

FREQUENTLY ASKED QUESTIONS

About the UK Government-Led Apprenticeship Levy

What is the apprenticeship levy?

The apprenticeship levy is a UK government tax implemented in 2017 for organisations with a pay bill of more than £3m. It is essentially an additional payroll tax, set at 0.5% of an employer's annual pay bill, collected into a digital account. The money is then made available to Societe Generale (SG) to pay for government-approved professional qualifications. If it is not spent, the remaining funds are made available to other employers to spend on apprenticeships.

Who is eligible for an apprenticeship levy-funded qualification?

Employees on UK contracts long enough to complete the qualification (i.e. minimum 18 months) who have lived in the European Economic Area (EEA) for the last three years and have the right to work in England. Please note that students on Tier 4 Visas will not be eligible for this programme. Applicants must have GCSE certificates, or the equivalent of, in maths and English. Employees can range from 18-60 years old across all levels.

What are Apprenticeship Standards?

Apprenticeship Standards are driven by the UK government and written by employer-led groups, they include the key skills and behaviours needed for a specific occupation. This puts employers in the driving seat and gives apprentices a clear career path to follow. [More information on Apprenticeship Standards can be found here](#) or on [the official government site](#).

What are the components of an apprenticeship training programme?

An apprenticeship training programme is a professional and personal development plan funded by the government levy. There are several mandatory components that must be completed to be successful. The components are:

- ✓ Role based learning evidenced through a work-based portfolio
- ✓ A professional qualification
- ✓ Meet learning competencies outlined in the Apprenticeship Standards
- ✓ Pass an external assessment
- ✓ 20% learning commitment

About SG and Our Post-Graduate Apprenticeship Programme

What is the post-graduate apprenticeship programme?

It is a 22-month post-graduate apprenticeship programme with a fully funded professional qualification, structured education and work experience. Post-graduate apprentices join SG to perform a specific role and complete an Apprenticeship Standard qualification that is related to their job role. This will provide an on-the-job training programme that develops an employee's competence in the key skills they need to perform their role. The post-graduate apprenticeship programme involves one-to-one discussions with a mentor, face-to-face workshops and online self-learning.

When does the contract start?

The contract will start in early 2021, we're currently recruiting for quarter one.

When does the professional qualification training start?

The training starts a few weeks after joining Societe Generale and will be completed before the end of the 22-month contract.

What investment is available for each apprentice?

Apprenticeship Standards have a maximum investment. The qualifications we offer range from £9,000 to £18,000 per trainee, per qualification (subject to terms and conditions).

What qualifications are available through the post-graduate apprenticeship programme?

For our 2021 cohort we have included the following 18-month courses

- **Investment Operations Specialist (IOS) Apprenticeship Programme:** You can choose from three qualifications: Investment Operations Certificate, Investment Management Certificate and Investment Advice Diploma.
- **Chartered Financial Analyst (CFA) Apprenticeship Programme:** CFA Level 1.
- **Data Analytics Apprenticeship Programme:** Includes BCS Diploma in Data Analysis Concepts and BCS Data Analysis Tools
- **Risk and Compliance Officer Apprenticeship Programme:** You can choose the relevant qualification for your role, for example, Certificate in Compliance or Risk in Financial Services Certificate.
- **Infrastructure Technician Apprenticeship Programme:** Includes MTA Networking, Mobility and Device and Cloud Fundamentals and BCS Certificate in Business Processes Coding and Logic.

As the programme evolves, we may add more qualifications depending on the job roles and department requirements.

What support is there for post-graduate apprentices on the programme?

Line managers and HR are there to help each candidate to prosper, along with a dedicated skills coach who will guide them through their professional qualification. A peer network will also be established to exchange experience and support.

How does the 20% learning development time allocation work?

The post-graduate apprentices will learn on the job as well as completing studies, this time allocation is more of a guide rather than one full day a week dedicated to studying.

What is the maximum length of the post-graduate apprentice contract?

The programme lasts for 22-months.

What happens after the 22-month contract finishes?

At the end of the programme, there will be an opportunity to reflect and discuss next steps. We aim to develop and keep talent, however, there are no guaranteed roles.

For further questions contact lon-hr-ptd@sgcib.com