working effectively with others, respecting their views, values and input (inclusive).



Agile: Reacting positively to changes, challenges and new technologies.



Perform: Committed to delivering high-quality work and results in line with what is expected.

Job Roles for FY21

Tech & Finance

- **Cloud Solution Architect** – Level 6 Degree Apprenticeship
- **Data Centre Technician** – Level 3 Infrastructure Apprenticeship
- **Data Analyst** – Level 4 Data Analyst Apprenticeship
- **Finance** – Level 4 Finance Professional Accounting

Open today for applications

Business

- **Sales** – Level 6 Degree Apprenticeship
- **Programme Support** – Level 3 Business Administration
- **Programme Support** – Level 6 Degree Apprenticeship
- **Finance** – Level 4 Finance Professional Accounting
- **Communications & Engagement** – Level 6 Degree Apprenticeship
- **Product Support** – Level 6 Degree Apprenticeship

Open Wednesday 15th July for applications

All our apprentice roles will give applicants access to digital skills job role training to help them upskill during our recruitment process.

Where do I apply?

- We have created a landing page for all of our apprenticeships with **Get My First Job**.
- The link will help people understand more about Microsoft and our apprentice community.
- The landing page will link through to the application process on the Microsoft Careers site.
- [Click here to learn more](#)
- We will open up our tech and finance jobs today, **Wednesday 8th of July**.
- We will open our business-related roles apprentice jobs from **Wednesday 15th July**, with degree apprenticeships first, followed by level 3 programmes..
- We anticipate that we will close roles off quickly to ensure there are not huge volumes of people waiting for a long period of time as volumes of applications will be high.



Future World of Work Skills

Empowering every person means ensuring everyone has the **skills, knowledge, and opportunity to succeed** in the digital economy.



Our goal

Help **25 million job seekers**
worldwide gain new skills for
more digital economy

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The problem we need to solve now



