



 DEVELOPMENT IS IN OUR DNA

YOUR GUIDE TO BEING

— AN —

APPRENTICE



KUEHNE+NAGEL

APPRENTICESHIPS ARE THEY FOR

YOU?

Are you ready to get out into the world and start earning a living?

Or maybe you are already working and fancy trying something new?

Do you want to improve your skills and knowledge to further your career?

Do you want to improve your chances of getting your ideal job?

Then an apprenticeship might just be the right option for you.

Don't forget you will also

EARN WHILE YOU LEARN!

As long as you are over 16, and not in full time education then you are ready to start your apprentice journey

SO WHAT IS AN APPRENTICESHIP?

It is an opportunity to have a real job which combines working, alongside some on and off the job training, to gain new skills.

All apprenticeships take a minimum of 12 months to complete. However, with Kuehne + Nagel, there are further opportunities to build your career.

HOW LONG DOES AN APPRENTICESHIP TAKE?

WHAT DO I GET OUT OF IT?

You EARN, while you LEARN!

You will achieve a nationally recognised qualification.

You will gain the relevant skills and experience to do the job, which will help you with your future career at Kuehne + Nagel.

The simple answer is NO. You will be the one getting paid to learn, that's the beauty of an apprenticeship. No student loans or debts.

DOES IT COST ANYTHING TO DO AN APPRENTICESHIP?

WHEN CAN I APPLY?

Now! Dependant on vacancies, we recruit all year round and apprentice intakes are not restricted to term time.

Again, it is subject to the vacancies available, however you choose where and which jobs you apply for.

DO I GET A CHOICE WHERE I WORK?

SO WHO IS KUEHNE + NAGEL AND WHAT DO WE DO?

At Kuehne + Nagel, we play a vital part in the journey of millions of products from manufacturer to your door. Simply, put we move stuff around in ships, planes, trucks and vans. We take the latest must have gadgets from where they are produced, for instance China, ship them here to the UK and then deliver them to the shops that you buy them in.

We do this for a huge range of things that you eat, drink, wear, as well as toys and some cool tech to keep you at the cutting edge. A whole world of stuff.

68,000 employees and 12,000+ in the UK.

We work with hundreds of well-known brands and companies, many of which you will know.

We have 1,200 sites in more than 100 countries so we are truly global, making us the biggest logistics company there is.

We are committed to the development of our people, and our apprentice Programme plays a big part in that.

BE AT THE HEART OF A MILLION JOURNEYS

We are recruiting for apprentices across the UK, mainly at our larger sites (Birmingham, Milton Keynes, Manchester, Wellingborough as well as other locations).

SO WHAT WILL I DO AS A KUEHNE + NAGEL APPRENTICE?

We hope an apprenticeship will be the start of a long and bright future with us, apprentices are a key part of our business and many of our management team started their career as an apprentice.

You could be joining one of our warehouses, administration offices or sales teams. Train to be a driver, learn the skills of a freight forwarder (not as complicated as it sounds once you know how) whichever it may be, Kuehne + Nagel can be a part of your future.

We provide a wealth of training, some of it while you work and some in more of a classroom style, to ensure you gain the

key skills and knowledge to successfully do your job. As a big company, we will also have more opportunities to take your career further for when you finish your apprenticeship.

We will offer you lots of support and further training if you want it.

We also help you to gain a greater understanding of all aspects of the business area you are in, so you understand how what you're doing fits into our bigger picture.



WE HAVE A RANGE OF APPRENTICESHIP OPPORTUNITIES



And the list is growing all the time.

For our most up-to-date opportunities head online to:

KNAapprentices.co.uk

No matter which apprenticeship you choose you will always have someone to turn to. We pair you up with a buddy who will help and support you with your time at Kuehne + Nagel. We work as a team!

WHAT HAPPENS AFTER I FINISH MY APPRENTICESHIP?

Here at Kuehne + Nagel we have a whole team of people dedicated to developing your future skills and knowledge.

The opportunities when you complete your apprenticeship are almost endless.

A DAY IN THE LIFE OF

Want to know a little more about my day working for a big company like Kuehne & Nagel?

Aimee Mays, 19-years-old and eight months through my one-year apprenticeship in business administration.

HOW DOES MY DAY START?

If I'm on an early shift, which starts at 6am, I'm out of bed at 4.30 to get ready for the drive to work.

SO WHAT AM I RESPONSIBLE FOR?

I'm learning a lot, from a lot of experienced people; some have been with the company for 40 years. During my apprenticeship I work with my colleagues so I can learn from them.

I've started a project process mapping job roles so I'm sitting with everyone, managers, team leaders and mapping what they do everyday – it's a great way to find out about all the different parts of the business.

I create the company newsletter that covers everything we did the previous month including all the projects we've completed, and the training we've done.

