



HYUNDAI ADVANCED APPRENTICESHIP PROGRAMME



[DEALER INFORMATION](#)



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INTRODUCTION

The Hyundai Advanced Apprenticeship Programme is designed to train and develop apprentices in a way that enables them to learn the core elements of their job role using advancing technology as well as fostering an exceptional level of customer service.

The comprehensive, 3 year programme provides our dealers with all the support they need to attract, select and develop the most capable apprentices for our network.

To assist the Hyundai Academy with the programme we have selected Emtec Colleges Limited, part of Nottingham College as our training partner to manage and deliver The Hyundai Advanced Apprenticeship Programme.

Apprenticeships help businesses grow their own talent.

- 96% of employers that take on an Apprentice report benefits to their business
- 72% of businesses report improved productivity as a result of employing an Apprentice

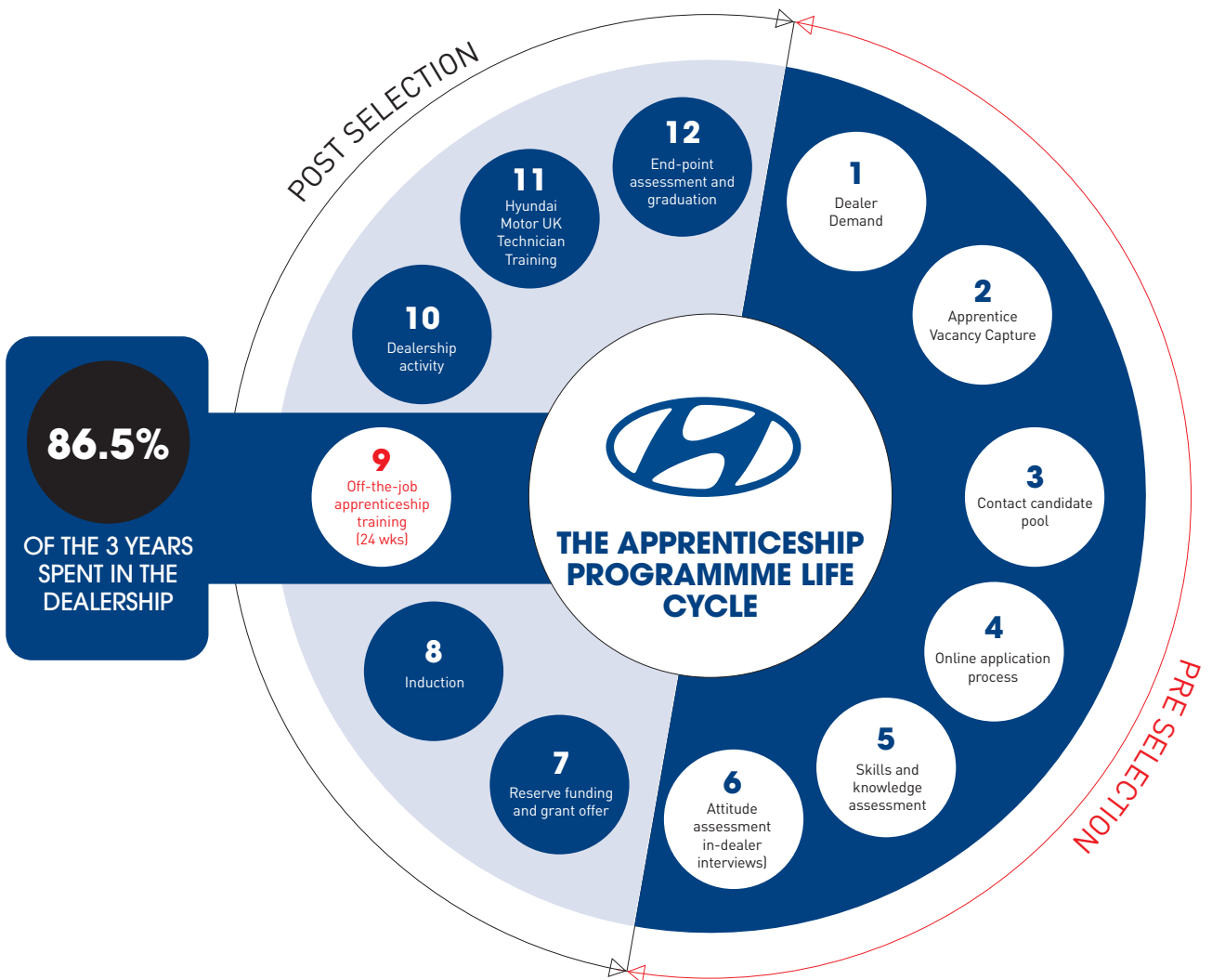
Information source - National Apprenticeship Service

OVERVIEW

The Hyundai Advanced Apprentice Programme is 3 years in duration for the technical programmes with the non-technical programmes being shorter in duration. In both the Technical and Non-technical Programmes the apprentices spend 86.5% of their time in their Hyundai dealership alongside a skilled technician/mentor.

