

STORY



GRADUATE APPRENTICESHIP PROGRAMME

WELCOME TO THE STORY GRADUATE APPRENTICESHIP PROGRAMME



Firstly, I would like to take this opportunity to congratulate you on being selected to be part of our Graduate Apprenticeship Programme, and to thank you in advance for your energy and commitment to the programme.

This programme is critical to ensuring our business has the skills and behaviours required to maintain our success in the industry and has been specially designed by our Rail, HR and Training teams.

This Graduate Apprenticeship Programme will assist in ensuring that you get the best possible start on your career journey and that you are fully prepared and equipped to take our business forward. Good for you, good for your colleagues, good for our business and good for everyone involved.

As a Graduate Apprentice, you must promote and ensure safety, deliver quality performance, protect our Story brand and embrace all the new knowledge and opportunities that come your way. You are key to the continued success of our business and this programme is our commitment to ensuring that you are fully prepared.

I would like to wish you all the best for your time on the programme and future career development within Story Contracting. Above all I hope you enjoy the programme and can take a lot of benefit from it, making the best use of the internal and external resource to promote your own self-learning and being able to ask any questions you may have.

Best Wishes,

John MacArthur - Managing Director (Story Scotland)

DO IT RIGHT!



As Chief Executive, I would like to take this opportunity to welcome you to Story Contracting.

Here at Story, our mantra is 'Do it Right' and we are committed to providing you with the best start possible to your career. Your Induction and Programme will give you every chance to fulfil your potential and become the best you can be in your chosen field.

In return, we expect that you will work hard and take advantage of the opportunities that come your way as you move through your Graduate Apprenticeship Programme.

You will be able to draw upon the experience and technical expertise of your colleagues and Mentor and this will complement your development and on the job experiences.

As I mentioned earlier, we aim to do the job right. To deliver the right solutions; to conduct ourselves in the right manner and to do right by our colleagues and clients.

We have created a challenging, transparent and fair culture at Story Contracting with our people at the core of everything we do. Our high expectations drive high performance and I am sure that you will play your part.

I wish you the best of luck in your new role.

Best Wishes,

Jason Butterworth - Chief Executive Officer

Do it right!

THE STORY VALUES



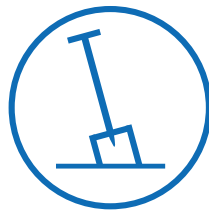
Winners

We are committed and hardworking because we love what we do



Hardworking

We share the wins and we share the losses



Grounded

We care about the business because the business cares about us



Family

We are a people business, we are rooted in our Story and pull together as a team



Proud

We love what we do

THE STORY BEHAVIOURS



Safety

We strive to ensure that everyone goes home safe every day



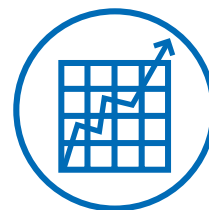
Commitment

Demonstrates resilience, ambition and desire for future success within the business and strives to 'do it right'



Client-focused

Partner with our customers to understand their needs and maximise future opportunities



Deliver Results

Personal accountability for delivering results of the highest standards for company and customers



Teamwork

Empower and engage with colleagues to create high performing teams and achieve our business goals in line with our Story

OUR CULTURE

Whether you work in Rail, Plant, Construction or Central Services we pull together as a team to make every project a success. Each and every person that works with Story makes a valuable contribution to our journey and we all regularly share in our joint achievements.

A Story person has a strong work ethic, is proud of our brand and enjoys working for a business that values its people and rewards success. We are proud to be part of an award-winning company and we actively support the local communities in which we operate.

THE GRADUATE APPRENTICESHIP AGREEMENT

Detailed below is the agreement between Story Contracting and our Graduate Apprentices. This agreement outlines the commitments made by us and you throughout the course of your graduate

STORY'S COMMITMENT

WE WILL PROVIDE YOU WITH

- Experience and training to enable you to satisfy the learning outcomes of the programme
- Support towards gaining your academic qualification
- An Early Careers Advisor who will monitor your progress on the programme
- A mentor who will give additional support
- Evolve review processes
- Sufficient opportunities for progression within your career.

GRADUATE APPRENTICE'S COMMITMENT

THROUGHOUT YOUR PROGRAMME YOU WILL

- Attend university courses and meet grade requirements
- Register as a member of a professional institution
- Keep an up-to-date record of continuing professional development (CPD)
- Register as a STEM Ambassador
- Attend development days and training courses
- Comply with the requirements of the programme and business needs.

ROLES AND RESPONSIBILITIES

GRADUATE APPRENTICES:

- Complete the Story Graduate Apprenticeship Programme meeting the required objectives
- Attend development days and training
- Take part in Evolve review process with Line Manager
- Be proactive and take ownership of your programme to ensure you develop the desired knowledge and skills
- Be focused and self-motivated and assist in continuous improvement
- Be committed to achieving university qualification

PEOPLE DEVELOPMENT ADVISOR:

- Regular reviews with Graduate Apprentices to ensure programme requirements are being met
- Liaise with Head of Operations to plan work-load

HEAD OF OPERATIONS:

- Responsible for Graduate Apprentices within their division
- Oversee running of programme
- Meet with Learning & Development Advisor every 6-months for progress update
- Carry out end of programme review

LINE MANAGER:

