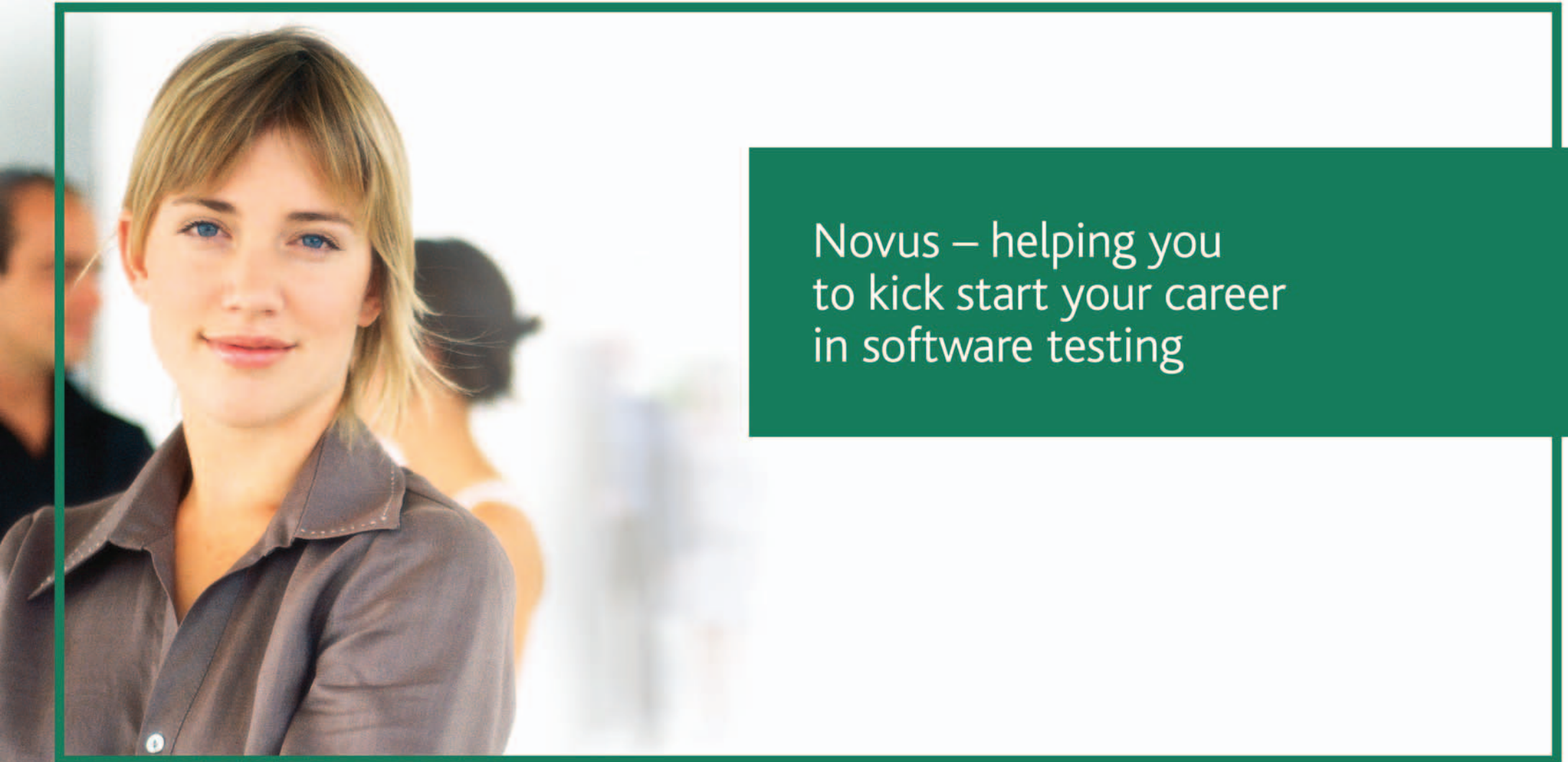


CAPITA



Novus – helping you
to kick start your career
in software testing

CAPITA



Can you find the the mistake?

Introducing Novus

Novus is Capita's graduate scheme in software testing and systems quality assurance. You've probably never heard of us and what we do – but we bet you know quality when you see it.

