



APPRENTICESHIP PROGRAMME

EMPLOYER GUIDE

WWW.PSAAPPRENTICESHIPS.COM

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APPRENTICESHIP PROGRAMME

AN INTRODUCTION

I am delighted to introduce the Apprenticeship Programme on behalf of the PSA Performance Academy.

Last year we enrolled more apprentices than ever before, bucking the national trend and demonstrating our commitment to attracting new talent to our growing business. Apprenticeships are a great way to tackle the skills shortages in our sector and to improve productivity and competitiveness.

Each of our programmes combine workplace experience with study towards an industry recognised qualification that has been blended with essential brand and product knowledge.

Upskill Existing Staff

Improve Staff Retention

Increase Productivity

Brand Loyalty & Engagement

Appeal to Ambitious Candidates

Improve Customer Satisfaction

The programme is open to all PCDV dealers in the UK and we offer intermediate and higher apprenticeships in the following areas:

- Service Technician
- Service Customer Advisor
- Digital Marketer
- Parts (Warehousing & Customer Facing)
- Business Administrator
- Team Leader & Supervisor

I strongly believe that our dealer network is a great place for ambitious people to develop their skills and competencies. We provide a superb grounding to their professional careers and I'm delighted to be able to invite our UK network to participate once again.

Phillip Price
Head of The Performance Academy
Network Development, PSA Group

KEY INFORMATION

CANDIDATES
FROM ANY
BACKGROUND OR
EXPERIENCE


PROGRAMME
DURATIONS VARY
BETWEEN 12 & 40
MONTHS

FREE
RECRUITMENT &
SELECTION
SUPPORT

SUITABLE FOR
EXISTING
EMPLOYEES OR
NEW TALENT

REGISTER YOUR INTEREST

jasongiblett@ext.mpsa.com

A woman with blonde hair, wearing a black blazer with white piping and a white shirt, stands in a Peugeot dealership. In the background, a Peugeot lion logo and the word 'PEUGEOT' are visible on a dark wall. Several cars are parked in the background.

DELIVERING BEST IN CLASS LEARNING TO THE
RIGHT PEOPLE WITH THE RIGHT CONTENT, IN
THE RIGHT WAY, AT THE RIGHT TIME.

THE PERFORMANCE ACADEMY

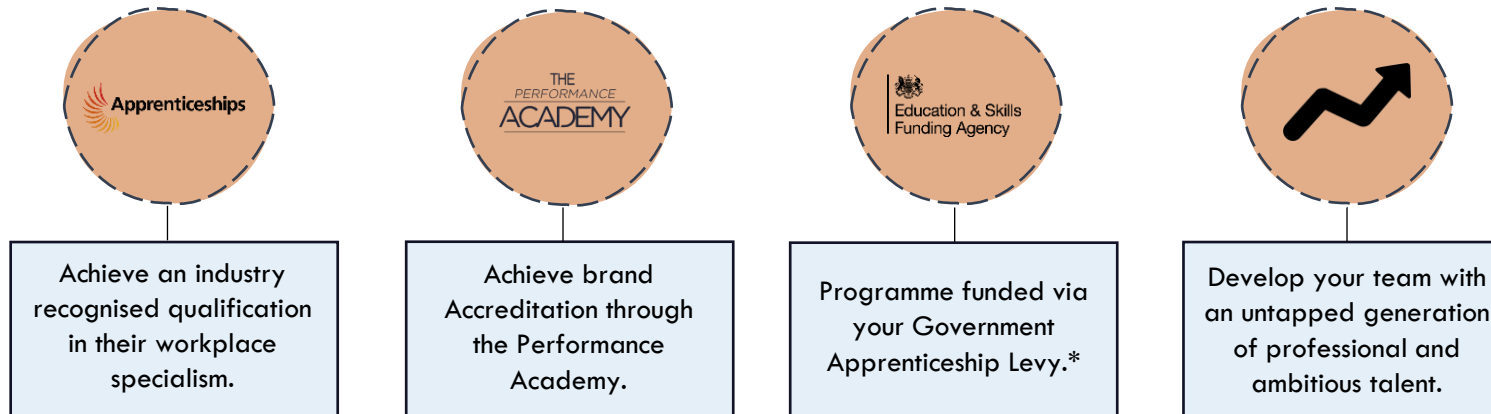
APPRENTICESHIP PROGRAMME

ATTRACTING A NEW GENERATION OF TALENT

The Apprenticeship Programme is aimed at identifying and attracting a new generation of dealer talent and providing them with the platform to grow their professional careers.

