



## 2023 Advanced Engineering Apprenticeship Frequently Asked Questions (FAQ)

- When do the applications open?
  - You can apply now at [www.ford.co.uk/apprenticeships](http://www.ford.co.uk/apprenticeships)
  - Or use QR code:



- I have an international qualification e.g., International Baccalaureate (IB) or International English Language Testing System (IELTS), are these recognised?
  - Yes, we recognise international qualifications. We would work with our recruitment partner (Randstad) to compute your eligibility to apply. You can apply to have your international qualifications recognised by UK ENIC (<https://www.ecctis.com>).
- What opportunities are there for international students to apply?
  - If you have resided in the UK for at least 3 years prior to applying we can accept your application, if you meet the other criteria e.g., qualifications
- What qualifications do I gain after I have completed this apprenticeship?
  - NVQ L2 Diploma in Advanced Manufacturing & Engineering
  - BTEC L3 Diploma in Advanced Manufacturing Engineering
  - NVQ L3 Diploma in Advanced Manufacturing & Engineering in Toolmaking / Mechatronics / Design & Development / Heavy Vehicle Service and Maintenance
- How are the qualifications obtained?
  - As with any BTEC/NVQ, you must submit course work and you can also expect examinations.
- At the end of the apprenticeship, are you offered a job?
  - Our apprenticeships come with a guaranteed job at the end, as long as you complete the necessary college and practical work.
- What is the split between college work and practical work whilst in CEME?
  - You can expect around three weeks practical training and one week's college training
- What support does Ford give to apprentices that need to relocate?
  - Although we cannot make your arrangements, we would happily suggest locations and any opportunities for sharing accommodation with other apprentices.

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For other career opportunities see: <https://www.ford.co.uk/experience-ford/careers>



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- Are the apprenticeships available all over the UK or in a certain area?
  - Our current Advanced Engineering apprenticeship opportunities are based on Dunton and Dagenham in Essex.
- Are apprentices required to travel between your locations?
  - All our apprentices start at CEME (Rainham) for their college and practical delivery (12-18 months), this can be at either CEME for practical work or our Dunton Campus for the occasional College Unit, then you would move to plant (Dagenham or Dunton). There is unlikely to be too much travel between plants once you are situated.
- Is this apprenticeship for school leavers and what is the maximum age limit to apply?
  - Yes, this apprenticeship can be applied for by school leavers, but there isn't an upper age limit to apply for any apprenticeship.
- If successful in being offered an apprenticeship, could you defer for a year e.g., gap year?
  - No, if you were successful and chose not to take the role, then you would have to apply again the next year.
- Is there a limit to how many apprenticeships you can apply for?
  - No, you are welcome to apply for all our apprenticeship schemes, if you meet the required criteria.
- How many apprentices are you taking on this year?
  - We have 30 openings for advanced apprentices for 2023.
- Is there support given if you find you're struggling?
  - Apprentice response: Absolutely, if you find yourself getting behind with college work or reports, you can speak with Skillnet, HR and your People Leader. All of them will work with you to find the best solution. Everyone here is friendly and you can approach anyone for assistance if you need it.
- What is the work/life balance like for your apprentices?
  - *Apprentice response:* You are given early sight of your college programme and what assignments etc are required when, this can obviously coincide with work-based projects, and you therefore need to be organised and realistic with yourself about time needed. You have regular check-ins with Skillnet (training provider), and they are always happy to help you manage your workload.
- Are there multi-faith rooms at the workplaces?
  - Yes, all our locations have a multi-faith room.

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- During the apprenticeship, are there team building activities?
  - Yes, we always encourage our apprentices to communicate and collaborate with each other, both formally (arranged by us) and informally (arranged by apprentices). One such event is to Stubbers Adventure Centre (<https://www.stubbers.co.uk/>), where our apprentices will learn new skills, build friendships, and have fun!
- What are the typical working hours for an apprentice?
  - This differs depending on where you are located and you wouldn't adopt a shift pattern until you are fully qualified, but typically:
    - CEME: 08.15-16.15
    - DEP & Dunton start, and end times would be dependent upon which department you work in. Some departments have a 07.00 start time!
- What are the contracted hours for an apprentice?
  - The contracted hours are 37.5 hours per week (7.5 hours per day) with 20% of your time being college.
- What are the Advanced Engineering pathways available in this apprenticeship and do you take our preference into consideration?
  - The pathways are:
    - Product Design & Development Technician: testing components and vehicles which are not yet ready for release to the public. Responsibilities include getting vehicles or components ready for tests in our labs or simulating different scenarios on our test track.
    - Mechatronics Maintenance Technician: maintenance of in plant machinery, testing equipment and our estate maintenance too. Responsibilities include coding robotic machines on our manufacturing lines or retrofitting parts for machinery.
  - We do take your preference into consideration both at initial application and at the end of your apprenticeship when final placements are being discussed.
- Are the first two years of the Advanced Engineering apprenticeship spent in the classroom?
  - No, it is usually 12-18 months, essentially the classroom is also a workshop where you will cover theory and practical; basically, all the engineering skills to prepare you for your transfer to the plant.

