

# Apprentice FAQs



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## Eligibility

### **How do I know whether the location I am interested in is available for the scheme I am applying to?**

We offer opportunities within a large range of offices across the UK. The locations we have available for each role will be listed within the job advert, if there are multiple locations available you will be able to select your preferred location at the application stage.

### **Can I apply for more than one apprenticeship scheme?**

Yes, only if your application matches the candidate criteria for the schemes you are applying for.

### **I applied last year but was unsuccessful, am I eligible to apply for this year's scheme?**

Yes, you will be eligible to apply for any suitable scheme available.

### **The sector I am interested in is not available within the scheme I am applying for, will my application still be considered?**

Yes, the business needs could potentially change, therefore, new vacancies could arise which match your interests and experience. There could also be another team we feel you would be suitable for which you may not have originally considered.

### **What qualifications do I need to apply?**

Advanced apprenticeship – if you're in England and Wales you will have already achieved or are expected to achieve five GCSE passes with grades 4-9. A\*-C or equivalent. You must have an English GCSE with grade C or 5 and maths GCSE with grade B or 6 and above.

Degree apprenticeship – for engineering apprenticeships you will need to have achieved or are expected to achieve 3 A level passes with grades A\*-C or equivalent, one being in maths, and another in a physical science. Alternatively, a BTEC diploma in Civil Engineering.

You must have a maths GCSE with grade 6 or B and above, of equivalent maths qualifications, as well as an English GCSE with grade 6 or B and above.

For quantity surveying or project management, we will accept a Level 4 construction technician apprenticeship, or achieved (or are expected to achieve) a HND in construction or 3 A level passes with grades A\*-C or equivalent.

For Environmental Practise and GIS, we will accept A Levels in Maths, Geography, Science or related subjects. All details will be written on the job descriptions.

### **What happens if I do not achieve my predicted grades even though I have been made an offer?**

If you do not meet your predicted grades you must inform the early careers recruitment team as soon as possible. We will do our best see what other options and pathways we can support you with. However, your offer of employment as an apprentice is conditional to the grades you receive.

## Apprenticeship scheme and recruitment process

### **What does the application process for apprentices include?**

Advanced apprenticeship – You will then be required to complete an online numerical assessment. If you are successful you will need to complete our application form (where we find out more about you and your passion for the sector you have applied for). Your application will be screened and sent over to the relevant team who will decide whether you have progressed to the interview stage.

Degree apprenticeship – You will be required to complete an online strengths based assessment, if you are successful you will need to complete our application form. Your application will be screened and sent over to the relevant team who will decide whether you have progressed to the interview stage. Once an offer has been made and accepted we will support you with your college or university application before you join us in August (Scotland) or September (England).

### **Is the apprenticeship a permanent role?**

Our apprenticeships are fixed term contracts for the duration of your training, once you have completed your course you will be considered for a permanent role at Mott MacDonald. Please note, you will receive the full employee benefits as an apprentice within the organisation.

### **How is the apprenticeship scheme structured?**

You will spend one day at college/university and four days a week working in the office. There are some courses which will provide a block release approach or distance learning.

### **Are my travel expenses covered when travelling to college/university?**

Yes, you are eligible to claim back any expenses used to travel to and from college/university. However, you will be expected to cover the cost of your travel to the office.

### **What is the typical start date for an apprentice?**

Start dates will be the beginning of September for England and Wales, and mid August for Scotland. You would initially start in the office and college or university will typically start a few weeks later.

### **What is the next stage after I complete my apprenticeship scheme?**

Advanced apprenticeship – you have two options once you have completed your advanced apprenticeship, you can either decide to continue onto further education by moving onto a degree apprenticeship or become a permanent employee as a trainee technician within the business.

Degree apprenticeship – once you have completed and passed your apprenticeship, you will be eligible for a transfer onto one of our graduate schemes as a permanent employee within your chosen sector.

### **What training and support will I receive as an apprentice?**

We have a dedicated learning and development team who will be able to support you with your training and personal development. You will be supported by your line manager, buddy and mentor who will offer guidance towards your professional career development. You will also receive additional support from your college or university.

### **I have a disability, are you able to provide support or adjustments throughout the recruitment process?**

As a Disability Confident Committed organisation, we are committed to ensuring our recruitment process is inclusive and accessible. We encourage applications from candidates who consider themselves to have a disability. We can make reasonable adjustments within the recruitment process to ensure that you have the best chance of success.

Furthermore, if you're made an offer, we can then discuss with you the adjustments you might need to get on with the job and develop your career. Please refer to the FAQs to find out more about the different stages during the recruitment process which will help you identify whether you will need any support or adjustments at any stage. We understand that there is not a 'one size fits all' approach to adjustments. If you would like to discuss any adjustments you may require, please contact the early careers recruitment team at [earlycareers.recruitment@mottmac.com](mailto:earlycareers.recruitment@mottmac.com) or on **+44 (0)20 8774 2702** who will be able to assist you with your query.

### **Should I inform you if I have a disability?**

We understand that it can be difficult to talk about a disability, however it may be beneficial for you to let us know about your disability so that we can support you through the recruitment process and discuss any adjustments you may require. Any conversations we have with you regarding disability and adjustments will be treated confidentially.