We are targeting ambitious candidates who are seeking to enhance their careers in a technical or customer facing role. By combining an industry recognised qualification and PSA Accreditation over 12-40 months, employees will develop the skills and competencies to thrive in our busy and professional environment.

This is an incredible opportunity for the dealer network and demonstrates our commitment to supporting you to identify and retain the very best people.



The Performance Academy are supporting dealers by providing a Recruitment & Selection Service to advertise, and filter candidates for eligibility and suitability. This service is open to all dealers and there is no cost.

Register your interest today with the Performance Academy by emailing jasongiblett@ext.mpsa.com

**For more information about the funding available for this programme, please contact jasongiblett@ext.mpsa.com*

APPRENTICESHIP SPECIALISMS

- SERVICE TECHNICIAN
- SERVICE CUSTOMER ADVISOR
- PARTS (WAREHOUSING & CUSTOMER)
- SALES EXECUTIVE
- BUSINESS ADMINISTRATION
- DIGITAL MARKETER
- TEAM LEADER & SUPERVISOR



SERVICE TECHNICIAN

The modern Service Technician must be up to date with the latest technological advancements and highly skilled. The very best Technicians are in high demand and we believe that one of the ways to tackle this is to grow your own.

Apprentices will begin their journey at level 2, before undertaking their level 3 qualification. Learners with prior experience or qualifications will study on a reduced duration.

The programme equips all new Technicians with all of the skills they need to thrive in the modern workshop.



WHO IS THIS PROGRAMME FOR?

New entrants to workshop roles - e.g. new, inexperienced, or part-experienced technicians seeking first opportunity in a workshop. Progression/development route at Level 3 available.



ENTRY REQUIREMENTS

Candidates must possess a level 2 qualification (or equivalent) in maths and English and be aged 16 or over.

QUALIFICATION

Participants will achieve an industry recognised qualification - Autocare Level 2. It may be followed by Light Vehicle Level 3.

PROFESSIONAL DEVELOPMENT AREAS

The growing complexity of our vehicles, and the pressure to deliver a high-quality customer experience, demands that our sector attracts, trains and retains high calibre people. Our programme has been carefully designed to balance the essential skills required by any Technician with the specialist brand knowledge that is necessary to repair and maintain our vehicles.

The programme content includes:

- ✓ Routine servicing and inspection procedures;
- ✓ Construction and operation of vehicle components and systems;
- ✓ How to identify and diagnose faults using suitable fault finding strategies;
- ✓ Alternative fuels and hybrid and electric systems
- ✓ Carrying out fundamental tasks associated with removal and replacement procedures on a vehicle;
- ✓ Obtaining diagnostic and repair information;
- ✓ Testing the function of repaired and fitted components;
- ✓ Following recognised repair procedures to complete a wide range of repairs including those which involve complex procedures, or in depth knowledge;



ACCREDITATION

Participants work toward PSA Service Technician Accreditation delivered and assessed by the Performance Academy.



DURATION

The Programme typically lasts between 24 & 40 months depending on an apprentice's prior experience and attainment.



AVAILABILITY

The Programme is open to all UK Dealers.



Programme covers EHV Level 1, 2 & 3



Apprentices will achieve PSA Accreditation



F-Gas Refrigerant Handling (Air Conditioning)



4-Wheel Alignment



SERVICE CUSTOMER ADVISOR

The role of a Service Customer Advisor is a challenging but rewarding one. Patience, attention to detail and professionalism are all key attributes.

A strong Service Customer Advisor knows the importance of setting customer expectations, meeting deadlines and effective communication. They are the interface between the workshop and the customer, which ensures, the smooth and effective running of the aftersales department.

