

FAQ

Frequently Asked Questions

HRGO recruitment

earn&learn
Talent Programme

Eligibility Requirements

Our Earn & Learn Talent Programme is open to most individuals with the drive and hunger to launch their career into the recruitment industry.

1. Who does the apprenticeships apply for?

Our apprenticeships are open to most people across the UK including:

- School Leavers / Graduates (18+)
- Those looking for a change of career.
- Our internal staff looking to develop their skill set.
- External talent already in the recruitment industry looking for their next development opportunity.

2. Do the apprenticeship course providers have any eligibility requirements?

Yes. Each of the offered apprenticeships have entry requirements. You must hold English and Maths qualifications at grade C/4 or above in GCSE's or level 2 in functional skills.

You also must demonstrate that they are developing their skills for a minimum of 6 hours a week throughout this programme, this can be achieved by completing work set through the programme as well as ongoing development within your current role.

There is a requirement to be employed for 30 hours or more a week and be based in England.

3. I am a current HRGO Recruitment employee – can I still apply?

Yes, but your terms of employment and salary are subject to change.

4. Do you accept equivalent qualifications to GCSEs and A levels and qualifications attained outside the UK?

You will need to prove that your qualifications are the equivalent to GCSE and A level qualifications. There are a number of companies who will provide a letter of comparability e.g. NARIC. The NARIC website can be found at www.NARIC.org.uk Please note companies will make a charge for this service.

5. Can I apply if I only have a student visa or limited right to remain in the UK?

You must have legal right to work in the UK as our apprentice roles are not ones we can sponsor.

6. Are there any age restrictions?

Only that you need to be a minimum of 18 years+ when you start your apprenticeship.

Making an Application

1. Do you accept paper applications?

No, you'll need to apply online via our application link.

2. How many stages are there to the application process?

There is a total of 3 different stages which are:

- Shortlisting
- Assessment Centre & interview
- Final Interview.

3. What is the closing date for applications?

Closing date for 2024 applications is end of August. Following this we will be taking registers of interest for anyone who missed out on 2024's applications.

4. I have been invited to an assessment centre day but now can't attend what should I do?

Call the phone number or email the contact on your assessment day invite to let us know. If you are still interested we may be able to offer you on another day if possible. We can't, however, guarantee to offer you another place.

5. What is the dress code for the assessment centre?

The dress code is smart casual. We recommend trousers/skirt/shirt/blouse. Jeans, T-shirts and trainers are not acceptable.

6. I haven't had a confirmation email with details of my assessment centre, what do I do?

If you haven't received an email three days before the assessment day then send an email to the recruitment team at people@hrgo.co.uk who will investigate and send one to you. Check in your junk email box before just in case.

7. What happens to my application once I have completed it?

If you meet our minimum criteria on the application form, you'll receive an invite to attend one of our assessment centres based at one of our branch locations. While attending the assessment centre you'll also sit an interview with one of our branch managers and member of our People Team.

The final interview will take place virtually and will ask specific questions relating to your chosen apprenticeship scheme. We'll then review your interview and will let you know the outcome within a week.

Other Frequently Asked Questions

1. What will happen at the end of my apprenticeship?

At the end of your apprenticeship, you will graduate from your apprenticeship and where we can we will offer a full time position (where headcount allows).

2. Is there any support available to help with my application?

If you have any questions relating to your application, please contact the People Team who can support with any questions you may have: people@hrgo.co.uk. There is also support on the National Careers Service website to help with CV and application writing:

[Careers advice](#) | [National Careers Service](#).

3. I am no longer interested in the apprenticeship – how do I remove my application?

Send an email to the recruitment team at: people@hrgo.co.uk explaining why you are no longer interested, and your application will be closed.

4. How will I know if you have received my online application?

We'll send you an email within 72 hours to confirm we've received your application. Please ensure you check your junk mail for any missed emails.

5. How long does the apprenticeship last?

The length of the apprenticeships we offer will depend on the programme and level of qualification you are working towards. This can range from 12 months to just over 2 years.

6. Does HRGO Recruitment charge for their apprenticeship programme?

No. HRGO Recruitment covers the cost of your apprenticeship training in full.

7. What is the difference between the different levels of apprenticeship?

Intermediate – You'll work towards a Level 2 qualification through work-based learning whilst also achieving functional skills.

Advanced – You'll work towards a Level 3 NVQ through work-based learning, which is supported by a knowledge-based qualification such as a BTEC.

Higher – You'll work towards Level 4 through work-based learning which is consolidated by the achievement of a foundation degree.

8. Where can I find specifics around the programmes?

Programme specifics, including job descriptions can be found via the application. Each advert will usually tell you:

- About the role and programme
- Your employer
- what the working hours are and how much you get paid

9. Who is the course training provider?

The course training provider is Recruitment Juice, who specialise in Recruitment Apprenticeships.

10. What are the role commitments?

You'll need to commit to a full-time position, have right to work in the UK for the programme length and not be in any form of government funded education.

**For more information write to us at:
people@hrgo.co.uk**



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