I'm also involved with Opportunities For Improvement (OFI). We have a post box and everyone can put in ideas (OFIs), which I collate on a spreadsheet.

Every month, management decide on the best OFI and that person wins a £40 voucher. It's really good, all the 900 people working here can take part, if their idea becomes a project they get to work on it too.

SO WHAT DO I DO ON A NORMAL DAY?

There are probably around 15 different tasks I do everyday.

I help run the daily reports that tell us about volumes and how many product cages are going in and out of the warehouse.

I also help run the daily agency reports, checking when agency staff clock in and out and have regular meetings with the agency, helping out when workers go from temps to perms.

When they have Continuous Improvement Training I prepare the boxes so they have everything they need for that day. I get coursework as part of my apprenticeship and a visit once a month from the apprenticeship company.

After completing a BTEC at college in Fashion and Design, I didn't want to go to university and an apprenticeship appealed to me because I am learning new skills while earning.

THE BEST PART OF MY JOB IS?

There is always so much to do and so much to learn, I'm never bored!

No two days are ever the same, and I get to work on creative projects, including the regular newsletter. Everyone is so friendly and they all take the time to speak to you.

MY TIP FOR YOUR INTERVIEW?

Definitely be yourself!

They will select you for what you do and what you say.

Do your research; know facts about the company as you may get asked questions about the business in your interview.

Also definitely ask questions, I did at my interview, including questions about my working hours.

WHY I JOINED KN

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When I began thinking about an apprenticeship role, I applied to a few companies and was lucky enough to get offers from all, but it was Kuehne + Nagel that really stood out for me.

I didn't know much about the company before applying but after a little bit of internet research it was clear that they were the company I wanted to start my career with as it's so varied. This gives me a lot of choice of future roles while staying at Kuehne + Nagel.

I started my journey with Kuehne + Nagel as a business administration apprentice within the Technology business unit. Completing various admin tasks across our site gave me a wide view of all aspects of the business. I had so much support during my apprenticeship, with a dedicated buddy from our site who was always there to talk to, as well as my training provider who made regular visits to the site to assist with my qualification work.

On completion of my 12 month apprenticeship

I was offered the role of contract administrator for the site which involved a big step up and was a new challenge for me to take on but it was also a fantastic opportunity to progress within Kuehne + Nagel. Two years after completing my apprenticeship, I am still with Kuehne + Nagel and everyday there is something new to tackle, a new challenge or a new project to work on and it is something that I love. No two days are the same and that keeps my work exciting, at times it can be challenging and hard work but that pushes me and really brings out new qualities in myself.

Choosing to start my career as an apprentice with Kuehne + Nagel has not only given me an exciting path to follow for my future but it has also developed me as a person, giving me a vast array of new skills and experiences which will help progress me on my career journey.

JAKE

My journey at Kuehne + Nagel has taken me across the UK. From beginning as a warehouse operative, I have taken up a role in the management team as a Team Leader and opportunities are still presenting themselves.

I noticed immediately when I joined Kuehne + Nagel that the company is built on hard working people who can enjoy their time at work, which is the culture throughout the business. My current job is challenging as it always throws me into different scenarios, but that just makes it more enjoyable when our team achieves our targets.

The best part about being an apprentice is the level of support you are shown by your management team. You really feel like they have your best interests at heart due to the focus on development. The framework you are set is built to challenge you while you work, but this just makes working more fun as you can see everything you're learning being put into practice. There is also a great sense

of camaraderie with your colleagues – so you'll never be just "the apprentice".

Being a part of the Kuehne + Nagel team is an easy decision once you have been welcomed into the business. There are vast career opportunities which allow you to further yourself in many different aspects – whether that is within Airfreight, Overland, Contract Logistics or one of our other sectors. The commitment shown to me by Kuehne + Nagel gives me the confidence of knowing that this is where I want to be.

WHAT DO

I DO

NEXT?

NOTES

So, you have decided you want to know more or would like to apply and be an apprentice with Kuehne + Nagel?

The first step is to text KNA to 87007.

We will then ask you for some simple details on text (name, email address).

We will then contact you with an easy to fill out application form.

We would suggest asking your school, parent or guardians if support is needed. However, there is nothing complicated to trip you up so don't worry.

We suggest you tell us about yourself; what you like to do and what your interests are, that sort of thing. We just want to know more about you!

Following your initial application you may be invited to a telephone interview. If you are successful the next stage is an invite to an assessment centre.

TIP - Just so you know people normally dress smartly to try and make a good first impression. Maybe think about some questions you might have before you turn up (What would I need to do to be a top performer?)

After assessment, we may invite you to a work trial. This is a two way process for both of us to understand if Kuehne + Nagel is right for you.

START YOUR APPRENTICE JOURNEY TODAY

Lined area for taking notes.



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[KNApprentices.co.uk](https://www.knapprentices.co.uk)