What it takes to join the team?

Recruitment process candidate information pack
Our apprenticeship opportunities are designed with you in mind, to help you develop your business skills whilst getting 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.

About us

M&GPrudential is the UK and European savings and investments business of M&GPrudential plc, the global financial services group. We were formed in August 2017 through the combination of M&G Investments, the international asset manager founded in 1931, and Prudential UK and European insurance and savings business, one of the oldest businesses in the industry with roots going back to 1848.
**What will you gain?**

You’ll get a mixture of formal/classroom 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 complete Level 3 apprenticeship and achieve a nationally recognised vocational or professional qualification in Business Admin, Accountancy or IT – depending on your business role.

We won’t put you under pressure with unrealistic deadlines, or ask you to do impossible, but we expect you to be at the top of your game. 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
- integrity
- dedication
- communication
- motivation

We’re looking for committed, enthusiastic individuals with good communication skills, who’re able to work with others, and want to work in a challenging and changing environment.

We expect our apprentices to make a useful and valuable contribution to our business.
Where will you be working?

Our 2019 Programme will provide placements across a range of business areas in our Stirling, Reading and London offices. You’ll be placed in one of the following business departments: IT, Finance, Marketing, Customer Service, Sales Support, Digital (depending on the role you’ve applied for).

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:

- office administration
- researching
- providing project support
- dealing with queries
- providing customer service
- helping to collate management information
- organising and running events and meetings
- actively increasing technical and business knowledge

Part and parcel of being an apprentice will be to discuss how you’re doing. We’ll set plans and track your progress at regular reviews. We’ll be supportive in helping you meet your learning goals and milestones. 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 & when?

1. We’ll advise when our apprenticeship vacancies are open on our career website pru.co.uk/apprenticeships

2. Apprentice vacancies will be advertised throughout March on our career website and on a dedicated microsite: bpprecruitment.co.uk/m-and-g-prudential/

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

- National Apprenticeship Service
  (findapprenticeship.service.gov.uk/apprenticeshipsearch)
- GetMyFirstJob.co.uk
- Notgoingtouni.co.uk and others

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

- apprenticeshipsinscotland.com
- apprenticeships.scot
- Indeed.co.uk and others

If you have any questions or if you’d like us to give you a call simply email us at apprenticeship@Prudential.co.uk
Recruitment

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, about your qualifications, predicted grades and we’ll also collect some information that we need for the equality and diversity reasons.

Your CV
We’ll also ask that you upload your CV alongside your application so have it ready and spell-checked! We’re interested in understanding your experience and interests and your CV really helps us to get a feel for what you’ve done so far.

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 made the cut.

If you have passed this initial stage, we’ll schedule you for a telephone discussion within 48 hrs.
**Telephone discussion**

This is your opportunity to tell us in your own words why M&GPrudential is the company for you, and why 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 get 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, sussed out the basics of financial services and specifically M&GPrudential

– 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/](reed.co.uk/career-advice/telephone-interview-tips-dos-and-donts/)

  [advice.milkround.com/telephone-interviews-for-jobs-best-techniques-for-students-and-graduates](advice.milkround.com/telephone-interviews-for-jobs-best-techniques-for-students-and-graduates)

**Online assessments**

Our assessment has been designed to make sure we’re right for each other and the role is going to be the best fit for you.

We’ll send you an activation link with clear instructions on how to go about the online assessment so allow approximately 20 minutes for this activity.

The assessment will be timed so you should work quickly and accurately through the questions you are presented with. You’ll have the option to practice before you take it for real.

**Need more time?**

If you have any additional requirements or are entitled to additional time (for example due to dyslexia), just let us know when you are invited to take the test, and we will sort this out.
Extra assessment
Depending on the role you’re applying for, we may ask you to take an extra assessment. For example – finance and IT role will likely need an additional assessment. Finance and IT candidates may be asked to sit the same assessments at the Assessment Centre Day under supervision.

If you have passed this stage of the process, we’ll invite you to a video interview or tell you if you haven’t made the cut.

Top tip:
Online assessments are likely to be quite different to the kinds of tests you will have done before, so why not visit the following site to get some prep:

savilleassessment.com/practice-tests

Video interview
We’ll send you a link will instructions on how to complete your video interview. The process will be very simple: a question will pop up on your screen, you will be given 15 seconds to prepare your answer and then you just press the ‘record’ button to record your answer.

You’ll get a chance to practice before you start recording real answers. We’ll ask simple questions so you don’t need to prepare in advance, instead, we want you give natural answers and just be yourself.

Need help with video interviews?
If you do not have the technology or are entitled to additional time (for example due to dyslexia or any other condition), just let us know when you are invited, and we will sort this out.

Top tip:
You might find this site a useful prep:

prospects.ac.uk/careers-advice/interview-tips/5-steps-to-a-successful-video-interview
The Assessment Centre Day
If you’ve been shortlisted, we will invite you to attend the Assessment Centre Day in our office in Reading, Craigforth or Edinburgh. This will be either half-day to full day event. We’ll send you a preparation pack that will give you a good idea of what to expect on the day. We will also support travel expense costs up to a certain limit.

Contact us
Generic enquires about the Programme can be sent to apprenticeship@Prudential.co.uk
or visit our career site at: pru.co.uk/apprenticeships