As well as offering the opportunity to speak to us about your disability and any adjustments you may require, we also ask you to submit a diversity monitoring form as part of your application. In this form we ask candidates to disclose whether they have a disability. The diversity monitoring form is completely confidential, meaning no one involved in the recruitment process will be able to see your responses. All questions on the form are optional so it is up to you to decide whether you would like to share this information with us. We analyse the trends from the diversity monitoring form to understand how we are doing as an employer committed to equality, diversity and inclusion and to identify how we can better support candidates with a disability.

### **I am having problems accessing my account/I have forgotten my password, how do I resolve this?**

Please try and reset your password and follow the instructions provided, if you are still experiencing problems please contact **careerpoint@mottmac.com**.

### **What do I do if have a technical issue?**

Most technical issues arise due to a setting on your device, such as pop-up blockers or restricted access. In addition to using a modern browser like Google Chrome, we recommend that candidates clear their cache and enable pop-ups before starting the assessment.

If you have tried all the above and the issue persists, please contact your recruitment co-ordinator who can investigate the issue further for you. To help resolve your query quickly, please provide as much detail as possible, including your operating system, web browser and screen shots where possible. If you are unsure of any of these details, we recommend the website **<http://supportdetails.com>** which can identify this information for you.

## **Online application process**

### **What do you look for in an application?**

Make sure you demonstrate your interest in Mott MacDonald and most importantly, the scheme you are applying for. Ensure you provide relevant answers, examples and experiences which will distinguish your keen interest in the discipline and sector. This could be demonstrated by providing any related modules or projects you have been involved in throughout your studies. Additionally, any work experience you have completed which you feel is relevant to the sector you are applying to. Make sure your answers are clear, detailed, personal and relevant. Do not forget to check your grammar and spelling before submitting your application. We are seeking people with drive, reliability, creativity and the willingness to continually learn. Try to demonstrate this throughout your application.

### **What is the deadline to submit my application and will this reopen?**

Please check the advert for the scheme you are applying to for the closing date.

### **Is there a word limit for my application answers and will the length of my answers affect my chances of being progressed to the next stage?**

There is no word limit, however, the more detailed your answers are, the stronger your application will be. We would recommend providing as much information to support your answers and ensure your answers are relevant to the scheme you are applying to.

### **Can I make any changes once I have submitted my application?**

No, unfortunately, you will not be able to make any changes to your application form.

### **Why can I not see my application when I log into my account?**

This is because you have logged onto the experience hire dashboard rather than the graduate dashboard. To ensure you have logged onto the correct system please click [here](#).

### **When will I know whether my application has been successful?**

The early careers recruitment team will process applications after the advert closing date. You will receive communication confirming the status of your application within 4 weeks of the closing date. If you have been successful, your application will be forwarded onto the relevant team for consideration. The business will then decide whether to progress you onto the interview stage which will likely take place from December onwards.

## Online assessment

### Can I prepare beforehand?

Yes, if you are applying for our advanced programmes, please visit this site for sample tests <http://practice.cappassessments.com>. This allows you to practice the response formats and become familiar with the functionality of each of our assessments.

If you are applying for our degree apprenticeship you will not be expected to prepare before taking the online assessment as it is a tailored and specific Mott MacDonald assessment which assesses the key behaviours and strengths that we feel are core to our business. It will involve video and scenario based questions which you are expected to answer honestly. There is also a numerical element to the assessment.

### I have not completed the online assessment within the 5 days allowance, can I request additional time?

No, we will be unable to extend the deadline that we have provided. The only time we will allow an extension will be for exceptional circumstances in which case you will be expected to inform the early careers recruitment team as soon as possible.

### I am experiencing technical problems, how do I resolve this?

Firstly, follow the guidance provided on the assessment invite email. Please refresh your webpage and try clearing out your cache and cookies. If you are still experiencing problems after following these steps, please contact the early careers recruitment team.

## Interviews

### When will interviews start taking place?

Interviews will start taking place as soon as applications have been screened and reviewed by the business. Interviews will be virtual a video call or face to face.

### What is involved in the interview and how do I prepare?

In most instances you will only have one interview which is strength based and requires no preparation. This is because the questions that are asked focus on what you enjoy doing which helps us identify your strengths and allows us to gain a genuine insight into your interests, behaviours and personality. We do expect you to research Mott MacDonald and have a good understanding of the types of projects we work on, challenges we face and our core values. All interviews will be virtual or face to face.

There are specific teams which include an additional assessment stage such as a written or group exercise. In this case, the early careers recruitment team will inform you prior to your interview.

### What shall I do if I am running late to my interview or I can no longer attend?

Contact the early careers recruitment team by calling or emailing as soon as possible.

### Can I claim back travel expenses from my interview?

No. We encourage candidates to apply for schemes local to their place of residence.

### What happens once an offer has been made?

You will receive your offer documentation and onboarding instructions from the early careers recruitment team. Once you have formally accepted our offer, we will then provide you with a designated buddy from the team you will be joining who will be able to assist you with any queries prior to your start date.