

Pre-Apprenticeship Programme Application

Due to the number of work experience placement requests we receive each year, we have developed a process to ensure all requests are given due consideration and that those genuinely interested in pursuing one of our Modern Apprenticeship Programmes are fully supported to do so.

To ensure we meet the needs of the young people, the process on the attached page **must be applied on all occasions.**

Our Pre-Apprenticeship Programme is intended to serve as an opportunity for the applicant to decide if they are suited to the desired area, and also to assess whether they are suitable to join our highly successful programme. This opportunity will allow applicants to prove their enthusiasm, commitment and passion for working with Arnold Clark. On completion of the programme, a report will be prepared on their suitability. We have general conditions to our programme, which are follows:

- All applicants **must** be in 4th year or above.
- All applicants **must** be looking to pursue a career in the area relevant to their work experience e.g. Business Administration.
- All applicants must be working towards the grades expected to join our Modern Apprenticeship programme. Please see the table on the next page for required grades.
- No branch should be contacted directly: all communications should be through Recruitment.
- A minimum of 4 weeks notice for work experience must be provided in order for Recruitment to make the necessary arrangements.*
- All applicants attending work experience must work the hours stipulated by the dealership.

Step 1

Young person selects Arnold Clark as their preferred work experience placement provider.

Step 2

The school Work Experience Co-ordinator initiates the application by contacting Vicky Ross and requesting a Pre-Apprenticeship Placement pack. Applications must be completed in full, providing details of why the young person wishes to pursue a career within the area requested, grades being worked towards and which part of the dealership they want to work in. Missing information results in delays in the process therefore please ensure every box is filled out correctly.

Step 3

The pupil and the school Work Experience Co-ordinator completes the Pre-Apprenticeship Programme Request Form and must also answer questions on why the applicant is suitable for the Pre-Apprenticeship Programme. This along, with the young person's application form, should be sent to vicky.ross@arnoldclark.com or dawn.ritchie@arnoldclark.com.

Step 4

Application is reviewed by Vicky Ross and considered based on;

- career aspirations
- suitability for MA programme
- suitability for branch e.g. travelling distance
- statement from Work Experience Co-ordinator

Step 5

Vicky Ross will contact the school Work Experience Co-ordinator to confirm if the Pre-Apprenticeship Programme can be offered to the pupil and where appropriate, dates of attendance.

Step 6

On completion of the programme, managers will provide feedback to Vicky Ross on who they consider to be suitable for an apprenticeship opportunity at Arnold Clark (via workbooks).

Step 7

Vicky Ross will contact any applicants that are suitable for an apprenticeship. The selection process begins from March onwards, Recruitment will contact co-ordinator around this time.

Subject Requirements

The following table contains the subjects and grades that candidates must either have achieved or working towards for each of the apprenticeship areas. Candidates must have received either a 1-4 Standard Grade pass or National 4/5 Grade or GCSE grade 4-9 or grade C or above in these subjects in order to qualify. If the candidate is yet to sit their exams, they will only qualify for the programme if they receive the previous mentioned grades.

Area	Subject
Administration	Maths English Business Admin/IT/Computing
Parts	Maths English Any additional subject
Warehouse	Maths English Science subject
Vehicle technician/body repairer/vehicle refinisher (spray painter)	Maths English Science subject or Technical subject

Pre-Apprenticeship Programme Application Form

Part A – to be completed by applicant

Please complete this form in block capitals using black ink.

Name of Applicant
Name of School
Date of Birth
Year
Date placement commences

Subjects/Courses being studied Grades

Subject	Standard	National	Intermediate	GSCE

Please find a list of areas in the dealership that can provide work experience.
Please tick the area where you would like to be placed. (Please select only one)

- Mechanical Workshop Parts Department
 Body Repair / Paint Workshop Business Administration

Applicant's Personal Statement

Tell us a little about yourself. What are your interests? What do you like to do in your spare time? What subjects do you like? What would you like to do after you leave school?

Have you ever been convicted of or charged with a criminal offence or have any convictions/charges pending? (Declaration subject to the Rehabilitation of Offenders Act).

Yes No

If yes, please provide details (i.e. dates and nature of offence):

N.B. Entry to our Apprenticeship Programme will be subject to a Disclosure Scotland/criminal records check.

In which branch of Arnold Clark would you prefer to attend the Pre-Apprenticeship Programme? Please consider your travelling distance.

Applicant signature

Print name

Date

Thank you for completing this form.

Please return this document to your school Work Experience Co-ordinator and ask them to fill out Part B attached.

The Work Experience Co-ordinator will then return both completed parts of the form to vicky.ross@arnoldclark.com.

Once we have reviewed your application we will be in touch with your school to discuss any opportunities we have in your area. Please visit our website arnoldclark.com/apprenticeships to look at the range of Apprenticeships we offer.

Part B – to be completed by work experience co-ordinator

Please complete this form in block capitals using black ink.

School Contact Details

Contact name

Position

Telephone number

Email address

Parent or guardian emergency contact details

Contact name

Relationship

Telephone number

Does the applicant have any medical conditions?

Yes No

If yes, please provide full details:

Does the applicant have any disabilities?

Yes No

If yes, please provide full details:

Has parental agreement been gained for this work placement?

Yes No

Does the applicant have the correct qualification for the role?

Yes No

Is the applicant matched to this role?

Yes No

Has the role been discussed with the applicant?

Yes No

Any other comments?

Co-ordinator signature	Position
Print name	Date

Thank you for completing this form.

This form must be completed and returned to Vicky Ross 4 weeks prior to the work experience placement commencing. Failure to do so will result in the opportunity being suspended/cancelled.

Vicky Ross will treat this information with the strictest confidence and will use the information contained to ensure that the applicant's needs are supported and that all precautions are made to ensure their placement is considered safe.



Applicants attending the Pre-Apprenticeship Programme in the Workshops/Bodyshop must have their safety boots and overalls with them on the first day.

Any questions please contact Vicky Ross or Dawn Ritchie on 0141 435 4490.

Please return to vicky.ross@arnoldclark.com or dawn.ritchie@arnoldclark.com.