The programme is ideal for new entrants to the industry, whilst we also offer a level 3 progression route for existing apprentices, or as an upskill opportunity for semi-experienced employees.



WHO IS THIS PROGRAMME FOR?

New entrants to customer facing roles - e.g. new, inexperienced, or part-experienced customer facing staff including Service Advisors, Sales Executives, or similar. Programme can be tailored to a specific role.



ENTRY REQUIREMENTS

Candidates must possess a level 2 qualification (or equivalent) in maths and English and be aged 16 or over.

QUALIFICATION

Participants achieve an industry recognised qualification at level 2 which can be followed by a level 3.

PROFESSIONAL DEVELOPMENT AREAS

Service Customer Advisors will be supported to achieve an industry recognised qualification and PSA SCA Accreditation. They will learn about a range of skills and competencies that they will practice in the working environment, including:

- ✓ Delivering a Dynamic Customer Experience
- ✓ Product & Service Geniuses
- ✓ Influencing Positive Customer Decision Making
- ✓ Personal Organisational Skills
- ✓ Dealing with Customer Conflict & Challenges
- ✓ Improving Right First Time Delivery
- ✓ Presentation (Appearance & Professional Language)
- ✓ Contributing Effectively to a High Performing team

They'll combine on the job learning with intensive training through virtual and classroom based courses at the Performance Academy in Coventry.

Each participant will be expected to demonstrate their professional competence and knowledge and reflect this in their workplace performance.



ACCREDITATION

Participants work toward PSA Accreditation delivered and assessed by the Performance Academy.



DURATION

The Programme lasts for 18-33 months and culminates in a recognition of achievement event.



AVAILABILITY

The Programme is open to all Dealers across the UK.



PARTS ADVISOR

WAREHOUSING /HUB & CUSTOMER FACING PROGRAMMES AVAILABLE

The role of a Parts Advisor is a varied one and demands attention to detail, organisation and excellent customer service skills.

A successful apprenticeship applicant will be motivated by a career in the motor industry, possess a genuine love of cars and will want to learn more about components and their function.

The programme prepares apprentices for work in a busy parts department and embeds essential brand knowledge throughout. The programme is suitable for learners in a Parts Hub Warehousing Environment or Customer Facing role.



WHO IS THIS PROGRAMME FOR?

New entrants to automotive retail administrative roles - e.g. new, inexperienced, or part-experienced Finance, Marketing, Recruitment or Sales Support roles.



ENTRY REQUIREMENTS

Candidates must possess a level 2 qualification (or equivalent) in maths and English and be aged 16 or over.

QUALIFICATION

Participants achieve an industry recognised qualification at level 2.

PROFESSIONAL DEVELOPMENT AREAS

Our Parts Advisor Apprenticeship Programme covers all of the necessary stock management, customer service, sales, administration and technical knowledge needed by a Parts Advisor and embeds essential brand knowledge throughout.

Delivered over 15-18 months, apprentices will combine on-the-job training, e-learning and Webinar delivery with Block-Release-Training at our state-of-the-art Performance Academy in Coventry.

To ensure that our apprentices receive the very best start to their careers, we utilise the latest training delivery resources and techniques while always ensuring the content of our training is up to date with current brand, as well as, general automotive technologies.

Our apprentices also complete the PSA Parts Advisor certification alongside their apprenticeship to ready them for work in our dealer network and their continued development through our ongoing Learner Journey.



ACCREDITATION

Participants work toward PSA Parts Advisor Accreditation delivered and assessed by the Performance Academy.



DURATION

The Apprenticeship Programme typically lasts for 18 months.



AVAILABILITY

The Programme is open to all Dealers across the UK.



BUSINESS ADMINISTRATION

The responsibilities of a Business Administrator are to support and engage with different parts of the organisation and interact with internal or external customers.

With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues. The flexibility and responsiveness required encourages the apprentice to develop a wide range of skills.

The Business Administrator is expected to deliver their responsibilities efficiently and with integrity – showing a positive attitude.



WHO IS THIS PROGRAMME FOR?

New entrants to automotive retail administrative roles - e.g. new, inexperienced, or part-experienced Finance, Marketing, Recruitment or Sales Support roles.



