

Information for Parents/Guardians

As a parent/guardian of a candidate or one of our current apprentices, we understand that you will want to find out more about what an apprenticeship means for your son or daughter.

Speaking to some of our existing apprentice's parents/guardians, we've come up with our top 10 frequently asked questions. We hope you find out what you need here but if you don't, please get in contact with us and we'll answer any questions that you might have.



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Why is this a better option than university?

With the cost of rising cost of tuition the option of going to university for higher education may not be the right choice for everyone and a degree may not necessarily be the requirement for many employers where experience and work-based skills are of more value.

In today's competitive marketplace, developing the right skills can help your son or daughter to get ahead and stay ahead. We deliver an apprenticeship programme that is above the national average for both overall success rates and timely success rates.

An apprenticeship is a fantastic start to a young person's career. We offer employment within one of our ŠKODA Retailers with the chance to earn and learn. More importantly, there are no expensive tuition fees or years of lessons. This is an opportunity to build a career and work for one of the UK's growing car brands.

What will my son/daughter get from their apprenticeship?

First and foremost, your child will be receiving a quality education during their apprenticeship. We invest in our people and believe in developing them both personally and professionally. This is achieved through every part of the apprenticeship programme with work experience, block learning, regular activities and assessment.

They will work within one of our ŠKODA Retailer's throughout their apprenticeship, giving them employment and mentoring by our highly skilled and qualified team.

On successful completion of the programme, our apprentices receive an Apprenticeship Completion Certificate or a nationally recognised qualification (dependent on career path and apprenticeship location to meet Government standards). They will also receive transferable or core skills certificates and ŠKODA specific qualifications.

An apprenticeship is a chance to start a career with ŠKODA. Many of our apprentices have progressed in their career to become master technicians, managers, trainers or become part of our Head office team.

So what can an apprenticeship give? In a nutshell: an education, paid employment, development opportunities and chance to start a career.



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What will they be paid?

All our apprentices are paid as a minimum at the national minimum wage standard. Any increase on this is at the discretion of our ŠKODA retailers. More information about the national minimum wage can be found here:

<https://www.gov.uk/national-minimum-wage-rates>

Can I come and see the facilities and meet the people from the programme?

We would be delighted to welcome you to meet the team and see the facilities. An automotive career isn't all about overalls and grease. Much of the work on today's precision vehicles is based around computer diagnostics and the industry requires highly skilled and qualified people working in pristine environments. We are also dedicated to delivering a premium customer experience in a quality environment.

Induction days take place for all of our apprentices and we would like to invite you to attend so you can hear more about the programme, see the training facilities and meet our team. Apprentices are sent joining instructions for their designated induction event. This is usually around October / November of each year.

How will their progress be monitored?

Progress is monitored in a number of ways throughout the programme;

Firstly there are Vocational Learning Advisors (VLAs) in your local area that undertake regular visits to the workplace. The VLAs will support both the learner and employer throughout the learning journey and ensure that the block release training is matched with the on-the-job training. They are available to answer questions and provide both personal and professional support.

Within the workplace, there are mentors who support apprentices in their everyday job role. From showing them new skills learning more about the business, the mentors are experienced individuals there to provide support.

All learners are assessed by VLAs, mentors and trainers against the Skills Matrix which shows the learning outcomes for each course. Apprentices are issued with a Skills Matrix at the start of their apprenticeship programme.

Assessments are part of the programme to ensure the apprentices are taking on their learning according to the course objectives. The type and timing of assessments undertaken will depend on the type of apprenticeship that they are working towards.



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Where will they stay during their training?

Accommodation is provided at the local Kents Hill Park. You can see more about the accommodation here:

<http://www.kentshillpark.com/>

At the induction day a tour is given of the accommodation. You are welcome to join us for the tour and see the facilities for yourself.

Throughout their stay, the apprentices are well taken care of. The hotel have a staff member who is employed purely to look after the welfare of the apprentices (she is on site Sunday – Thursday 5pm-12am). To support female safeguarding, we also have a female skills trainer who will talk with any apprentice should they not wish to speak with a male member of staff.

All apprentices are supplied with:

Breakfast @ Kents Hill - selection of cereal, toast, full English, pan cakes, yogurt and fruit.

Lunch @ NLC – Apprentices can choose from two meat dishes and one vegetarian dish including; freshly made clay oven pizza with salad or chips, sandwiches, wraps, salad bar, refillable soft drinks.

Evening meal @ Kents Hill – Rolling main menu with a large selection of meals based on apprentice feedback, salad bar and jacket potatoes, hot and cold desserts and a refillable drinks are also included.

Every Wednesday night the apprentice programme puts on an activity which may include go-karting, outdoor laser quest, touring car simulator's or aerial extreme (outdoor rope climbing). We also have activities running at the hotel for everybody to get involved in.

We understand that this might be their first experience away from home so we try to ensure that everyone has fun in a safe environment.

What does the Outward Bound section entail?

The Outward Bound team will work with the apprentices throughout the week to develop them both personally and professionally. Activities will encourage them to learn about leadership, communication and what it's like to be part of a team. At the end of the action packed, activity course, apprentices host presentations to demonstrate their learning from the course and how this can be applied to their job role.



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How do you carry out duty of care?

The hotel has a member of staff on site until 12.00am and there is also a safeguarding phone which is manned 24/7 should any apprentice wish to talk. Each apprentice receives a card with all the important numbers they may need whilst on programme. The apprentices are encouraged to talk with their trainers or assessors in the first instance. Our apprenticeship trainer technical manager is the designated person on site for safeguarding and he holds a meeting every Monday morning to remind apprentices of their points of contact.

We also adhere to a zero tolerance policy regarding alcohol, drugs and bullying. All apprentices sign an agreement to show that they understand the programme standards on week one.

Who can I contact for more information?

ŠKODA are looking for exceptional people to become part of their apprenticeship team. Vacancies are available nationally working in our ŠKODA retailer network. Have you got what it takes to be part of the ŠKODA team?

T: 0800 5873051

E: info@skoda-apprenticeships.co.uk

W: www.skoda-apprenticeships.co.uk

