

Level Developments

Graduate Programme

Information Pack
for Candidates



Welcome to Level Developments Graduate Programme

We are a design and manufacturing company working in the specialised field of precision measurement sensors and equipment.

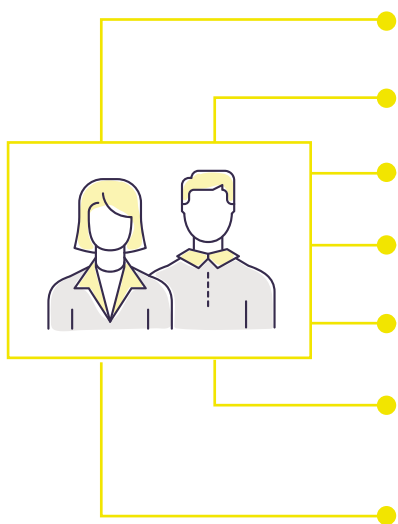
Before we get too far into the process, we would like to clarify what it is really like working at Level Developments because working in an SME (Small or Medium size Enterprise) is very different to working for a large organisation. Larger organisations will give you their great name, the opportunity to work on larger scale projects and some kudos to your CV but it does not necessarily mean you will be better equipped for the future. We know and love the benefits of working for an SME and want you to consider and be certain that the opportunity with us is exactly what you are looking for.

As an engineering design and manufacturing company, you will have the opportunity to experience all that entails:

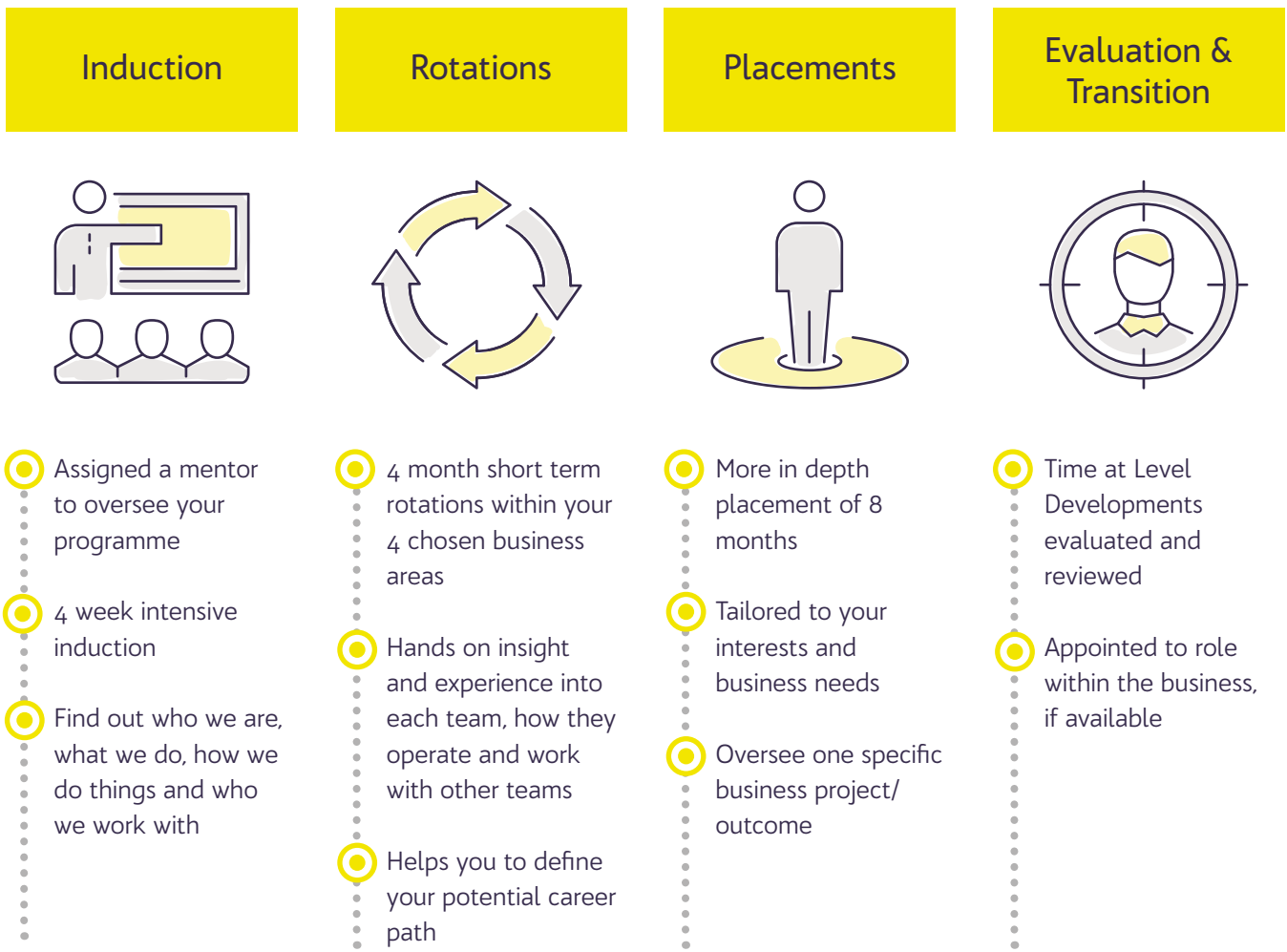
- Engineering aspects of mechanical design, 3D modelling, electronic design, application programming, embedded firmware, product test and development and production automation
- Commercial aspects of technical purchasing, technical sales and customer support as well as finance
- The management of projects and people