ENTRY REQUIREMENTS

Candidates must possess a level 2 qualification (or equivalent) in maths and English and be aged 16 or over.

QUALIFICATION

Participants achieve an industry recognised qualification at level 3.

PROFESSIONAL DEVELOPMENT AREAS

The Business Administrator is required to support and engage with different parts of the organisation and interact with internal or external customers.

The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills. The Business Administrator is also expected to show initiative, managing priorities, problem-solving skills, decision-making and organisation.

The programme content also covers:

- ✓ Record & Document Production
- ✓ Interpersonal Skills
- ✓ Project Management
- ✓ Identifying Stakeholders
- ✓ Relevant Regulation
- ✓ Managing Performance
- ✓ Policy & Process

Each participant will be expected to demonstrate their professional competence and knowledge and reflect this in their workplace performance.



ACCREDITATION

Participants work toward PSA Accreditation delivered and assessed by the Performance Academy.



DURATION

The Programme lasts for 18 months and culminates in a recognition of achievement event.



AVAILABILITY

The Programme is open to all Dealers across the UK.



DIGITAL MARKETER

A brand new programme; this apprenticeship has been carefully designed to identify and upskill a new generation of automotive retail talent.

The primary responsibility of the Digital Marketer will be to design, develop and deliver impactful marketing campaigns via a variety of appropriate media channels. They will create up to date, on-brand content including product videos, social media campaigns and marketing materials.

They will also carefully analyse digital trends, data analytics and customer feedback to maximise opportunities.



WHO IS THIS PROGRAMME FOR?

New or existing employees with a flair for technology and online media channels. Upskill your existing team or identify new talent.



ENTRY REQUIREMENTS

Candidates must possess a level 2 qualification (or equivalent) in maths and English and be aged 16 or over.

QUALIFICATION

Participants achieve an industry recognised qualification at level 3.

PROFESSIONAL DEVELOPMENT AREAS

The primary role of a Digital Marketer is to define, design, build and implement digital campaigns across a variety of online and social media platforms to drive customer acquisition, customer engagement and customer retention. The programme will include:

- **Research:** analyses and contributes information on the digital environment to inform short- and long-term digital communications strategies and campaigns
- **Technologies:** recommends and applies effective, secure and appropriate solutions using a wide variety of digital technologies and tools over a range of platforms and user interfaces to achieve marketing objectives
- **Data:** reviews, monitors and analyses online activity and provides recommendations and insights to others
- **Customer service:** responds efficiently to enquiries using online and social media platforms
- **Problem solving:** applies structured techniques to problem solving, and analyses problems and resolves issues across a variety of digital platforms
- **Analysis:** understands and creates basic analytical dashboards using appropriate digital tools
- **Implementation:** builds and implements digital campaigns across a variety of digital media platforms
- **Digital analytics:** measures and evaluates the success of digital marketing activities
- **Interprets and follows:**
 - latest developments in digital media technologies and trends
 - marketing briefs and plans
 - company defined 'customer standards' or industry good practice for marketing



ACCREDITATION

Participants work toward PSA Accreditation delivered and assessed by the Performance Academy.



DURATION

The Programme lasts for approximately 18 months and culminates in a recognition of achievement event.



AVAILABILITY

The Programme is open to all Dealers across the UK.



TEAM LEADER & SUPERVISOR

Train the leaders of the future with a funded professional qualification.

This 12 month programme is suitable for network staff who are new to their leadership role and seeking to work towards a nationally recognised qualification.

The skills, knowledge and behaviours developed through this programme include marketing, sales & promotion, performance management and business compliance.



WHO IS THIS PROGRAMME FOR?

Specifically designed to support new entrants into Leadership & Supervisory roles. Recent promotions, or inexperienced leaders.



ENTRY REQUIREMENTS

Candidates must possess a level 2 qualification (or equivalent) in maths and English and be aged 16 or over.

QUALIFICATION

Participants achieve an industry recognised qualification at level 3.