Websites, systems and processes that work well, help companies succeed. When they don't work well customers go elsewhere, costs go up and companies can find themselves in trouble.

At Capita we help companies get it right.

We want you to join us.



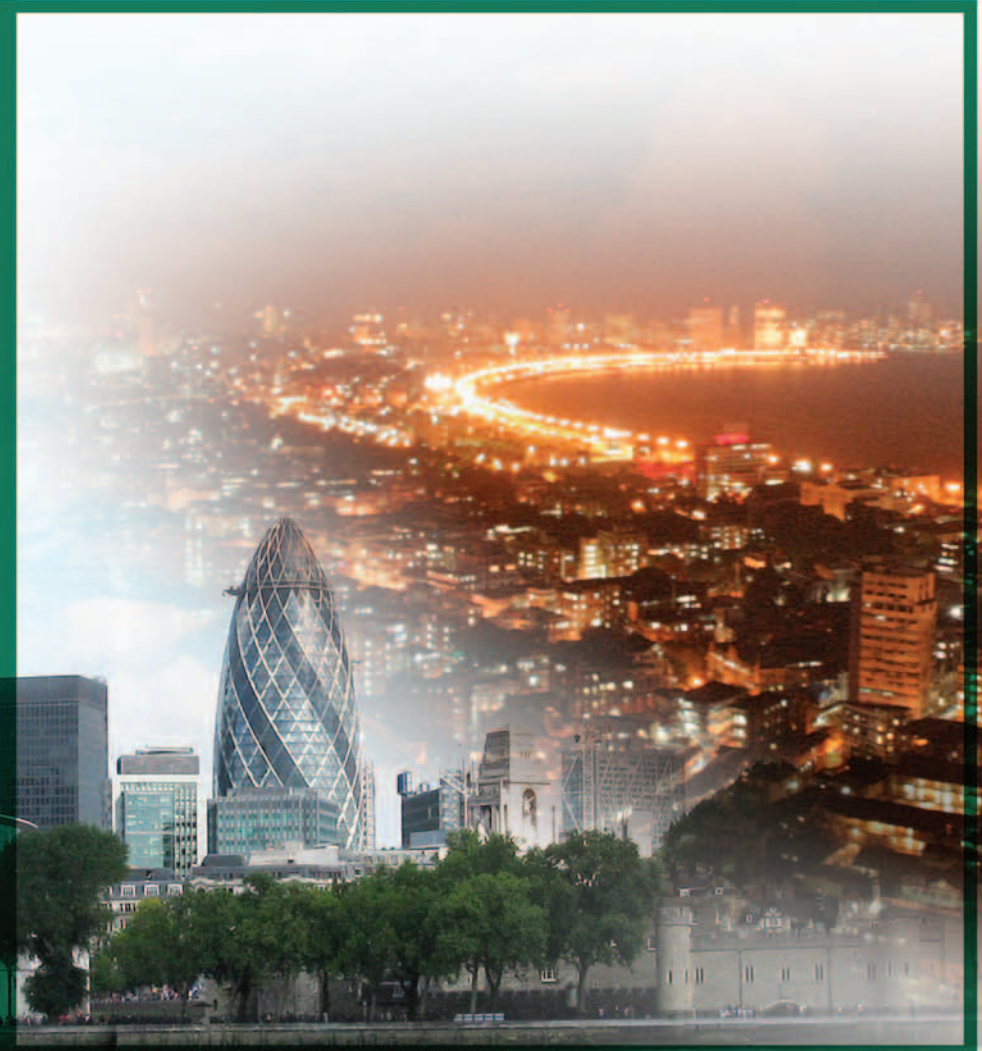
Who are Capita?


We are a FTSE 100 company and the UK's leading provider of business process outsourcing and integrated professional support service solutions, across all market sectors. We have around 45,000 people at 350 sites across the UK, Ireland, the Channel Islands and India.

"I enjoy experiencing the new environment of the corporate world as well as meeting new people along the way."

We call our programme "Novus" – and we want you to be part of it

We call it Novus because this is Latin for new. That's what we want from you – new thinking, new energy, and new ideas. In return we'll give you new experiences, training and development in new skills – which will make your CV shine!