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- If I know someone who works at Ford, am I allowed to reference them, and will this give me an advantage compared to other candidates?
  - Yes, you can certainly reference them but no, it doesn't give you an advantage.
- Is the starting salary fixed for the 4 years?
  - No, the salary increases yearly, on the anniversary of your joining the company, if you pass the gateway criteria for that year.
- Does it ever take longer than 4 years to complete the apprenticeship?
  - Yes, it can certainly happen that someone needs extra time e.g., for maternity leave or illness and we are happy to work with that apprentice to manage the process.
- What is the career progression like for an apprentice?
  - We usually retain our apprentices, although there are always a few exceptions. We believe our employees oversee their own careers and so for those who are looking to progress through the company there are certainly channels for that. To run our large business takes all our employees, from the most junior to the most senior, from the least experienced to the most experienced and across all departments to work together.
- Is there an opportunity to work in other countries during this apprenticeship?
  - You may be called upon to visit one of our other locations, on a temporary basis. Once qualified, you are open to take any opportunities you come across, we are a company with locations across the globe, let's see where your journey takes you!
- What qualities do you look for in an apprentice?
  - We are looking for people who are curious about the world, want to be part of something bigger by solving problems and taking responsibility, who embrace innovation and are looking for ways it can advance the world, who do what is best for all and question what has gone before and who do all of that whilst being empathetic, trustworthy and have integrity, even when no one is watching! (phew!).
- What is the best part of the apprenticeship?
  - *Apprentice response:* The best part is the learning of new skills and meeting new people. I never would have thought that I could be capable of doing the tasks that I am so confident to do now, and I have a great group of new people who I can call friends.



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- Would an apprenticeship help me gain confidence?
  - *Apprentice response:* Most definitely! Along with the technical skills, we also focus on soft skill development from public speaking and presenting, to working on your resilience, the apprenticeships is designed to develop you in all ways.
- When do your apprenticeship applications close?
  - The closing date for all our apprenticeships is end March. This remains open no matter how many applications we receive, however we do recommend you get your application in early as our assessment centres are booked and filled as candidates are successful through the process.
- What are the transport links to Dunton Essex like?
  - There is a train station at Laindon ([C2C train line](#)) and you would need to take a taxi/cycle/walk from there to Dunton. Our employees do operate a taxi sharing service which you could take advantage of. We do not provide monetary assistance with travel to contracted workplaces
- Do your apprenticeships guarantee a job at the end?
  - Yes, all our apprenticeships guarantee you a job at the end if you complete and pass all the gateway criteria at the end of every year.
- What other opportunities are available once I have completed my apprenticeship?
  - We have many further education programmes available e.g., Degree Engineering apprenticeship should you wish to apply for them. We want all our employees to foster a growth mindset and fully support our employees in their continued development.
- I couldn't attend your Open Events, is a recording available?
  - Yes, you can find all our Open Event recordings at:
    - Advanced Engineering: <https://youtu.be/PR17gkRpFL4>
    - Degree IT & Engineering: <https://youtu.be/OuToRo8oT-Q>
- What is the application process?
  - You can apply via the link below and would have to complete an online bespoke application form, qualifications are then checked against criteria, if successful, you would go on to complete a telephone/video interview, a behavioural and aptitude online test and a virtual assessment centre.



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- Do you aid students who may need it in their application?
  - Yes. We ask all those who apply for our apprenticeships what support they may need to be successful; this may include additional time for written exercise or sign language translators. We will adapt our process to suit you.
- Where can I apply for your apprenticeships?
  - Got to: [www.ford.co.uk/apprenticeships](http://www.ford.co.uk/apprenticeships)
  - Or use QR code