You will get great support from our team, but you will also be expected to self-teach through your own research, as this is a key skill for success in any role. You will experience less hierarchy, greater speed in decision making and a greater range of learning potential. We will set you ambitious targets and expect you to work hard and smart to achieve them. There is nowhere to hide or be hidden. You will understand how it feels to work in an entrepreneurial environment where continuous improvement and growth are the norm.

Benefits of working here

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- The MD will know who you are and what you are doing
 - You will have accountability and responsibility to deliver
 - It is a fast paced, team environment
 - You will be encouraged to suggest and introduce ideas
 - If you have the drive and can prove your skills, you will succeed
 - You will face challenging problems, and be expected to do whatever is necessary to overcome them
 - You will work side by side with a great team of experienced and junior people

Programme Structure



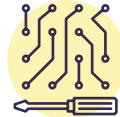
Rotations

Our rotations part of the programme is designed to widen your scope, enabling you to prove yourself in different situations and positions and allowing you to gain experience across the whole business.



Robotic and Automation Engineering

- Mechanical design and 3D modelling
- Coding
- Project management



Electronics Engineering

- Product test and qualification
- Research and development
- Embedded hardware and firmware design



Quality

- Quality assurance
- Quality control
- Quality engineering



CNC Machine Shop

- 3D Modelling and CAD/CAM
- Machine setup and machining
- Machining strategy and planning



Stores & Logistics

- Inventory management
- Despatch
- Product management



Business; Purchasing, Sales, Finance, HR, Marketing, IT

- Technical sales and customer support
- Technical purchasing and supplier negotiation
- Finance



Placements

Our 8 month placements enable you to discover and grow your real strengths, developing your interests, skills and experiences in the area that you feel you would like to focus on in the future.

You will be embedded into the team and have more specific outcomes that you will be expected to achieve in that placement. It is a real opportunity to prove yourself in the role which could mean a permanent position with us down the line and some great work achievements and invaluable experiences that you can highlight on your CV for future employers.

Your Mentor will still be with you, available if needed, but you will be expected to be more independent in this placement. Your progress will however still be reviewed and we will continue to provide learning opportunities and experiences where possible.

Support and Development

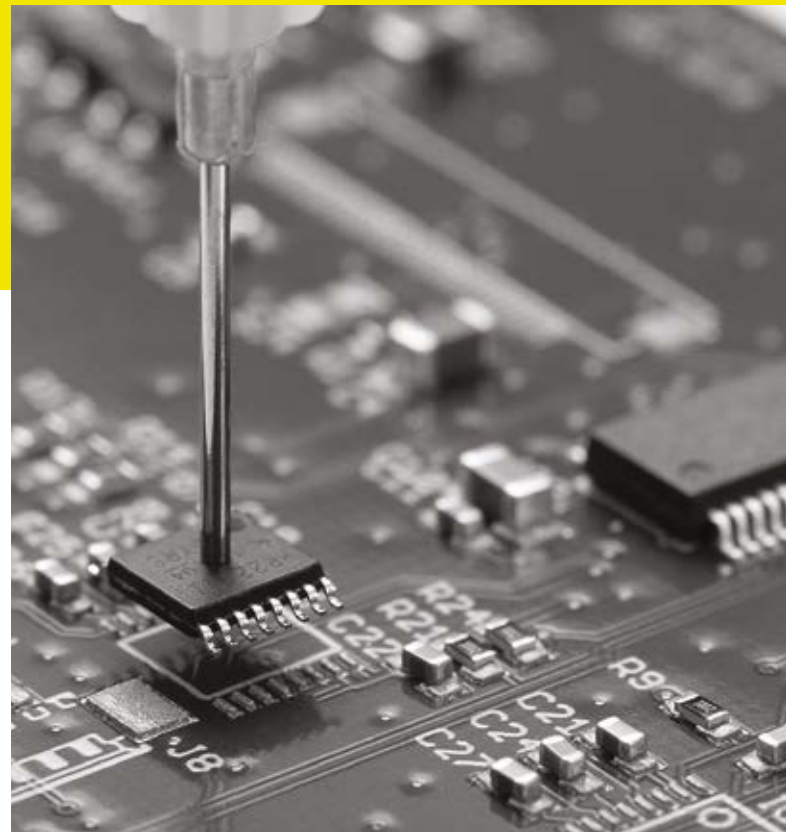
Right from the start, you will be one of us, working in line with our company policies and procedures, you can expect to receive continuous support and development from our team.

