

VOLKSWAGEN GROUP

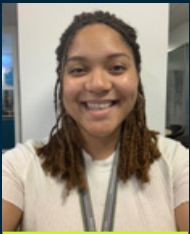
APPRENTICESHIP PROGRAMME

Information for Parents and 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 child.

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.

Meet the Welfare Team



Nova Claasen

Learner Support Co-ordinator

I am responsible for advising and supporting apprentices on programme with learning differences and provide them with the rights tools and adjustments to help them grow professionally and personally.



Phil Long

Senior Training Manager

As a Senior Training Manager, I am a designated safeguarding person to support our apprentices. I also look after elements of the delivery models, training, assessment and daily running of the programme.



Nicola Murphy

Safeguarding and Welfare Lead

My role as Safeguarding and Welfare Lead is to ensure the safety and wellbeing of apprentices on programme, providing support and resources for apprentices to feel empowered and independent.



Des Sanders

Training Manager

My role involves the day to day running and supporting the training element of the programme, working together with the brand and the retail network. I am a designated safeguarding person to support our apprentices.

What will my child get from their apprenticeship?

Paid Work Experience

Apprentices will work within one of our retailers throughout their apprenticeship, giving them full time employment. Apprentices will receive support from a workplace mentor and an Assessor Coach.

Quality Training

We invest in our people and believe in developing them both personally and professionally. Apprentices attend block release training either at the Volkswagen Group National Learning Centre in Milton Keynes or the Inspiro Learning Centre in Doncaster depending on the apprenticeship. Apprentices have access to our expert training team and our state-of-the-art facilities.

Certifications

On successful completion of the programme, our apprentices receive a nationally recognised qualification and brand specific certifications.

Career Development and Progression

An apprenticeship is a chance to start a career with Volkswagen Group. 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 build a successful career.

What would the learning journey look like for my child?

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

Firstly there are Assessor Coaches (ACs) in your local area that undertake regular visits to the workplace. The ACs will support both the apprentice and employer throughout the learning journey and ensure that the block release training is matched with the on-the-job training. The ACs 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. The mentors are experienced individuals who are there to help apprentices succeed.

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.

What will my child be paid during their apprenticeship?

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

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

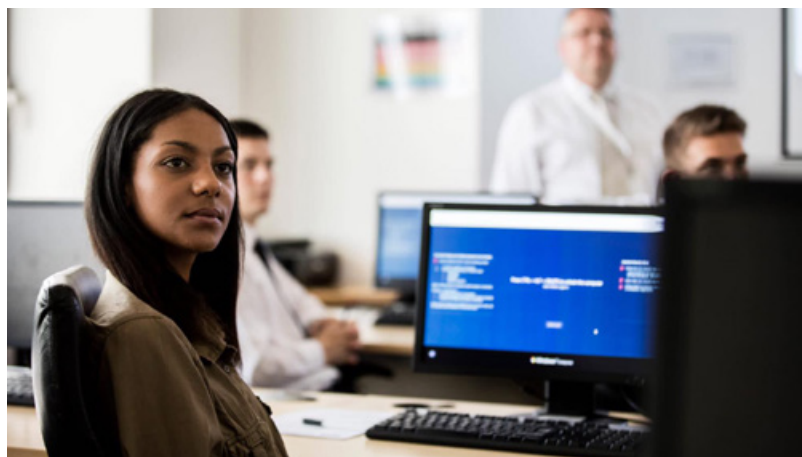
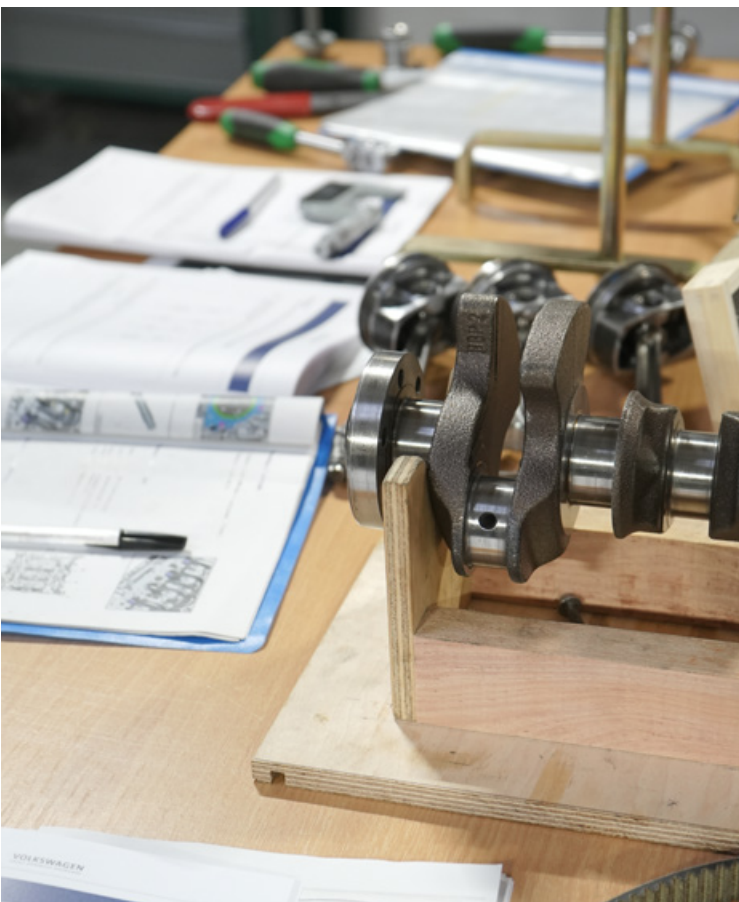