Novus: Two years' continuous training and development as well as real-world experience

We want the right people to join Novus - people who will make a difference. That's why we will want you to shine through an intensive selection process. Once you're onboard we'll start with an initial 12 week training programme to get you up-to-speed on everything you'll need to work with our clients. Ideally you should be from an IT background, but don't worry if you're not. If you're passionate about solving problems, with a laser like eye for detail, then we'll give you the skills that you need.

Within your first two years you can find yourself working with some of the biggest names in business

Once through the initial training you'll join us for 2 years, finding yourself at any of our client sites around the UK working with them on quality assurance projects. Our clients include leaders in financial services, retail, transport and government. Typical assignments can last a few weeks or a few months on larger strategic programmes.

The work is varied depending on each client's requirements and the market sector in which they operate. It could range from web, applications or regression testing to business process testing and you will acquire a variety of testing skills such as analysing requirements, test execution, reporting of incidents, liaising with third parties or providing input to procedures. If you don't know what these are yet - as part of Novus you soon will.





“In weekly meetings I enjoy advocating my approach to senior management.”

Is it for you?

We are looking for people who are positive and passionate and keen to use their skills and energy to help our clients succeed in business. You will be quick to learn and able to analyse and solve problems. One of the things that makes Capita stand out from the crowd is how we interact with our clients - so you will absolutely need to be able to engage and communicate with clients and colleagues.


We know you won't have all these skills from day one but you will have potential for growth and development in your new role.

Novus is much more than a 2 year programme

We want you to get up-and-running as soon as possible, so we'll throw you in at the deep end with a 12 week training programme, after which you'll join us for a further 2 years. We won't lie – it's pretty intense, but by the end of it you'll be ready to work directly with our clients.

We know that learning on-the-job is a great way to develop, but we also know that to be the best needs more than a training course at the start of your career. That's why we give you a full two year development programme that uses classroom, online and field training so you're always developing. No matter where you are.





It's your career – and we'll help you make the most of it


After the initial 12 weeks' training you will have a comprehensive development programme that will be tailored to you – your needs, your skills and most importantly your own ambitions. You'll have the support of your very own Novus manager for the entire two years you're on the programme. They will work with you to make sure that you're getting the most you can out of your experiences.

Just a few of the skills that we'll help you develop:

- Unix, SQL Server, Oracle, Windows
- Business risk and testing approaches
- Agile development
- Java, web and testing technology
- Consulting and business skills
- In-depth industry specific knowledge
 - e.g. investments and securities

“The most challenging aspect of the role is the pace of change; dealing with uncertainty and time constraints. You have to formulate a strategy to tackle all of these.”





“It is tough having to quickly absorb the new environment of testing. It seems intense at first but is very rewarding and satisfactory when everything falls into place!”

The quotes in this brochure are from our Novus test analysts who are working with our clients.

Keeping your options open: What happens after two years?

One of the great things about Novus is its flexibility and how you can shape it around your career. We'll give you a two year programme to learn, develop and apply your skills. In return you'll give us energy, ideas and results. At the end of the programme you'll have acquired a huge amount of skills and experience that will open up many options for you – perhaps you'll stay with Capita, perhaps you'll work for a former client, perhaps you'll take what you've learned and try a totally different career.

We know that with Novus and Capita on your CV you will be very much in demand whatever you decide to do.

How to apply

To find out more about Novus go to:

www.capita.co.uk/assuranceandtesting

You will be able to apply to the scheme and send us your C.V. You will also have the opportunity to submit your answer to our puzzle for a chance to win an iPod touch.

Capita is the UK's leading business process outsourcing and professional services company. Our systems assurance and testing arm operates across both the public and private sectors with around half of our revenue coming from the financial services sector.

We enable organisations to maximise the business value from systems quality assurance and testing through:

- Transformational managed testing services
- Governance, assurance and test consulting
- Contract and permanent test recruitment
- Novus test analysts

**For more information
please contact:**

Email: graduate-applications4.at@capita.co.uk
www.capita.co.uk/assuranceandtesting

Further information on
the Capita Group can be found at:
www.capita.co.uk