- Subject to change based on project teams
- Approve all expenses, holidays and sick
- Carry out Evolve review process with Graduate Apprentices and report to Division Directors

MENTOR:

- Professional who can offer mentoring based on own experience
- Offer guidance and solutions to programme related matters
- Offer additional support and advice

PROGRAMME CONTACTS

ROLE

Division Director

Head of Operations

People Development Advisor

People Partner

Mentor

PERSON

John MacArthur

Alan Rundell

Dylan Smith

Michelle Ross

Scott Grattan



OTHER USEFUL CONTACTS

PEOPLE TEAM

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L&D TEAM

learning.anddevelopment@storycontracting.com

IT SUPPORT

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01228 640799

TRAINING

training@storycontracting.com

PAYROLL

payroll@storycontracting.com

MARKETING

communications@storycontracting.com

GRADUATE APPRENTICESHIP PROGRAMME OUTLINE

EXPERIENCE

SKILLS & KNOWLEDGE

TECHNICAL

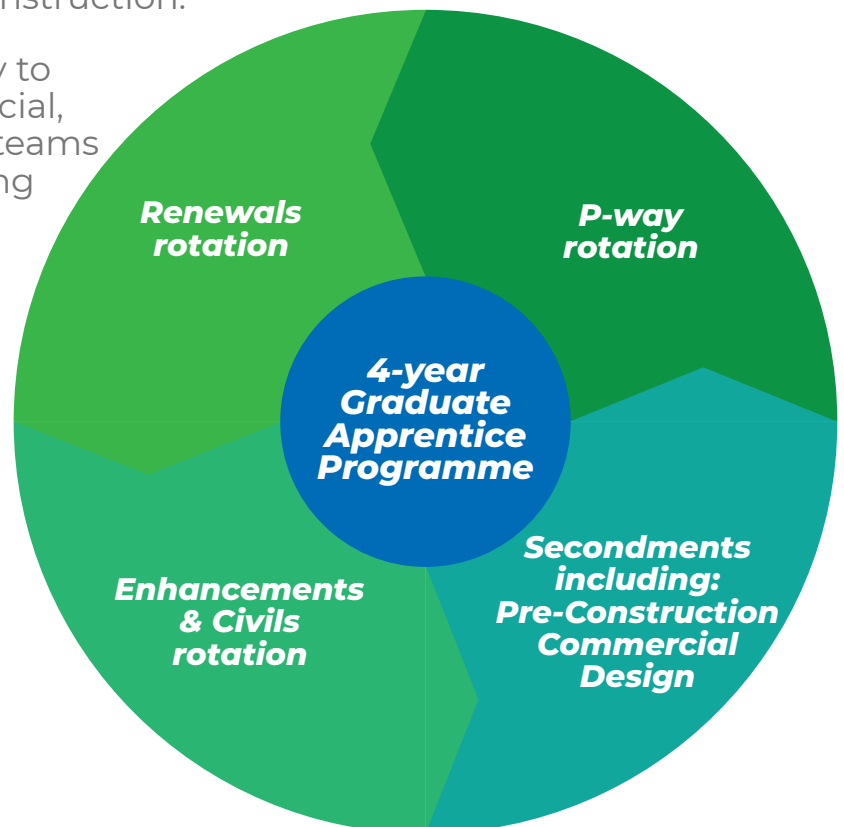
The aim of the Graduate Apprenticeship Programme is to offer you a work-based experience whilst supporting you in achieving a degree. You will gain understanding and knowledge of all aspects of the construction industry.

As part of the programme you will spend time working with the project delivery teams carrying out site-based duties and gaining exposure to both Civils and Permanent way construction.

You will have the opportunity to work along side the commercial, planning and management teams and develop an understanding of commercial responsibility and wider business needs.

Additionally, you will be involved in the design process by reviewing and delivering designs on site and communication with our in house design team.

At the end of your programme and completed studies you will have the opportunity to decide



ADDITIONAL SUPPORT

- Mentoring
- Annual Review
- Degree Support

TRAINING

- Technical & Soft Skill Training
- Health & Safety Specific Training
- Construction Specific Training
- Railway Specific Training

EVOLVE

Story offers an annual professional review process called Evolve.

This process enables employees to set aims and objectives and these are reviewed twice a year at the Q2 and Q4 review by the employee and their line manager. Each set objective will be scored as either not achieved, achieved or fully achieved and the outcome is then delivered to the division directors.

The Evolve process also covers the employees' short-term and long-term goals plus training needs and requirements.

The Evolve process is an ideal opportunity to demonstrate how you have developed your skills and knowledge over the year as well as keeping track of your competencies and where further learning or training may be required.

Generally, you will have 3 – 5 objectives which meet both business needs and the individuals needs. Objectives should be SMART and your line manager will assist in setting your objectives.

END OF PROGRAMME REVIEW

At the end of your programme you will have a formal review.

On completion of the graduate programme, you will be able to demonstrate sound knowledge, skill and application of Engineering concepts and have sufficient evidence to validate this. You will understand the key areas of the business and adopt the Story culture and values in your day to day role.

As part of your end of programme review you will have the opportunity to discuss the next steps in your career at Story in line with business needs. This can include: Engineering, Project Management or Planning.

Beyond the graduate apprenticeship programme you will continue to set relevant objectives and record development through the Evolve review process. You will have on-going support from your mentor and line manager.



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