Where will they stay during their training?

When attending their training, apprentices will stay at a local hotel. We work closely with the friendly hotel team to ensure the welfare and safety of every apprentice. There is also an overnight safeguarding telephone number for apprentices to contact in the event of an emergency or if they have any concerns during their stay.

Breakfast, lunch and dinner will be provided to apprentices during their block release training weeks. Apprentices can inform the Learner Support team of any dietary requirements prior to attending training.

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 support is available to apprentices?

Whilst we are unable to provide one-to-one support for apprentices on programme, there is extra support available for apprentices with additional needs, up to and including an Education Health Care (EHCP) plan. On the application form, applicants can disclose information about any medical conditions, special educational needs or disabilities which may require special accommodations throughout the recruitment process and whilst on programme. Reasonable adjustments can be made for apprentices such as rest breaks, extra time, a reader, scribe or an overlay. Any requirements will be discussed with our Additional Learning Needs (ALN) team to ensure that we are able to meet individual needs.

Apprentices will have a workplace mentor in the retailer to provide them with help, advice and guidance on their work. Apprentices will also have an Assessor Coach who will conduct regular visits to the retailer to support with the learning journey for both the apprentice and the employer. The Assessor Coach will ensure the block release training is matched with the on-the-job training, answer any questions the apprentice may have and provide both professional and personal support.

When apprentices attend block release training weeks, their transport and accommodation will be provided. Transport from the hotel to the training centre and vice versa will also be provided. The training team are on hand if apprentices need any support with the content covered in the block release training weeks. There is a designated safeguarding person to ensure the wellbeing of every apprentice. There is also an overnight safeguarding telephone number that apprentices can contact if they need to speak to someone in case of an emergency or if they have any concerns during their stay.

We are upfront about the design of this programme, support on offer and how this training plan is structured to ensure that you as a parent or guardian are confident that this is the right choice for the individual looking to take on this apprenticeship.

What are the apprenticeship levels?

All apprenticeships are mapped to academic levels. These outline the volume of work required or the technical level and capability that has to be achieved in order to complete the apprenticeship qualification.

Our commercial apprenticeships such as the Service Advisor and Parts Advisor roles are level 2 which is equivalent to a GCSE level qualification.

Our technical apprenticeships including the Service Technician, Paint Technician, Panel Technician and Mechanical, Electrical and Trim (MET) roles are level 3 which is equivalent to an A Level qualification.

Why are there entry requirements and why can't they be studied alongside the apprenticeship?

Apprenticeship pre-entry requirements are usually set because an apprenticeship is at a higher level and is complex enough by itself, without the need to complete additional qualifications that are mandatory minimum requirements as outlined by the Government including English or Maths. They are also often desirable qualifications to support positive impact on workplace tasks such as writing notes or updating customers verbally.

Whilst some providers allow learners to complete these alongside their qualification, this can sometimes make it difficult for learners to manage their time and focus on the new, complex tasks that they are being presented with as part of the apprenticeship. We want to ensure no-one is at a disadvantage from sign-up through to completion.

For the Service Technician and MET Technician apprenticeship roles, applicants will need a minimum of GCSE (or equivalent) grades 9 – 4 (A – C) in English, Maths and Science.

For the Service Advisor and Parts Advisor apprenticeship roles, applicants will need a minimum of GCSE (or equivalent) grades 9 – 4 (A – C) in English, Maths and one other subject.

For the Paint Technician and Panel Technician apprenticeship roles, applicants will need a minimum of GCSE (or equivalent) grades 9 – 4 (A – C) in English and Maths and a GCSE (or equivalent) grade 9 – 3 (A – D) in Science.



If your young person has a learning difficulty or disability please contact us via email at VWGlernersupport@inspirolearning.co.uk to find out more how we can support them on the programme.

As part of our commitment to Diversity, Equality and Inclusion, we encourage applications from all backgrounds as we aim to have a workforce that is reflective of the community we serve and eliminate unconscious bias. Once received, all applications are automatically anonymised by our recruitment system. This allows employees to be appointed based on their talent, skills, and experiences regardless of ethnicity, gender, sexual orientation or any other protected characteristic.



Find out more about a Volkswagen Group apprenticeship



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