The off the job elements of the programme are delivered at our regional Academy in Nottingham.

The Hyundai trainer will also carry out quarterly dealer visits to discuss the apprentices development with you.



THE PROGRAMME

APPRENTICE RECRUITMENT

Applications can be made to join the Hyundai Advanced Apprenticeship Programme via the Hyundai website at www.hyundaicareers.co.uk/students-apprentices.html

Each dealer vacancy is able to be viewed on the site allowing applicants to apply for a specific vacancy.

On applying for a particular vacancy all applicants will be asked to complete an online assessment and upload their CV. They will then receive a telephone call to discuss their application in more detail and if they are successful, they will be invited to a face to face interview with the dealer who will make their employment decision.

Alternatively if you have already selected your apprentice you can contact us on hyundai@nottinghamcollege.ac.uk

Stage 1	Dealer confirms Apprentice vacancy	
Stage 2	Dealer does not have applicant	Dealer has own applicant
Stage 3	Vacancy advertised by EMTEC on National Apprenticeship service website and relevant job boards	
Stage 4	Interested parties complete online application	Identified applicant completes online application
Stage 5	EMTEC conducts telephone interview and skills and knowledge assessment	EMTEC conducts telephone interview and skills and knowledge assessment
Stage 6	Dealer interviews shortlisted candidates	
Stage 7	Successful and unsuccessful applicants notified	
Stage 8	Start date agreed ————— Apprentice agreement signed by employer and training provider	

The Hyundai apprenticeship programme is a FREE recruitment service provided by Emtec colleges.

BENEFITS OF THE HYUNDAI PROGRAMME QUALIFICATIONS

Qualifications	Local college	Hyundai Programme
Motor Vehicle Technician Standard Level 3	✓	✓
FS Maths	✓	✓
FS English	✓	✓
F Gas	✓	✓
Electric Vehicle Level 3	-	✓
New to Hyundai	-	✓
Electrics 1	-	✓
Engine Systems	-	✓
Accredited Certified Technician	-	✓
Transmissions	-	✓

Remember the block training includes Hyundai training certification.

This translates into 16 direct training days - saving you £2000 in direct training costs each time you put an apprentice through the Hyundai Apprenticeship Programme, as well as 16 days of lost productivity and additional costs in accommodation and travel.

Additional benefits include recognition from Hyundai as soon as your apprentice is finished each subject module allowing them to perform warranty repairs. Your apprentices will be productive immediately upon completion of each course. The Hyundai Academy can also provide you with a Return on Investment report tailored to your business that will allow you to project accurate profitability.

BENEFITS

- Apprentices will be working on Hyundai cars with equipment provided by Hyundai
- Training at a state of the art training centre
- Apprentices taught by Qualified Master technicians and are also Hyundai certified technicians
- Visits in the dealerships are completed by trainers who have trained at the Hyundai Academy



PROGRAMME ADDED VALUE

Hyundai Education & Learning Platform (HELP)

- Learning platform to enable delivery of blended learning programme

On completion of the Technician Apprenticeship the following qualifications are achieved:

- IMI Light Vehicle Maintenance and Repair Apprenticeship Standard
- IMI Light Vehicle Service Maintenance Technician ATA
- IMI Level 3 Award Automotive Refrigerant Handling
- IMI Level 3 Electric Vehicle Hazard Management
- Hyundai Certified Technician Accreditation

Hyundai Technical Courses built into programme

- New to Hyundai
- Electrics 1
- Engine Systems
- Transmissions
- 4WD

All Graduating Apprentices will achieve Certified Technician status on completion.



SERVICE TECHNICIAN

3 YEARS

The programme is designed around the new Light Vehicle Service and Maintenance Technician (Level 3) Standard. Additionally the programme is enhanced by the inclusion of Hyundai Technical Training Courses to allow the apprentice to graduate with the skills and knowledge required in your dealership.

The achievement of Functional Skills relevant to the learners level in Maths and English will be completed as part of the Apprenticeship, and will be independently assessed by the IMI.

Service Technicians will also graduate with:

- Hyundai Certified Accreditation
- F-Gas Certification
- IMI Level 3 Electric Vehicle Qualification

The Assessment of all qualified learners to the ATA IMI standards is also included within the programme.



NEW FOR 2020/2021

AFTERSALES (PARTS ADVISOR & SERVICE ADVISOR)

Over a two year period they will gain a nationally recognised qualification Level 2 Customer Service Practitioner (ST0072/AP02) & Level 3 Customer Service Specialist (ST0071/AP01) and become accredited as a Parts Advisor or a Customer Service Advisor. A dedicated pathway containing specialist training for Parts Advisor or Service Advisor will run alongside the Standard to ensure they gain full knowledge of their specialist area at the appropriate level.

