

# Guide for Apprenticeship Applicants

Welcome to VIVID! We are thrilled that you are considering an apprenticeship with us. This guide is designed to help you navigate the application process, prepare effectively, and understand what to expect from our apprenticeship program.

## What is an Apprenticeship?

An apprenticeship is a paid job where the employee learns and gains valuable experiences while working towards a qualification. It combines practical training in a job with study.

## Benefits of an Apprenticeship

- Earn while you learn
- Gain hands-on experience
- Obtain a nationally recognised qualification, ranging from Level 2 (GCSE equivalent) to Level 7 (Masters Degree equivalent)
- Enhance your career prospects

You can find out more about apprenticeships here:

<https://www.apprenticeships.gov.uk/apprentices/about-apprenticeships>

## Eligibility Criteria

To apply for our apprenticeships, you must:

- Be aged 16 or over
- Be eligible to work in the UK
- For some of our roles you will be expected to be able to drive or working towards gaining a full UK driving licence. You may be required to undergo a DBS check

## Application Process

The process starts with our online application form where we will ask you about yourself and give you the opportunity to tell us why an apprenticeship at VIVID is right for you. We use written and video questions so you can give us the answers in your own way.

The second stage is either an Assessment Day **or** Interview. You'll also have a chance to talk to the team and get a better idea about what being an apprentice at VIVID is all about.

## Online Application

When filling out the application form or creating a video:

- Provide accurate personal information
- Clearly state your qualifications or predicted qualifications and any work experience

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- Answer questions as fully as you can, personalising them with examples

### Assessment Days

This is where we invite applicants to our offices to take part in activities and interviews. It's good to look at this as a two-way opportunity for us to get to know more about you and for you to get to know more about us.

Expect activities such as:

- Talks on what's happening in social housing today
- Our Values – what they mean on a day-to-day basis
- Taking part in a group exercises
- Face-to-face interviews with our hiring managers

### Preparing for Interviews

We'll ask you a variety of question at interview. Here's a few you may want to prepare for:

- *Why have you chosen to be an apprentice?*
- *What do you hope to learn?*
- *What is your approach to deadlines?*
- *What steps do you take to manage your time and get things done?*
- *Tell me about a time you resolved a problem at college, school, work or home how did you overcome the obstacle?*

For the Tell me about... questions you may want to use the STAR technique

<https://nationalcareers.service.gov.uk/careers-advice/interviewadvice/the-star-method>

### Preparation Tips:

- **Research:** Get to know us better by exploring our website. Information about our culture and values can be found here <https://www.vividhomes.co.uk/careers>
- **Practice Answers:** Prepare possible answers to common questions. You're welcome to bring notes with you. Try not to overprepare though, we want to see the real you, not the rehearsed you.
- **Dress Code:** While we don't insist you wear a suit, we would like you to be smart. Avoid jeans and trainers.
- **Communication and Body Language:** Remember we will be assessing you at all stages so please be aware of the verbal and nonverbal communication you are providing.

By following this guide, you'll be well-prepared to start your apprenticeship journey with us. We look forward to receiving your application and wish you the best of luck!

If you need any assistance, please contact our recruitment team at [HRRecruitment@vividhomes.co.uk](mailto:HRRecruitment@vividhomes.co.uk) or 023 9289 6758.