

# Exceptional career opportunities with TPS apprenticeships!



**TPS is the national network for Volkswagen Group genuine parts. Our Parts Sales Executive apprenticeship will allow you to develop your customer service skills and drive your career forward.**

**Want to know more? Here, we have answered some of your frequently asked questions....**

## **How long is the apprenticeship programme?**

A Parts Sales Executive Apprenticeship takes 1 year to complete.

We will help and support you throughout your training and employment. In turn, you need to be ready to commit to the programme and complete your learning on time.

## **What can I earn as an apprentice?**

As an apprentice you will receive full time employment in one of our TPS Centres. All apprentice wages are subject to the National Minimum Wage requirements. To find out more about minimum wages please visit:

<https://www.gov.uk/national-minimum-wage-rates>

## **Will it cost me anything to become an apprentice?**

All your training will be funded for you by your TPS Centre or the Government, so it won't cost you anything to complete your training with us.

## **Where will I learn?**

You will learn every day on-the-job with the support of a mentor. You will also join us at the Volkswagen Group National Learning Centre in Milton Keynes for block release training. You will stay with us for a week at a time where you will learn the skills you need to be successful in your role.

## **Will accommodation be provided?**

When you join us for block release training, accommodation is provided. You will also be provided with all your meals and even onsite entertainment such as a gym and weekly evening activities.

## **What qualifications do I need to apply?**

The minimum qualifications you will need to apply for the Parts Sales Executive apprenticeship programme are GCSE (or equivalent) grades 9-4 (A-C) in English, Maths and one other subject.

To find out why you need these qualifications to apply for an apprenticeship with the Volkswagen Group, please [watch this video](#).

We are looking for people who are passionate about our brand and can help us to drive our business forward. Have a look at some of the videos on our [website](#) and learn more about the roles available.

## **What do I have to do to apply?**

Just visit [www.tpsapprenticeships.co.uk](http://www.tpsapprenticeships.co.uk) and click on the 'Current Vacancies' where you will be able to see all the positions available. You can search for the vacancies in your area through our job search function and click 'Apply'. You will then be taken to our online application form where you will be able to tell us about yourself.

This will be followed by 14 questions around numeracy and reading. Please take your time when completing the test.



**for Volkswagen Group  
Genuine Parts**

Your full application will then be submitted to our recruitment team.

### What happens with my application?

All applications are anonymised to ensure the recruitment process is inclusive and that apprentices are appointed based on their talent, skills, and experiences regardless of ethnicity, gender, sexual orientation, or any other protected characteristic.

If there is an apprenticeship available in your local area and your application meets our minimum entry requirements, a recruitment advisor will be in touch.

If you progress to the next stage, our recruitment advisor will complete a short telephone interview to find out more about you. This is a great opportunity to shine and share why you want the role. Successful candidates at this stage are then shortlisted and their information is sent to the local TPS Centre.

Applications that are chosen from the shortlist will be invited for interview. This is the final stage in the process. Remember to talk to your recruitment advisor and get some top interview tips to help you succeed.

At each stage of the recruitment journey, the team will provide you with constructive feedback to help you improve your application and interview techniques.

### What is the benefit for achieving a distinction in my apprenticeship?

Achieving your apprenticeship with a distinction is a great accomplishment and can then be used to excel your career once you have completed the apprenticeship. Additionally, achieving an apprenticeship with a distinction provides you with more UCAS points if you decide to pursue higher education at a university.

### What type of environment will I be working in?

Working in the Volkswagen Group network is a fun and rewarding place with many opportunities available for career growth. Volkswagen Group is leading the way with the release of new technologies and equipment, making this an exciting time to join and be a part of our future workforce.

### What happens if I have a learning difficulty and had extra support in school?

We have a welfare and support team in place for the apprenticeship programme, and we encourage all applicants to be open about their learning needs. We will have a discussion with you at the time of your application, so we can ensure that the correct support is in place for you to fully access the apprentice programme and successfully complete it.

### What if I don't hear from you?

We receive thousands of applications each year for the TPS Apprenticeship Programme. Unfortunately, we are unable to respond to each application individually, but we encourage you not to give up.

There may not currently be an apprenticeship available in your local area so you might want to consider approaching your local TPS Centre to ask about upcoming opportunities.

### What happens when I finish the programme?

At TPS, we invest in our people and we want you to build a career with us. Training doesn't stop when you complete your apprenticeship. You can continue to learn and become an expert in your field. You could also choose to develop your career further.

There are career maps and further job descriptions on our Parts Sales Executive documents which sit in the 'Types of Apprenticeships' section of our [website](#).

### Who can I contact for more information?

Our specialist recruitment team is here to help you. You can contact them at:

Phone: 0800 587 3051

Email: [info@tpsapprenticeships.co.uk](mailto:info@tpsapprenticeships.co.uk)