As a Service Advisor they will have direct contact with customers, initially booking them in for work to their vehicles and then informing them of any additional repairs required. Once completed they should be able to:

- Be the first and last point of contact with the service customers
- Take customer bookings and scheduling services and repairs
- Communicate the customers work and faults to the vehicle technicians
- Handle customer complaints
- Advice and guidance for vehicle care and warranty retention and warranty claims
- Sales/advice for accessories and modifications
- Collate information for CSI

As a Parts Advisor they are responsible for ordering, selling and managing stock control on vehicle parts. Once completed they should be able to:

- Take orders from customers both face to face and over the phone
- Maintain an ordered stock room and find parts from stock
- Raise invoices
- Liaise with other members of staff
- Customers may include members of the public, service departments of dealerships, and garages
- Advise on accessories and modifications
- Warranty claims and returns

NEW FOR 2020/2021

VEHICLE DAMAGE PAINT/PANEL TECHNICIAN (LEVEL 3 STANDARD) 36 MONTHS

Written by employers, the Vehicle Damage Paint/Panel Technician Level 3 Apprenticeship Standard is suitable for aspiring technicians looking to specialise in accident repair. Apprentices can gain expertise in the general principles of spray painting technology, paint composition, paint mixing and the various methods of paint spraying vehicles.

Designed with different learning styles in mind, IMI's solution ensures apprentices are fully engaged and prepared for their End-Point Assessment (EPA). This new standard is suited to those who would have typically undertaken the Level 3 Vehicle Body and Paint – Body Refinishing framework.

A Vehicle Damage Paint/Panel Technician works in the vehicle body repair sector of the motor industry. The role is to prepare, spray and finish vehicles that have been involved in collisions and other incidents in an efficient manner. The vehicles can include cars/light commercial vehicles. This includes ensuring correct colour match and final finish to the company and customers exacting standards. This is usually within a collision repair workshop or smart repair workshops/mobile repair micro business & working alongside another fully qualified Paint Technician.

English and maths at Level 2 (or equivalent) is required to be held by the learner prior to the EPA. IMI provides solutions to any apprentice that does not have a Level 2 (or equivalent) in maths or English at the outset.



BLENDING LEARNING

Our new model involves 2 days virtual technical theory delivered via Zoom and 2 days practical face to face technical delivery at EMTEC, Ruddington. This model includes remote self-study using the online Electude package for the apprentice.

Functional skills are tailored to individual learner needs using remote tuition via Zoom or Teams, with resources and learning aims on the college Moodle interact website. Face to face tuition is offered, if required, at EMTEC.

IN DEALER LEARNING AND SUPPORT

The Hyundai apprentice trainer will carry out quarterly dealer visits to discuss your apprentice's programme and to assist you in maximising the apprentices development in the dealership. The trainer will also work with the managers, supervisors and mentors to assist in providing the best possible environment in which to practice their skills and knowledge acquired during the off the training modules.





RESERVE FUNDING

Smaller employers who do not pay the apprenticeship levy can access the Apprenticeship Service and reserve funding for apprenticeship training to put them in greater control. It allows employers to choose the type of apprenticeships they want to start and the number of apprentices they want to take on.

By reserving funding in this way, the Government will transfer 95% of the cost of the apprenticeship to the chosen training provider and the employer will fund the remaining 5% as their contribution. Employers with fewer than 50 employees will not have to pay the 5% contribution if the apprentice is aged 16-18 years old.

Once an employer has reserved funding, they will be able to apply for the new government grant incentive, which is currently:

- £3,000 for each new apprentice recruited aged 16-18 (including the existing £1,000 payment the government already provides for 16-18 year old apprentices)
- £2,000 for 19-24 year olds
- £1,500 for individuals aged 25 and over
- This new grant incentive will be paid in two instalments to the employer and this incentive payment is running until April 2021.
- The 16-18 apprentice grant (£,1000) will still be available after March 2021 for employers recruiting apprentices.



APPRENTICESHIP LEVY FUNDING

All UK employers with an annual pay bill of over £3 million are now required to pay a levy of 0.5% that funds apprenticeships. Your pay bill is your total employee earning subject to Class 1 secondary National Insurance contributions. The levy will be deducted monthly in real time via your monthly PAYE, reflecting changes to your pay bill.

All employers will benefit from a 10% government 'top up' payment. The aim is that employers who commit to Apprenticeships will be able to get out more than they pay into the levy, using the top up payment. Employers who pay the Apprenticeship Levy and provide Apprenticeships will be able to access their levy contributions as electronic vouchers to pay for training their apprenticeships using the new Digital Apprenticeship Service (DAS).

Employers with an annual pay bill of less than £3 million do not pay the levy and will be able to receive government funding towards the costs of apprenticeship training and assessment through co-investment.

The Government will pay 95% of the price agreed with the training provider, up to the maximum allowed by the funding band for the relevant apprenticeship standard or framework.

Employers with fewer than 50 employees will not be required to pay a contribution to the cost of the apprenticeship where the apprentice is aged 16 to 18 inclusive. The Government will pay 100% of the training and assessment costs in these circumstances.

The aim of the levy is to increase the investment in training by UK employers through apprenticeships, making it a long term solution to support growth and commitment from our country's employers.

Dealers will be invoiced monthly for the co-investment costs by Nottingham College.



EMTEC

Part of Nottingham College



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