PROFESSIONAL DEVELOPMENT AREAS

Team Leaders/Supervisors are critical support to managers and may have to deputise in their absence, while delivering exceptional customer service. The role is dynamic and in one day can involve a variety of different functions. Most significantly Team Leaders/Supervisors guide and coordinate the work of the team to complete tasks, identify and explore opportunities that drive sales, ensuring team members maintain business standards.

Team Leaders/Supervisors gain the most from their team on a day to day basis, ensuring they are fully trained and work effectively and to the best of their ability.

The programme is the ideal first step into a team lead/supervisory role and ensures that the learner is able to develop in a supportive, constructive and structured environment.

The skills that the apprentice will gain through the programme will provide the grounding to a long and successful career in the automotive industry.



ACCREDITATION

Participants work toward PSA Accreditation delivered and assessed by the Performance Academy.



DURATION

The Programme lasts for approximately 12 months and culminates in a recognition of achievement event.



AVAILABILITY

The Programme is open to all Dealers across the UK.



Suitable for new and existing employees



Professional Qualification



Eligible for Government & Levy Funding



Professional Coaching & Mentoring



THE VERY BEST START



3 DAY BRAND & PROGRAMME INDUCTION

New employees are welcomed onto the programme at a three day Brand & Programme Induction Event delivered at Coventry & Bruntingthorpe.

They will meet their dedicated Mentor & Coach and will be introduced to PSA Senior Managers who will personally welcome them to the organisation and programme.



DEDICATED PERFORMANCE MENTOR & COACH

Each new apprentice is assigned an experienced Mentor & Coach who will support and guide them through the programme.

They will keep you up to date with their performance and monitor workplace effectiveness. They will embed your people into our culture and unlock their potential.



RETENTION

It is essential that we retain, reward and recognise high performing people.

By combining a structured and supportive learning environment with an industry recognised qualification and brand Accreditation we will engage, challenge and reward the best performers.

WHO ARE WE LOOKING FOR?

The programme is aimed at attracting ambitious candidates who are motivated by the prospect of combining a paid role with a formal qualification and real career development opportunities.

We seek to recruit individuals who want to establish a long-term career with the brand and share in our success.

That means that identifying suitable candidates with the right skills and personal characteristics is essential.

DESIRED SKILLS & EXPERIENCE

- ✓ Relevant experience in their apprenticeship specialism of choice
- ✓ Organised and has great attention to detail
- ✓ Computer literate and confident in navigating latest technology

DESIRED PERSONAL CHARACTERISTICS

- ✓ Ambitious
- ✓ Willingness to learn
- ✓ Self-motivated
- ✓ Professional and well presented
- ✓ Mature
- ✓ Great communicator
- ✓ Confidence
- ✓ Trustworthy

CANDIDATES
SEEKING TO
ESTABLISH A
LONG-TERM
CAREER

RECRUIT
EXTERNALLY OR
UPSKILL EXISTING
STAFF

OPEN TO
ANYONE OF ANY
EXPERIENCE OVER
THE AGE
OF 16

EMPLOYERS

WHAT YOU NEED TO CONSIDER

All of our Apprenticeship Programmes are open to approved Peugeot, Citroën, Vauxhall and DS dealers in the UK. Dealers should follow the process outlined below to better understand the recruitment and selection process and how your new apprentice/s will be funded. Apprentices can be recruited and started on programmes all year round.



IDENTIFY SPECIALISM:

Apprenticeships are available across 8 automotive retail specialisms.



FUNDING YOUR APPRENTICE:

In May 2017, the way that apprenticeships in the UK are funded has changed. If you enrol a new apprentice you need to know what funding model will apply.

The funding model will be determined by your location, annual group pay bill and the number of employees that you have. The funding pays for all of your apprentice's training. Funding will be administered by Callex UK, the Training Provider identified by PSA to deliver the apprenticeship programme in the UK.

Dealers will be required to contribute travel and accommodation costs for Training & Development Centre learning.



RECRUITMENT & SELECTION:

All new apprentice starts must be pre-assessed by our Recruitment & Selection Team to ensure their suitability and eligibility.

Once you are ready to begin the identification process, contact the team who will walk you through the process.

If you already have someone in mind, please contact the team who will talk to you about enrolment.