A global economic crisis

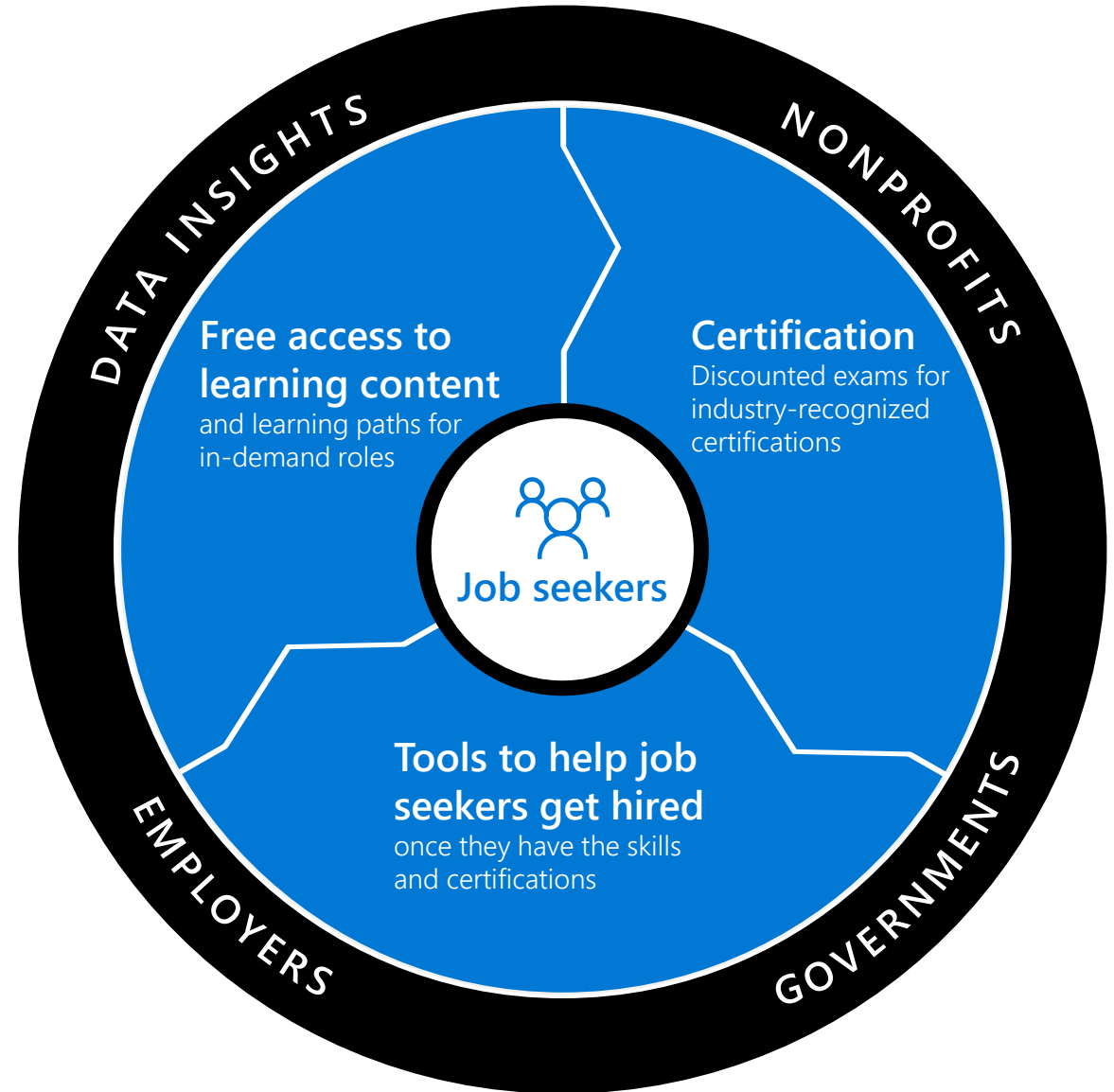


Returning to a different economy

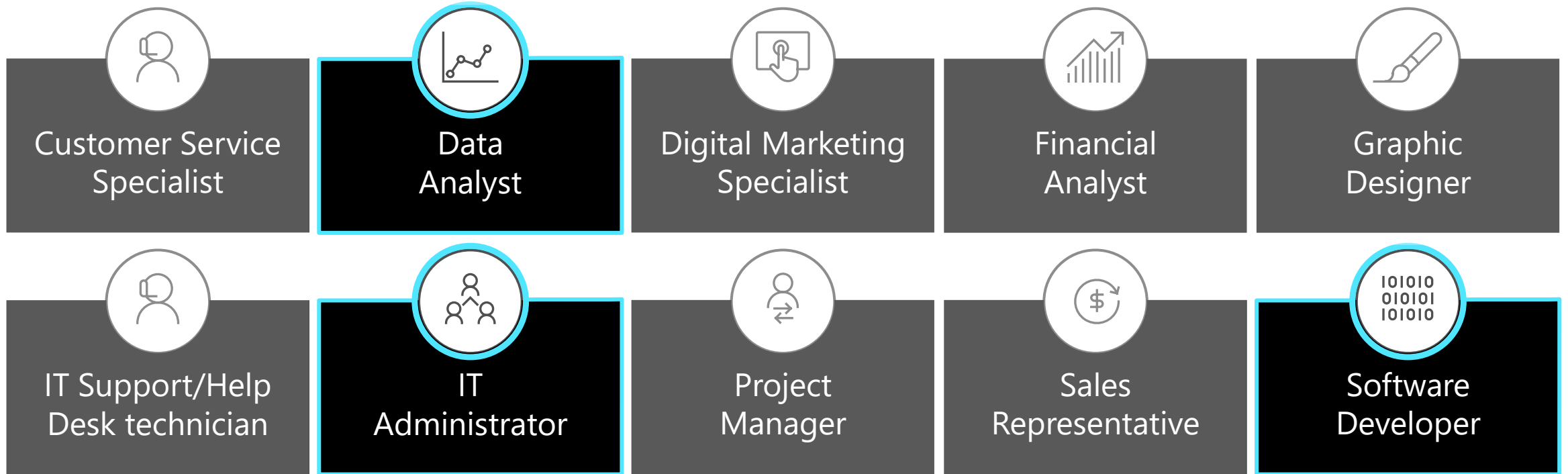


An intensified skilling challenge

A comprehensive approach to help job seekers



Pursue learning paths for in-demand roles



- ✓ Gain skills for in-demand jobs and earn certificates of completion on LinkedIn Learning
- ✓ Advance technical skills for three of the roles on Microsoft Learn to prepare for certification
- ✓ Grow and practice technical skills through GitHub Learning Lab



Software developer

Programming, storage, networking, security, and deployment; HTML, CSS, SQL, Javascript, Python.

15M+ openings

[Start learning](#)



Sales representative

Negotiation, CRM, new business development, B2B, storytelling, social media.

8.5M+ openings

[Start learning](#)



Project manager

Program management, process improvement, project performance.

2.7M+ openings

[Start learning](#)



IT administrator

Manage systems; subscriptions, configuration, and identity; Windows Server, Active Directory.

2M+ openings

[Start learning](#)

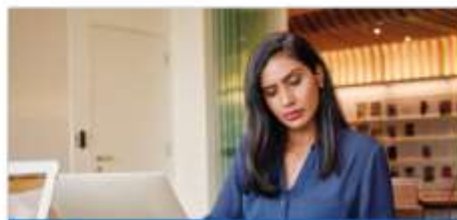


Customer service specialist

Customer satisfaction & experience, data entry, CRM, admin analysis.