Through a combination of informal and formal coaching, we will help you understand your strengths and areas for development. Key support contacts include your Mentor, Line Manager, HR and the Senior Management Team.

Your Mentor will see you get off to a good start with the induction process and coordinate your rotations and projects throughout your time with us.

A buddy will also be assigned to you as you work across different teams. As someone who is a peer, they will be there to help you settle in and become part of the Level Developments team.

Over the course of the two year period you will have the opportunity to build skills, knowledge and experience through a mix of formal and on-the-job development, with the majority of your learning being derived from on-the-job experiences.



Evaluation

An important aspect of the programme is monitoring and tracking your performance through regular one to ones with your Supervisor and Mentor, concluding with a final review.

Although we have promised you will be well supported, we will expect you to take charge of your own development. Curiosity and new concepts drive our business forward so we encourage you to broaden your own horizons as well as ours.

Employment Benefits

During your development programme, you will be required to work 39 hours per week. You will be rewarded with a competitive salary, the option to join our bi-annual bonus scheme (subject to eligibility), be given 24 days holiday plus bank/public holidays and the opportunity to join our contributory pension scheme.

Your salary will be reviewed regularly with appropriate increases determined in line with your performance and contribution to the business.

Transitioning from the Graduate Development Programme into a Role

As you near the end of your time on the programme and if you have met our performance criteria, we will work with you to find a suitable role within Level Developments that optimises your strengths and abilities, aligns with your career preferences, and fulfils a need within our business.

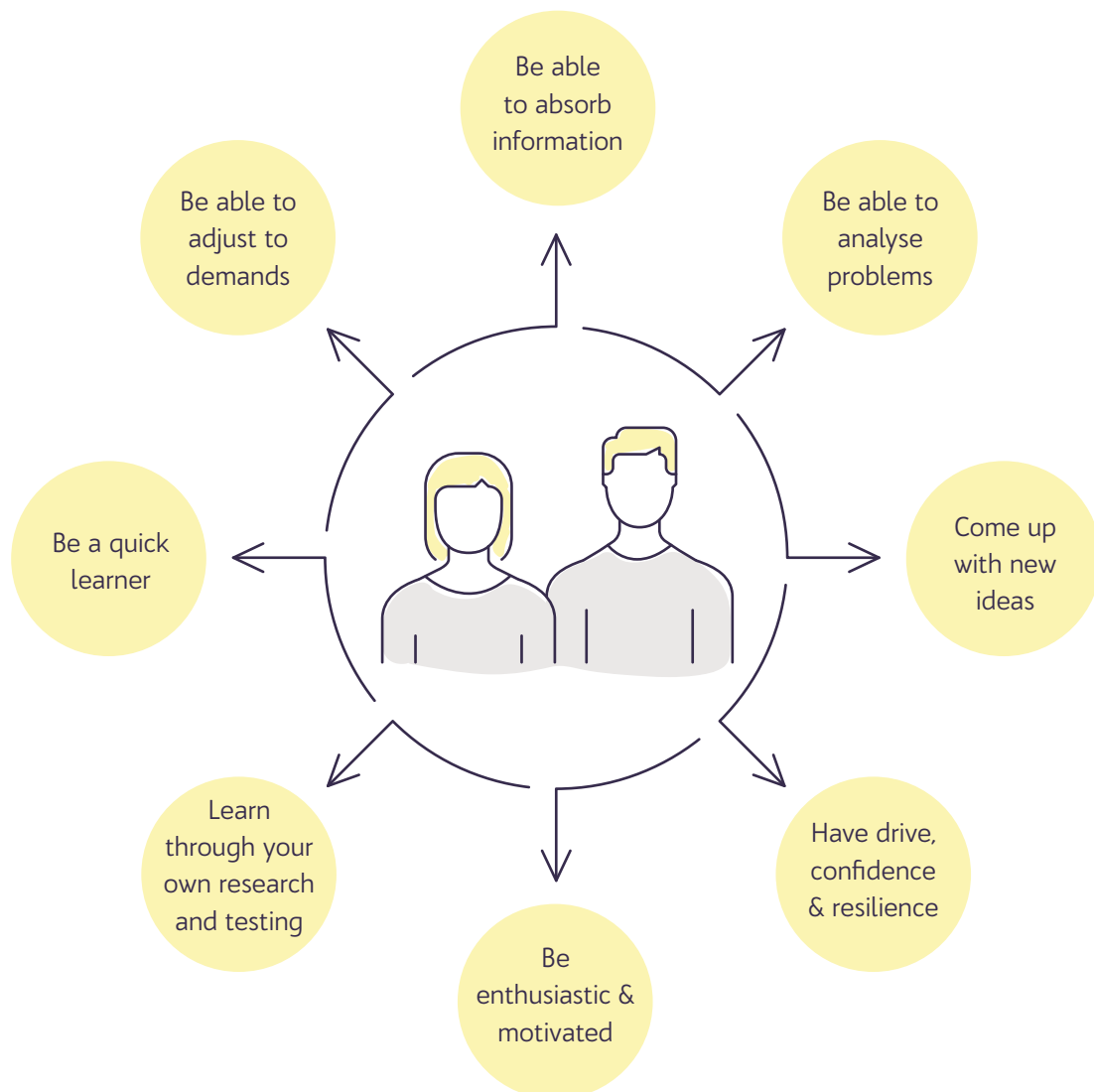
Who are we looking for?

