

Pre-Apprenticeship Programme Application

Because we receive so many work experience requests every year, we've developed a process to make sure everyone who asks for work experience at Arnold Clark is given fair consideration. We believe that if you're genuinely interested in doing one of our Modern Apprenticeship programmes, you should be fully supported!

Please apply the process on the attached page on every occasion.

Our Pre-Apprenticeship Programme offers a fantastic opportunity for a young person to decide if they're suited to the desired area, and also to assess whether or not they would be eligible to join our highly successful Apprenticeship programme.

This work experience will allow applicants to prove their enthusiasm, commitment and passion for working with Arnold Clark. When they complete the programme, we'll prepare a report on their suitability. The general conditions of the programme are:

- 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; for example, 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 details of the required grades.
- No branch should be contacted directly: all communication should be through the Early Careers team.
- A minimum of four weeks' notice for work experience must be provided in order for Early Careers to make the necessary arrangements.*
- All applicants attending work experience must work the hours stipulated by the branch.

Step 1

The 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 the Early Careers team 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 branch they want to work in. Missing information results in delays in the process, so please make sure every box is filled out correctly.

Step 3

The young person and the school Work Experience Co-ordinator complete the Pre-Apprenticeship Programme Request Form and must also answer questions on why the applicant should be considered. This, along with the young person's application form, should be sent to [**workexperience@arnoldclark.com**](mailto:workexperience@arnoldclark.com)

* The application may still be accepted if four weeks' notice is not possible; please contact the Early Careers team for more information.

Step 4

The application is reviewed by the Early Careers team and is considered based on:

- The candidate's career aspirations.
- Their suitability for a Modern Apprenticeship.
- Their suitability for the branch, considering factors such as travelling distance, for instance.
- The statement given by their Work Experience Co-ordinator.

Step 5

The Early Careers team will contact the school Work Experience Co-ordinator to confirm if the Pre-Apprenticeship Programme can be offered to the pupil and where appropriate, their intended dates of attendance.

Step 6

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

Step 7

The Early Careers team will contact any applicants that are suitable for an apprenticeship. The selection process begins from March onwards, and Recruitment will contact the co-ordinator around this time.

Subject requirements

The following table contains the subjects and grades that candidates must either have achieved or be 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 previously 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

Email address (Optional)

If, following the completion of the pre-apprenticeship programme, you wish to apply to our apprenticeship programme, we may contact you by email with suitable roles.

Please tick this box if you are happy to be contacted by email for this purpose.

Do you have any medical conditions?

Yes

No

If yes, please provide full details:

Do you have any disabilities?

Yes

No

If yes, please provide full details:

If you are unsuccessful in your application for the pre-apprenticeship programme, we will securely destroy your application within three months.

If you are successful in your pre-apprenticeship application, we will keep your data for three years in line with our standard data retention policy for recruitment.

All third-party data will be securely destroyed within three months.

Subjects/Courses being studied Grades

| Subject | Standard | National | Intermediate | GSCE |
|---------|----------|----------|--------------|------|
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Have a look at this list of areas in the branch that can provide work experience.
 Please tick the area in which you would like to be placed. (Please select only one)

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

Your 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 do you 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):

Please note: Entry to our apprenticeship programme will be subject to a Disclosure Scotland / criminal records check.

Which branch of Arnold Clark would you prefer to attend for your 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 workexperience@arnoldclark.com

Once we have reviewed your application, we'll get in touch with your school to discuss any opportunities we have in your area. For now, you can visit [ArnoldClark.com/apprenticeships](https://www.arnoldclark.com/apprenticeships) to have a look at the range of apprenticeships we offer.

Part B – To be completed by the Work Experience Co-ordinator

Please complete this form in block capitals using black ink.

School Contact Details

| |
|------------------|
| Contact name |
| Position |
| Telephone number |
| Email address |

Does the applicant have any medical conditions?

Yes No

If yes, please provide full details:

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|--|

Does the applicant have any disabilities?

Yes No

If yes, please provide full details:

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| |
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Has parental agreement been acquired 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

Parent or guardian emergency contact details

| |
|------------------|
| Contact name |
| Relationship |
| Telephone number |

If the applicant is unsuccessful, this data will be securely destroyed within three months

Any other comments?

| | |
|------------------------|----------|
| Co-ordinator signature | Position |
| Print name | Date |

Thank you for completing this form.

This form must be completed and returned to the Early Careers team four weeks before the work experience placement is due to begin. Failure to do so will result in the opportunity being suspended or cancelled.

The Early Careers team will treat this information with the strictest confidence and will use the information contained to make sure that the applicant's needs are supported during their placement.



Applicants attending the Pre-Apprenticeship Programme in the workshop or bodyshop must have their safety boots and overalls with them on their first day.

If you have any questions, please contact the Arnold Clark Early Careers team by emailing workexperience@arnoldclark.com