1.8M+ openings

[Start learning](#)



Digital marketer

Social media, content strategy, SEO, marketing channels; Google Analytics, Google Ads.

860k+ job openings

[Start learning](#)



IT support/ helpdesk

Troubleshooting, deployment; Active Directory, computer hardware, Microsoft Windows Server.

590K+ openings

[Start learning](#)



Data analyst

Data analysis, analytics, visualization; Microsoft Excel, SQL, BI, Tableau.

360K+ openings

[Start learning](#)

Apprenticeship Digital Skills Learning Pathway





Digital Foundations

Learn how you can effectively use devices, software, and the internet to collaborate with others and discover, use, and create information. Click [HERE](#) to visit the site.

- Work with Computers
- Access Information Online
- Communicate Online
- Participate Safely and Responsibly Online
- Create Digital Content
- Collaborate and Manage Content Digitally

Productivity Tools in your Job Microsoft 365 Learning

Learn about Microsoft 365 - a productivity cloud that delivers the learning you need to boost your everyday skills to create impact in your job. [Quick Start](#) [Get Started](#) [Create & Save](#) [Share & Collaborate](#) [Work from Anywhere](#) [Work with Teams](#) [Get the most out of Windows](#) [Cool Microsoft 365 Features](#)

 Outlook	Quick Start	Set Up & Customise	
	Manage email	Create and send email	
	Calendar	Contacts & Tasks	Organise your inbox
 Word	Quick Start	Welcome to Word	Write & Edit
	Format Text	Insert Tables, Pictures and Watermarks	
	Layout Pages	Save & Print	Share & Co-author
 Excel	Quick Start	Print & Share	Formulas & Functions
	Enter & Format Data	Import & Analyse Data	
	Troubleshooting	Create a PivotTable	
 PowerPoint	Quick Start	Collaborate & Share	Slide Design
	Slides and Text	Pictures, charts, and tables	
	Print and Present	Animations / Multimedia	

The Future World of Work Learning

Learn new skills and discover the future. Microsoft's step-by-step guidance will help you stay curious and learn about the future. Click [HERE](#) to continue your learning journey.

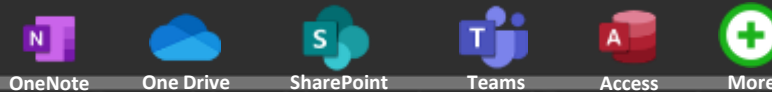
Accessibility Fundamentals	Introduction to Cloud for Everyone
Cloud Administration Basics	Cloud Concepts
Enabling Digital Transformation	Learn the business value of Azure
Introduction to AI for business users	Get started with AI on Azure
Introduction to AI technology for business leaders	
AI Business School	Machine learning crash course
Fundamentals of Networking	Fundamentals of Network Security
Introduction to Power BI	How to build a simple dashboard

Cloud Fundamentals

Jump-start the future you and demonstrate your achievements through industry-recognized Microsoft certifications.

-  Azure Fundamentals
-  M365 Fundamentals
-  Dynamics 365 Fundamentals
-  Power Platform Fundamentals
-  Data Fundamentals (coming July)
-  AI Fundamentals

More Microsoft 365 Training



Learn more about: [Azure](#) [Microsoft 365](#) [Dynamics 365](#) [Power Platform](#) or [browse all](#)

Job Role & Workplace Skills Learning Pathways

Creating Diversity, Inclusion & Belonging

Understanding and creating diversity, inclusion, and belonging are essential to building a better workplace and society. [Here is a learning path to](#) help us all recognise unconscious bias, communicate across cultures, and have inclusive conversations.

Learn skills for your job and your apprenticeship

Start developing your skills with learning paths from LinkedIn Learning and Microsoft Learn, then practice tech skills in the GitHub Learning Lab.

[Click here](#) for access and begin to discover new skills.




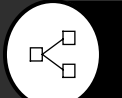

[Master critical soft skills and learn the latest virtual collaboration tools](#)



Your Apprenticeship Programme

-  Infrastructure Technician / IT Solutions Technician (Hardware), Digital Support Technician, ICT Helpdesk
-  Associate Project manager
-  Data analyst / IS Business Analyst
-  IT administrator, Infrastructure Technician / IT Solutions Technician (Hardware), Digital Support Technician, ICT Helpdesk
-  Software developer, Digital Solutions Technology Professional, IT Solutions Technician (Software), Cyber Security Technologist

Pathway Matches

-  IT support/help desk technician
-  Project manager
-  Data analyst
-  IT administrator
-  Software developer