



Llywodraeth Cymru
Welsh Government



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Difference
with us**

Apprenticeship 2019

Candidate Guidance

A stage-by-stage information guide to applying for the Welsh Government Apprenticeship

gov.wales/apprentices2019

We are advertising two separate opportunities which are offering different qualifications. One is a digital advert and you will be placed in a digital role and the second are more generic roles that can offer a range of different qualifications.

Digital Data and Technology (DDaT) Pathway apprenticeships:

- **Digital Level three qualification**

Role Specific Apprenticeships – Generic roles:

- **Business Administrations**
- **Customer Service**
- **ICT**

For our role specific apprenticeships, successful candidates will undertake the qualification that is most appropriate to the post they are offered. Unfortunately applicants cannot choose which apprenticeship to undertake however we will take candidate's preferences into consideration where possible.

The selection process includes assessing application forms and a final stage of interviews.

ALS are our training providers, and they will be delivering the Apprenticeship NVQ level 3 training. ALS have their own eligibility requirements for the training element of the apprenticeship and they will be managing this separately.

1. Application form and assessment stages

To apply, click on the 'Apply now' button on the '**Apprentices 2019**'¹ site. Choosing which of the apprenticeships you would like to view. This will take you to a description of the Apprenticeship 2019 schemes, including a description of the behaviours and skills you'll need to provide evidence for in your application. It's important you read this carefully. At the bottom of the vacancy description you'll find the 'Apply' button.

As noted above this year we are advertising two separate schemes, a digital apprenticeship and role specific apprenticeships where you will be matched to a qualification.

You will need to apply for both adverts if you're interested in both of the roles being offered.

To access the application form, you'll need to register on the Welsh Government's online application system. You may already have done this if you registered for our Apprentices Talent Bank, so just click 'Log in' and enter your details. If you haven't already registered, complete the short registration form and submit. Once you've registered/logged in, you'll be taken to the application form.

It's recommended you access the application form as soon as possible, so that you know what information you'll need to prepare and provide before submitting. You don't have to complete all the application form at the same time – you can save your information and log in as many times as you want before the closing date of 4pm 16th of September.

As part of your application, you'll be asked to complete a diversity questionnaire answering these questions won't affect your application.

Make sure you check your application thoroughly before you submit it.

Once you've submitted your application form, the selection process will consist of the following stages:

- **Stage 1 - Sift question 1 and ALS eligibility check**
- **Stage 2 - Full application sift**
- **Stage 3 - Interview**
- **Stage 4 - ALS test**

¹ <https://beta.gov.wales/apprentices-2019>

Stage 1 – Application form assessment on Question 1

Please refer to our **Guidance in writing your evidence**² to complete this section.

The answer that you provide to question 1 will be assessed by a recruitment panel and if you are successful at this stage your details will be passed to ALS, our training provider, to carry out an eligibility check.

If you are not successful during the assessment for Question 1, your application will not progress to the next stage. Unsuccessful candidates will receive a notification e-mail at this stage.

Stage 2 – Full application sift

At this stage of the application, the recruitment panel will assess your evidence for the remaining questions of 2 and 3 from your application form.

Candidates who are successful at this stage will be asked to attend an interview. Unsuccessful candidates will also receive a notification at this stage of the process.

Stage 3 – Interview

Interviews will most likely be held in (Cardiff, Merthyr, Swansea and Llandudno Junction). Between the 28th October 2019 to 8th of November 2019. You will be invited by e-mail to select an interview slot at your preferred location/date/time.

Please be aware that interview slots are booked on a first come first served basis and so there's no guarantee that you will be interviewed in your area of choice so you may be required to travel. If invited to interview you will be required to bring ID documents with you so we can prepare vetting checks for if you are successful.

Guidance will be sent along with your interview invite. All ID copies will be shredded after interview if you are not successful at this stage.

Refer to our **Interview guide**³ for more information for how to prepare for this stage of the application.

Stage 4 – ALS recommendation test

Why is this required?

The completion of this form is required by our training partner ALS as they have to review your eligibility for the Apprenticeship programme. Welsh Government will send your completed Recommendation Form to ALS if you pass all the first stages of the assessment as detailed above.

ALS will contact you direct to discuss if there are any queries with your form

Please note – although you will not need to produce education certificates at this stage, if you are successful and are offered an apprenticeship, ALS may ask to see copies of them.

If you satisfy the eligibility for NVQ funding you will be sent a link to the online assessment test as the next stage of your application process. Candidates who are not eligible for the funding will receive a notification at this stage.

ALS will assess your literacy, numeracy and digital skills to ensure that your skills are at an appropriate standard for the level of qualification you will be completing. ALS will provide you with all the guidance about this stage of the process.

Please note: this stage of the application process is completely led and managed by ALS and any questions you may have at this stage should be referred to them via email emma.jones@alstraining.org.uk or ask for Emma Jones on 029 2267 7020.

You will not receive an outcome at this stage as this is an ongoing process. All candidates will be notified of their outcomes after stage 4 of the application process.

² <https://gov.wales/sites/default/files/inline-documents/2019-08/apprenticeships-guidance-in-writing-your-evidence.pdf>

³ <https://gov.wales/sites/default/files/inline-documents/2019-08/apprenticeships-candidate-guidance.pdf>

2. Disabled Applicants

We are a Disability Confident employer and we actively encourage applications from disabled people (as defined by the Equality Act 2010).

Disability Confident Interview Scheme

As part of our commitment to encouraging disabled people to apply to the Welsh Government we will offer an interview to disabled people who meet the minimum requirements for the post.

Welsh Government has adopted the social model definition of disability, which recognises that barriers in society act to disable people who have impairments or health conditions or who use British Sign Language. We are committed to removing barriers so that all (or potential new) staff can perform at their best. The Equality Act 2010 uses the medical model definition of disability (“a physical or mental impairment which has a substantial and long-term impact on a person’s ability to carry out normal day to day activities”).

We guarantee to interview anyone who is disabled, whose application meets the minimum criteria for the post. By ‘minimum criteria’ we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence for the role and any qualifications, skills or experience defined as essential. Please also advise us of any special arrangements for interview you will require, to enable us to make the appropriate arrangements. If you are successful in being appointed, we will work with you to ensure reasonable workplace adjustments are in place at an early stage.

3. Help with getting online

If you don’t have a computer or device to complete your application you can search for **all public places**⁴ in Wales where there is free access to computers, the internet and other forms of digital technology. At most of these places, you’ll also find someone to help you with the equipment and any digital/I.T. questions you may have.

4. After your interview

We aim to let you know the outcome of your interview by end of November 2019.

If you’ve been successful, we’ll be able to tell you about your role, department and location. You’ll also receive information about the next steps, including pre-appointment checks. The pre-employment checks process involves checking your references.

If you provide us with all of the required documentation and your pre-appointment checks are successful, you’ll start in your new role hopefully by the end of January 2020 depending on holidays commitments and notice periods if there are any.

Unsuccessful candidates will also receive a notification at this stage of the process.

For information please visit:

www.gov.wales/apprentice-2019 which includes a frequently asked questions section.



Mae'r Rhaglenni Prentisiaeth, a arweinir gan Lywodraeth Cymru, yn cael cymorth ariannol gan Gronfa Gymdeithasol Ewrop.

The Apprenticeship led by the Welsh Government, is supported by the European Social Fund.

⁴ <http://getonline.digitalcommunities.gov.wales/>