EMPLOYMENT:

All apprentices are employed by their local dealer. The employer is responsible for offering the position to the new apprentice and issuing them with their contract of employment.

Dealers are required to pay, at least, the National Minimum Wage (NMW). This applies to ALL apprentices (regardless of age) in the first year of their apprenticeship.

For all other apprentices the NMW (appropriate to their age) applies.

The wage for apprentices applies to both time spent on the job plus time spent training.



TRAINING:

Training groups are started all year round. To discuss programme availability please contact the Recruitment & Selection Team.

Training is a combination of on-the-job and off-the-job learning that combines an industry recognised qualification with essential brand knowledge and competence.



GOT A QUESTION?:

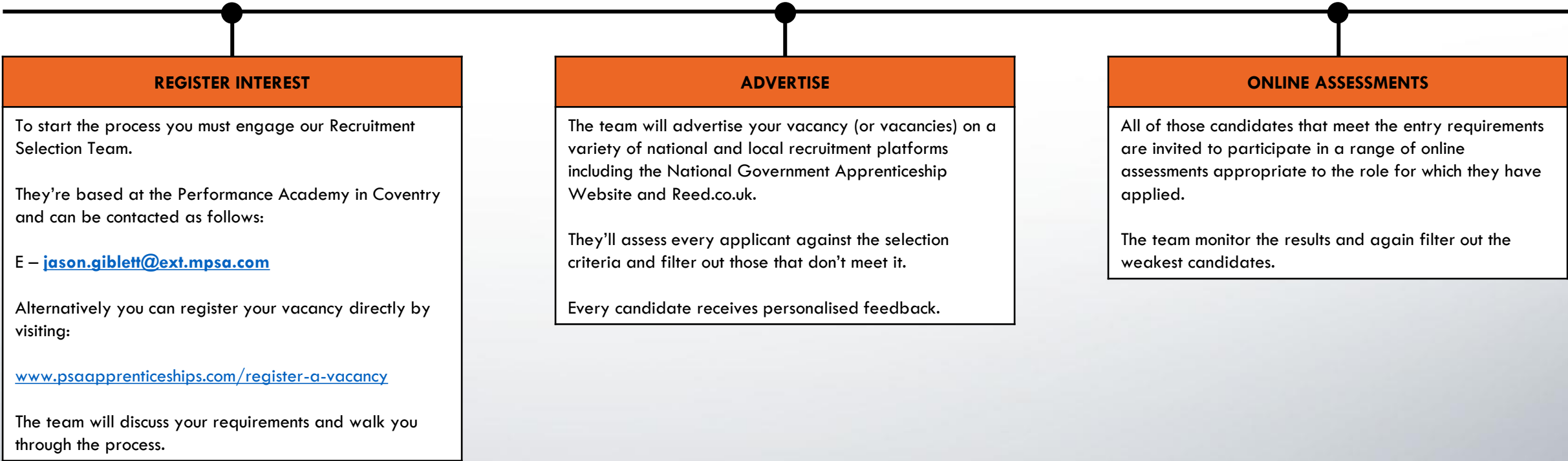
For more information or to schedule a personalised consultation, please contact Jason Giblett at jasongiblett@ext.mpsa.com

APPRENTICE RECRUITMENT & IDENTIFICATION

HOW WE SUPPORT YOU

Our Recruitment & Selection Team provide a free service to all of our dealers and help to ensure that learners are placed correctly onto our apprenticeship programmes. They also ensure that candidates receive a consistent and professional experience, providing feedback at every stage.

We also recognise that our dealers are busy environments and so the team aim to take the leg-work away from recruitment. For more information on how to use the service and what to expect, take a look at the stages below.



The Recruitment
Support Service
is **FREE** to all
PSA Dealers.

TELEPHONE INTERVIEWS

The strongest candidates are invited to participate in a short telephone interview with one of the team.

They are asked questions relating to their application and a final check is undertaken around their eligibility.

Candidates also use this opportunity to ask their own questions.

Notes are made on each candidate and the information is used to inform an outcome.



Telephone interviews are conducted with over 1000 candidates every year and each call lasts between 10 and 15 minutes.

