



## **SCANIA APPRENTICESHIP PROGRAMME**

### **FREQUENTLY ASKED QUESTIONS (FAQ'S)**

#### **Who is eligible to join the Scania Apprenticeship programme?**

There are no set entry requirements for Apprenticeships, although some of the dealers in our network work with prefer applicants to have 3 GCSE passes at grade "C" or above.

#### **What happens in the application process?**

Our selection process is a rigorous job application process. Applicants will be interviewed and asked to take tests to see if they are the right person for the employers we are recruiting for.

#### **Are there different types of Apprenticeships?**

Depending on the career route chosen there are different types of Apprenticeships available. Choosing the right Apprenticeship will depend on your experience and the employment opportunities in your area. However, all Apprenticeships include the following basic elements:

- Vocational Competence Qualification (VCQ) at either Level 2 or Level 3
- Functional Skills qualifications, and a technical certificate awarded by IMI or City and Guilds or a similar awarding organisation

#### **How long does an Apprenticeship take?**

Technical qualifications in the motor industry usually take about 18 months for Apprenticeships followed by a further 12 to 18 months to become an Advanced Apprentice.

Most employers prefer Advanced Apprentices when promoting staff. The length of time taken will depend on ability and employers' requirements, but Apprentices need to demonstrate a large degree of commitment to see it through.

Non-technical Apprenticeships in Sales, Customer Service, Business Administration and other related subjects typically take between 12 months and 2 years.

#### **How do Apprenticeships work?**

Employers pay their Apprentices wages and provide on-the-job training which allows them to achieve their qualifications. Apprentices also spend time with Skillnet gaining skills that will be useful in the job market – such as working in teams, problem-solving, communication and using new technology. In addition, they may study with us for a technical certificate, which will give them further knowledge and understanding of their job.

#### **How much are Apprentices paid?**



There is legislation that sets minimum rates of pay for Apprentices. We typically advise employers to pay rates which meet these requirements and reflect their local job market. We select the employers we work with carefully to make sure that they can provide Apprentices with a safe work place and that they will support them in gaining their qualification and developing their careers.

### **What sort of person is accepted on an Apprenticeship?**

Applicants need to be:

- Serious
- Committed
- Aware of their responsibilities to themselves and to the company they work for
- Prepared to study and realistic about the amount of work they may have to do
- Happy to work as both part of a team and an individual
- Able to use their own initiative
- Able to show that they have fully researched the area of work they want to do and that they are the right person for the job

Apprenticeships can be demanding, but very rewarding. It's not just a question of seeing what is available and then selecting a career path. It helps if Apprentices are focused and know what they want to do before they apply.

### **Do Apprentices get holidays?**

Like many other employees, Apprentices will receive at least 20 days holiday per year (and bank holidays). Their individual entitlement will be detailed in their terms of employment. Just like any other job, employers will have rules about how far in advance holidays need to be booked, and times when holidays cannot be taken.

### **What qualifications do Apprentices get when they have finished their Apprenticeship?**

They will get a package of qualifications when they finish their Apprenticeship - a National Vocational Qualification (NVQ) or Vocational Competence Qualification (VCQ), a technical certificate such as an IMI certificate or a City and Guilds Progression Award, and Functional Skills qualifications. Apprenticeships lead to either a Level 2 or Level 3 package of qualifications.

### **How do NVQs and VCQ's relate to other qualifications?**

Broadly speaking, there are five levels of NVQ / VCQ:

Level 1 = 5 GCSEs at grades D-G

Level 2 = 5 GCSEs at grades A-C

Level 3 = 2 A levels

Level 4/5 = HNC, HND and degree level

### **Are there age restrictions on becoming an Apprentice?**

No. Providing applicants have officially left school they can enrol in an Apprenticeship.