We are looking for enthusiastic graduates with an engineering discipline looking for their first step in a leading worldwide manufacturing and engineering business.

There are certain qualities you will need if you are going to succeed with us. You should enjoy being challenged. You will need to be good at absorbing information as well as analysing problems. You will need to be creative in finding solutions to problems, coming up with new ideas and understand that failures are all part of the path to success.

You should have the drive, confidence and resilience to get things done, not being afraid to challenge the norm. We will give you training, support and guidance to develop your potential, teaming you up with some of our most accomplished team members helping us to deliver better solutions. However, you will also be expected to be able to learn from your own research, and through your own experimentation.

Ultimately, we are looking for 'can do' individuals, with loads of enthusiasm who are motivated to build a career in the engineering and manufacturing sector.



Getting the right fit

Success for you depends on selecting the right company and being accepted on to their programme. Success for us means finding the right candidate that has the right skills and mindset and will thrive at Level Developments. It's all about getting the right fit.

Working here isn't for everyone. You are just starting out in your career and perhaps don't know what you want. For some, the lure of working for a big company on big projects is exciting, for others the prospect of being a small cog in a big machine isn't what they want.

The reality is that we work on relatively small projects but you get to play a big part in it. You get to see it from start to completion and its success depends on the small team working on it.

We don't want or expect for everyone that reads this to apply to us. If what we are offering aligns with your own interests, then we could be the company for you. If it doesn't, then put this in the recycling, and focus more time on an application to a company that matches closer to your goals and ambitions.

If you do choose us, then we will make sure you are fully aware of the job you are getting into during the selection process to allow us and you the opportunity to walk away if it isn't a good fit. For the successful candidates we will offer a flexible program that will give you insight into all areas of an engineering business and allow you to focus on the aspects that interest you most.

How do I apply?

We are sure we have reeled you in now and you just want to know how to apply? We know your time is precious at this stage of your studying and therefore we have ensured our application process is not too onerous or time consuming. If you wish to apply please see below:

Online application

Using the form on our website, please send us your CV and a covering letter, explaining why you would be great for the role, a brief history of your accomplishments so far, along with the answers to the following questions:

- How do you believe this role fits in with your Career Plan?
- What have you found most challenging during your degree?
- What do you think would be your top three benefits and challenges to working in an SME?

Deadlines for submission are given on our website.

Online Assessment

If you are successful, we will invite you to complete some basic tests online.

Final Interview

Our chosen Graduates will be invited to a final interview with a manager and director to really understand more about you, your aims and ambitions to discuss whether we can both meet each other's goals.

Conditional Offer of Employment

If you are successful we will send you a conditional offer of employment based on your predicted grades.

Final Employment Checks

Whilst we are waiting for your final results we will carry out our final employment checks which will include references, right to work in the UK and medical questionnaires.

Unconditional Offer of Employment

Once you receive your grades from University we will provide an unconditional offer of employment, providing all the details you need to know.

Commence the Programme

We envisage your Programme starting with us in September, as above with an in-depth induction.

Summary

We hope you have found this pack informative and feel excited about the opportunity we can offer you. We believe in the opportunities employing graduates can bring for us, but we also know we have a great business for the right Graduates to grow, develop and succeed.

Please don't waste our or your time if you are not serious; and working in an SME is not your thing.

Questions

If you don't feel we have answered your queries fully or you have a different enquiry please do not hesitate to get in contact with us.

We have a wealth of information on the website or you can contact Theresa Cooper if you have any queries with the programme structure or content. If you'd like to have a chat with the MD about the opportunities please contact Martin Jones on 020 8684 1400.

Good luck in your exams, we hope to meet you soon.



Get in touch

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