EMPLOYER INTERVIEW

Once the team have identified a pool of strong candidates they will contact you to discuss their applications.

You will confirm whether or not you would like to meet with the candidates and if you do, the team make all of the arrangements on your behalf; you just provide us with your availability.

Candidates are sent a personalised invite and receive information, advice and guidance to help them prepare for their interview with you.

OUTCOME

The final decision is yours.

If you identify a candidate that you would like to employ, you make the formal offer of employment.

The team will ask you to indicate those candidates that you do not wish to pursue and they'll provide them with notification that they have been unsuccessful alongside some feedback.



Although candidates must pass our eligibility & suitability checks, the final decision is always yours.

APPRENTICESHIP FUNDING

IDENTIFYING THE FUNDING MODEL FOR YOUR BUSINESS

In May 2017, the way that apprenticeships are administered and funded changed. PSA Groupe have identified Calex UK (Training Provider) to deliver the Dealer Apprentice Programme and administer Apprentice Funding.

It is important to identify which funding model applies to your business. You can use the tick boxes below to do this. Guidance is available for each of the funding models below and this can be obtained from the Recruitment & Selection Team who will also be able to answer any questions that you have.

*Dealers can access up to £3,000 in additional incentive payment until 31st March 2021



Apprenticeship Levy

- ☐ Dealer in England
- ☐ Total annual group pay bill over £3 million

Your organisation contributes 0.5% of annual pay bill to a 'Levy Pot' to fund apprentice training.

You can draw on this fund to pay for an apprentice's training. Your Group Training Manager will be able to tell you more.



Non-Levy (Co-investment 95/5)

- ☐ Dealer in England
- ☐ Total annual group pay bill under £3 million
- ☐ Over 50 group employees

The Government will fund 95% of apprentice training costs. Calex UK (Training Provider) will administer this.

Your organisation will be invoiced for the remaining 5% on a monthly basis.



Non-Levy (100% Funded)

- ☐ Dealer in England
- ☐ Total annual group pay bill under £3 million
- ☐ Under 50 group employees

The Government will fund 100% of your apprentice training costs if the learner is aged between 16 and 18 at enrolment.

If they are aged 19+ then the Non-Levy (Co-investment 95/5) model (left) will apply.

Calex UK (Training Provider) will administer this.



Welsh or Scottish Government

- ☐ Dealer in Wales or Scotland

Welsh and Scottish apprenticeship routes are **not** always fundable. Funding is dependant on national skills development priorities. Prior approval may need to be sought. Please engage Jason Giblett for further information.

E. jasongiblett@ext.mpsa.com

WHAT DOES AN APPRENTICE COST?

SERVICE TECHNICIAN APPRENTICE COST CALCULATOR*

£15k
Government funding
up to £15k is used to
cover the cost of
training.

EXPENDITURE

ACADEMY TRAINING & ACCOMODATION

YEAR	ACADEMY VISITS	NIGHTS PER VISIT	COST PER NIGHT	TOTAL COST
1	6	3	£114.00	£2,052.00
2	6	3	£114.00	£2,052.00
3	6	3	£114.00	£2,052.00

3-YEAR COST	-£6,156
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PROGRAMME REGISTRATION

YEAR	TOTAL FEE
1	£500.00
2	£500.00
3	£500.00

3-YEAR COST	-£1,500
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TRAVEL

YEAR	ACADEMY VISITS	JOURNEYS	PER JOURNEY	TOTAL COST
1	6	12	£50.00	£600.00
2	6	12	£50.00	£600.00
3	6	12	£50.00	£600.00

3-YEAR COST	-£1,800
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EMPLOYMENT

YEAR	HOURLY RATE	WEEKLY RATE	YEARLY RATE
1	£4.15	£166	£8,632
2	£5.19	£208	£10,790
3	£6.48	£259	£13,488

3-YEAR COST	-£32,909
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INCOME

APPRENTICE REVENUE

AV. RECOVERY RATE (SOLD PER HR)				£50.00	HOURS PER WEEK		40
YEAR	AN. LEAVE WEEKS	TRAINING WEEKS	WORKING WEEKS	HOURS P/A	PRODUCTIVITY	PRODUCTIVE HRS	TOTAL ANNUAL
1	4	6	42	1,680	20%	336	£16,800.00
2	4	6	42	1,680	40%	672	£33,600.00
3	4	6	42	1,680	80%	1,344	£67,200.00

