



Our 2021 Apprenticeship Programme

Joining M&G as an Apprentice

Recruitment process candidate information pack



Our apprenticeship opportunities are designed with you in mind, to help you develop your business skills whilst gaining hands-on experience and an industry recognised qualification.

Throughout this journey, you'll get a chance to work on a variety of tasks and projects which will make a real difference to our business. You'll be trained into a specific business role and coached by experts in their field. This experience will enhance your employability skills and help you in your future career.

M&G plc is an international savings and investments business, managing money for both individual savers and institutional investors in 28 markets. As at 30 June 2020, we had £339 billion of assets under management and administration, around 5 million retail customers and more than 800 institutional clients.

With a heritage dating back more than 170 years, M&G plc has a long history of innovation in savings and investments, combining asset management and insurance expertise to offer a wide range of solutions. We serve our savings and insurance customers under the Prudential brand in the UK and Europe and for asset management in South Africa, and under the M&G Investments brand for asset management clients globally.

Our vision is: to become the best loved and most successful savings and investment business and we're looking for people who are excited about joining us on our journey.

To help us achieve our vision we're looking for exceptional people who live our values and behaviours:

- inspire others
- embrace change
- deliver results
- keep it simple

What will you gain?

You'll receive a mixture of formal training, on-the-job training and mentoring alongside a wide range of other business skills such as presentation skills, project management, to name but a few.

You'll achieve a nationally recognised vocational or professional qualification such as Diploma in Business Administration or CISI Investment Operations Certificate.

We understand the demands of the programme. Your line manager will be on hand to guide you and help you with your development. You'll also have a work mentor to make sure you get the most out of your time with us.

What we're looking for?

We expect big things from our apprentices. You'll need to be focused on your development and you'll need to know what you want to do with your career path before you apply.

The perfect candidate will have many qualities such as:

ability to learn
people skills reliable
good communication skills
dedication integrity
drive to succeed
motivation

We're committed to creating an environment where you can be exceptional every day. To do this, we make clear promises to everyone who works here:



Inspire Others – Support and encourage each other, creating an environment where everyone can contribute and succeed



Deliver Results – Focus on outcomes, set high standards and deliver with energy and determination



Embrace Change – Be open to change, willing to be challenged and able to adapt quickly and imaginatively to new ideas



Keep it Simple – Cut through complexity and bureaucracy, be clear and decisive and never over-complicate things

We expect our apprentices to make a useful and valuable contribution to our business.

Where will you be working?

Our 2021 Programme will provide placements across a range of business areas and departments such as IT Transformation, Investment Operations, Brand and Marketing, Technology and Digital.

What will you be doing?

As part of your apprenticeship journey, you'll be fully trained into the specific business role that you've applied for. In addition, expect to get involved with activities such as:

- administration
- research
- project support
- queries management
- customer service
- reporting and collating management information
- supporting events and meetings

Throughout the programme there will be regular reviews to discuss your performance. We want you to achieve your apprenticeship qualification in a timely manner and at the same time have a great overall experience.

How to apply and when?

1. We'll advise when our apprenticeship vacancies are open on our career website www.mandgplc.com/careers/graduates-interns-and-apprentices
2. Apprentice vacancies will be advertised throughout March and April on a dedicated microsite which will be hosted by our apprenticeship partner – BPP.

English apprentices opportunities will be advertised on the following job boards:

- **National Apprenticeship Service**
- **M&G Career Site**
- **M&G Apprenticeship Microsite**
- **GetMyFirstJob.co.uk**

Scottish apprentices opportunities will be advertised on the following job boards:

- **M&G Career Site**
- **M&G Apprenticeship Microsite**
- **Earlycareers.scot**
- **Apprenticeships.scot**

If you have any questions or if you'd like us to give you a call simply email us at apprenticeship@mandg.com



Online application form

Once you've decided which role you'd like to apply for, put the kettle on, grab a snack, you'll need about half an hour to complete your online application.

We'll ask you for your contact information, qualifications, predicted grades and we'll also ask for diversity information should you be happy to share.



Your CV

We'll also ask that you upload your CV alongside your application make sure it's ready and spell-checked! We're interested in understanding your experience and interests and your CV will be a really helpful starting point.

Your application and CV will be reviewed by our Recruitment team who will confirm your eligibility for the Programme or advise you if you haven't been successful this time round.

If you have passed this initial stage, we'll schedule a telephone discussion within 48 hrs.



Telephone discussion

This is your opportunity to tell us in your own words why M&G and the Programme appeals to you.

We'll discuss some examples of how you've managed situations in the past.

We won't quiz you for half an hour, you'll have the opportunity to ask us questions too. Relax. Be yourself. Think of it as more of a chat than an interview.

Top tip

- Show us you've done your homework, researched M&G, the industry, the Programme and the role
- Explain why you might be the best fit for the role
- Here are a couple of websites you might find helpful:

reed.co.uk/career-advice/telephone-interview-tips-dos-and-donts/

advice.milkround.com/telephone-interviews-for-jobs-best-techniques-for-students-and-graduates



Online assessments

We will be using AON to host the online assessments. Typically, online assessments are used to measure candidates abilities, behaviours, personality traits, motivation and fitness for the role.

In our process, we will combine several different test types, such as verbal and numerical reasoning and personality tests, into one assessment design. The verbal and numerical reasoning tests will be timed so we recommend that you practice these under the timed conditions. In addition, ensure you have a pen, paper and calculator to jot down your thoughts. We will inform you of any other specific instructions in readiness for your assessment.

Need more time?

If you have any additional requirements or are entitled to any other reasonable adjustments that may impact on the assessments, including dyslexia, just let us know.

Top tip

You might find this site a useful starting point to understand more about the questions asked in the online assessments.

assessment.aon.com/en-us/online-assessment/practice-assessments

If you have passed this stage of the process, we'll invite you to a video interview using AON Assessment's video interviewing platform.



Video interview

Pre-recorded video interviews are commonly used in volume recruitment as part of a screening process. By this stage, we know you've got potential, so will be looking for focus on why you chose this particular Programme and role, motivation and specific skills. It's a great opportunity to present yourself beyond your CV. Please note that we will be using AON (vidAssess) to host the video interviews.

Need help with video interviews?

If you do not have the technology or are entitled to any other reasonable adjustments (for example due to dyslexia or any other condition), just let us know.

Top tip

Here are two resources that we recommend you research to help you prepare for the video interview.

www.reed.co.uk/career-advice/top-tips-for-video-interviews/

www.hirevue.com/candidates/home?wvideo=mq4x7yrcl8



The Assessment Centre Day

Shortlisted candidates will be invited to a virtual Assessment Centre which will likely be 1/2 day event. We'll send you a preparation pack that will give you a good idea of what to expect on the day.

Contact us



Generic enquires about the Programme can be sent to: apprenticeship@mandg.com



Visit our career site at: www.mandgplc.com/careers/graduates-interns-and-apprentices

