



# Futures@UKSBS

Launch your new career with a  
UKSBS apprenticeship

2025/26 brochure

Proud to  
play our part

## About UKSBS

As a public sector owned shared service centre, UKSBS is motivated by a desire to deliver the highest possible quality of service to our partner organisations to achieve the best outcomes for UK society and the economy. We are proud to play our part in contributing to the success of our partners.

We're friendly, supportive, motivated by the desire to do a great job, and continually improve the services we provide. We learn by being curious and having fun along the way. We embrace flexible working and value different perspectives.

We're proud to be an Inclusive Employer and Disability Confident Employer. We recruit based on skills and fit, and once you join us, our flexible approach helps you achieve your potential and be yourself at work.

**700+**

employees across  
three UK locations

**27,500+**

civil and public servants  
supported every year

**115+**

different services provided  
to our clients

## Our vision

To be the leading UK public sector business services provider, actively exploiting innovation and maximising value to clients.

Early careers are central to that ambition. Fresh perspectives make better teams, and investing in new talent helps us grow.

Our Futures@UKSBS programme brings together everything we offer to people starting out or changing their career, from work experience to apprenticeships and graduate schemes.

**We are transforming. Be part of the future at UKSBS.**



“You, our brilliant workforce, are the key to our success and we are committed to developing your skills as we transform, ensuring that we are all able to play our part in the future of the business.”

Richard Semple, CEO  
Chief Executive Officer,  
UKSBS

# What can you expect as a UKSBS apprentice?

From day one, you'll be in a real job, doing real work. You'll develop practical skills, learn from experienced colleagues, and get dedicated time to study for a nationally recognised qualification.

Our people matter to us, and we go the extra mile to support them. You'll benefit from:

- Flexible and family-friendly working
- Generous annual leave
- A supportive, inclusive environment
- Opportunities to learn and progress



## **In short, you will:**

- Earn a salary and holiday pay as an employee.
- Access our benefits package.
- Work alongside experienced colleagues and learn on the job.
- Get protected time for training and study.
- Achieve a nationally recognised qualification.

# What will you gain?

During your apprenticeship, you'll develop:

**Real skills** you can take anywhere

- Technical expertise in your field
- Problem-solving abilities
- Communication skills

**Real experience** of working life

- Being part of a team
- Building professional relationships
- Understanding how government works

**Real confidence** in yourself

- A sense of what you're capable of
- Support to realise your ideas
- Self-awareness and self-reliance



Throughout your apprenticeship, we'll help you build a Personal Development Plan setting out your goals and aspirations. We're with you every step of the way.

# What kind of apprenticeships do we offer?

Whether you're leaving school or looking for a change, we have opportunities to suit your interests and ambitions.

## Digital and IT

Level 4 Data Analyst  
Level 4 Software Developer  
Level 4 Software Tester  
Level 4 AI and Automation

## Business and operations

Level 2/3 Customer Service  
Level 3 Business Administrator  
Level 4 Associate Project Manager  
Level 4 Improvement Specialist

## Specialist functions

Level 3 Payroll Administrator  
Level 3 HR Support

Every year, we look at the skills we have and our future business needs. Our opportunities are based on that insight. The above apprenticeships are just an example of our opportunities. Visit [www.uksbs.co.uk/careers](http://www.uksbs.co.uk/careers) for current opportunities.

### Operational

- Level 2/3 Customer Service
- Level 3 Payroll Administrator
- Level 3 HR Support

### Digital and IT

- Level 4 Data Analyst
- Level 4 Software Developer
- Level 4 Software Tester
- Level 4 AI and Automation

### Change

- Level 3 Business Administrator
- Level 4 Associate Project Manager
- Level 4 Improvement Specialist

# Useful information

## Reasonable adjustments

If you have any accessibility needs or require adjustments during the application process, please let us know.

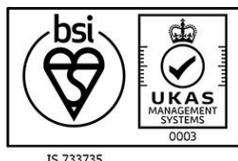
Contact [peopleteam@uksbs.co.uk](mailto:peopleteam@uksbs.co.uk)

## Your personal data

We keep your information only as long as we need it.

Recruitment data is stored securely and retained for three years. For details, contact [dataprotection@uksbs.co.uk](mailto:dataprotection@uksbs.co.uk)

If you have any questions about our apprenticeships, please email us via [peopleteam@uksbs.co.uk](mailto:peopleteam@uksbs.co.uk)



**UKSBS**

Polaris House  
North Star Avenue  
Swindon  
SN2 1FF

**UKSBS**

*Shared Business Services*

[www.ukpbs.co.uk](http://www.ukpbs.co.uk)