3-YEAR INCOME	+£117,600
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GOVERNMENT INCENTIVES

INCOME UPTO	Employers can access up to £3,000 in incentive payments for recruitment and enrolling a new apprentice. The monies can be used by the employer for anything that they choose.
£3,000	

3-YEAR INCOME	+£3,000
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SLIDING SCALE



The net financial cost of hiring a Service Technician Apprentice could be +
£78,234 based on the indicative costs used in this example.

*Representative example only. Based upon a new Service Technician Apprentice undertaking a 40-month level 2, and level 3 apprenticeship. Assumptions made: Apprentice works for 40 hours per week; Av. Recovery Rate of £50 per hour; one-way travel to Performance Academy costing at £50; dealer pays national apprenticeship minimum in year 1 of employment.

FREQUENTLY ASKED QUESTIONS

WHEN DOES THE APPRENTICE PROGRAMME START?



The programme can start new apprentices all year round according to your business requirements.

Apprentice learning will begin on enrolment and learners will be allocated to the first available group where block-release training is a part of the programme delivery.

There is typically a peak in application numbers between the months of May and September.

WILL MY APPRENTICE GO AWAY FOR TRAINING?



Off-the-job training is a key element of the Apprenticeship Programme and will equate to at least 20% of the total training received.

Some learners are required to spend up to 6 modules per year (2-4 days at a time), delivered at our Performance Academy in Coventry or regional centres.

For more information, please speak to the Recruitment & Selection Team.

WHAT QUALIFICATION WILL MY APPRENTICE ACHIEVE?



The qualification that each apprentice will achieve is dependent on the specialism that they study.

All of our qualifications are nationally recognised and are transferrable within the automotive industry.

HOW MUCH DO I PAY MY APPRENTICE?



Our Dealers dictate the remuneration that their learners receive. All Dealers are required to pay, at least, The National Minimum Wage.

This applies to 16-18 year old apprentices and those aged 19 and over in the first year of their apprenticeship. For all other apprentices the National Minimum Wage (appropriate to their age) applies.

WHERE DO CANDIDATES APPLY?



Every vacancy registered with the Recruitment & Selection Team will be advertised at www.psaapprenticeships.com

Other national and local boards will be used depending on the location and specialism.

If you have any further questions, please contact the Recruitment & Selection Team.

WHERE WILL THE APPRENTICE WORK?



Apprentices are employed by their local dealer.

Dealers are responsible for deciding who they will employ as their apprentice. All apprentices must have been pre-vetted by the Recruitment & Selection Team for suitability and eligibility prior to enrolment.

Offers of employment are made by the dealer.

WHO PAYS FOR APPRENTICE ACCOMMODATION & TRAVEL?



Apprentices who are required to attend training at the Performance Academy and who incur travel and accommodation expenses will be reimbursed by their employer.

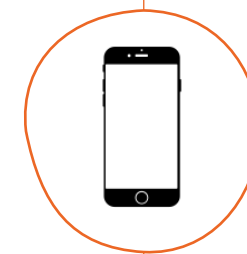
Accommodation will be organised for all apprentices at our approved partner hotel.

ARE APPRENTICES ENTITLED TO A JOB OFFER ON COMPLETION?



No. Although most of our apprentices are taken on in a full-time capacity with their respective employer on completion of their apprenticeship, they are informed by the Recruitment & Selection Team that this is only a possibility.

HOW DO I CONTACT YOU FOR FURTHER GENERAL INFORMATION?



We would be delighted to hear from you to answer any questions that you might have.

Our dedicated Recruitment & Selection Team are on hand Monday to Friday and their contact details can be found below:

E – jasongiblett@ext.mpsa.com



WWW.PSAAPPRENTICESHIPS.COM

jasongiblett@ext.mpsa.com

REGISTER YOUR VACANCY ONLINE AT:

www.psaapprenticeships.com/register-a-vacancy