

# FINANCE APPRENTICESHIP SCHEME Q&A

## Application Process

### What is the timeline for this recruitment and why?

- 1) Please see the advert for the vacancy closing date (please be aware that we occasionally close vacancies early in the event that we receive a high volume of applications. Therefore, we recommend that you apply early).
- 2) Video call interviews (30 minutes) will take place in late March.
- 3) Assessment centre will be held on Tuesday 14th April 2026 in Bracknell.

The programme will start in September 2026 (exact timing to be confirmed), however an earlier start date may be discussed subject to requirements in the team and candidate availability.

### What is the selection process?

There are proposed to be 3 stages to the selection process:

**Stage 1** will include the completion of an online application form and upload of CV

**Stage 2** will involve a video call interview

**Stage 3** will be an assessment centre

### What will the assessment centre consist of?

The assessment centre will include a range of exercises to measure your skills and experience and you will be assessed against the Partnership Capability Framework. Full details will be provided to candidates who reach this stage of the process.

### I require a reasonable adjustment to complete the application process, what should I do?

Please answer 'Yes' to the question 'Do you require a reasonable adjustment at any stage in our process?' on the application form, and we will contact you to discuss further.

### I am an Internal At Risk Partner - if I apply what will the process be?

As an At Risk Partner you will be highlighted to us as part of the application process, and your status will be honoured through the selection process. As with all applications, you will need to demonstrate the essential qualifications and experience in order to progress.

### Will there be any reference checks if I am offered a place on the scheme?

Yes, this role is subject to the following pre-employment screening: 3 year reference check a basic DBS check and 5 year Credit Judgement & Litigation Check

## Details of the Role and Scheme

### Why is this a Partnership Level 8 role?

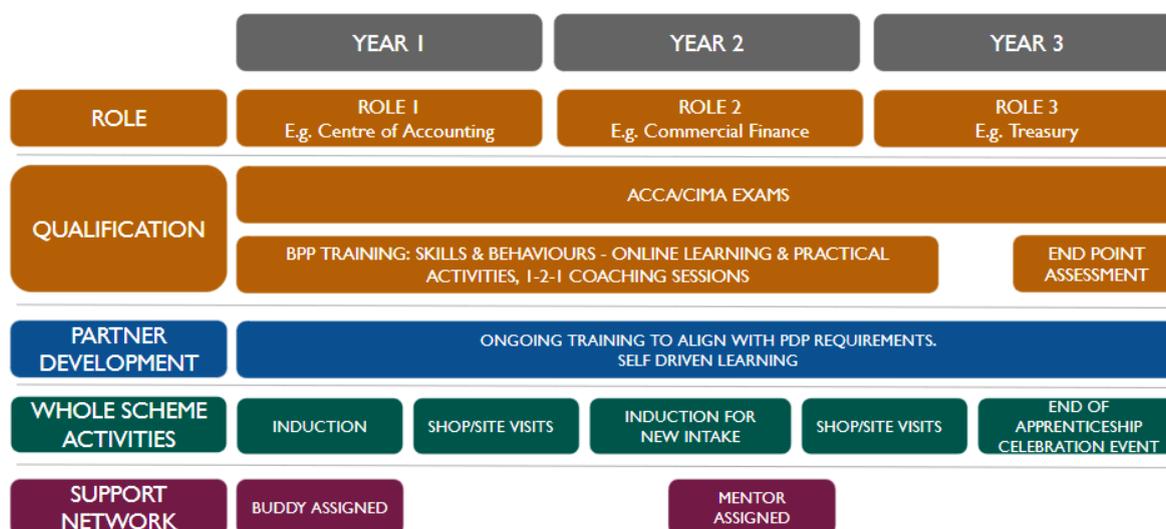
We are looking to support apprentices to achieve a CIMA or ACCA professional qualification in 3 years through this apprenticeship scheme. The financial skills and activities they need to demonstrate over those years, as part of these qualifications, correlate with Partnership level 8 roles within Finance. All roles in the Partnership have a level (between 1-10), which is how jobs are measured on their relative scale, impact and size.

### Where will this role be based?

Our Head Office locations are in London and Bracknell, and your location will be between these offices and working from home, as we have a blended working approach.

### What will my 3 years on the scheme look like?

You will have the opportunity to experience working across our brands in various Finance teams, and will rotate roles once a year during the 3 year scheme. The role choice will depend on business needs and your manager will take into consideration how you are progressing on the scheme and your Personal Development Plan (PDP) objectives.



Progress reviews will take place regularly with an external training provider and your line manager. At the end of the programme, you will be required to demonstrate that you meet the national standard through a process called 'End Point Assessment' (EPA). This consists of an exam and a professional discussion. You will need to pass the EPA to successfully complete the apprenticeship.

## What will be my support structure when I am on the scheme?

### Your Support Network

#### SCHEME MANAGER

Responsible for supporting the **personal development** of apprentices during the scheme by providing independent **coaching**, understanding apprentices **performance, strengths** and **aspirations** to help develop their full potential.

#### ROLE MANAGER

Responsible for **day to day management** of apprentices during the scheme, delegating and **assigning tasks and role responsibilities** and providing coaching to deliver these; working closely with the scheme manager to manage performance

#### JLP BUDDY

Supporting apprentices during their 1st year in the Partnership and studies, providing informal **coaching and guidance**

#### MENTOR

Each apprentice is given a Finance Lead mentor during their 2nd year to **support and advise** them, in order to further aid their **personal development**

#### JLP COHORT MANAGER

Link between JLP and training provider, ensuring a high standard of learning experience. Will act as a point of escalation where required. Can coach & mentor learners to get the most out of their schemes.

#### BPP - TRAINING PROVIDER



## Do I get Study leave for my exams?

Yes - Time off for study and examinations will vary according to the exams stage and qualification you are studying.

## Who is the training provider?

The training provider is [BPP](#).

## Will I get to choose the qualification e.g. CIMA or ACCA?

Yes, apprentices will be able to choose whether they wish to pursue a CIMA qualification or an ACCA qualification.

## How long will it take to complete the qualification?

You will complete your qualification within the 3 years you are on the Apprenticeship scheme. Speed of completion will depend on your experience, learner journey and personal commitments.

## What is 20% off the job learning?

20% off the job learning is a key part of the apprenticeship scheme. "Off the job" is a slightly misleading name as a lot of the work you do in your role (especially at the beginning of a new role) does count towards your Off the Job learning requirement.

20% off the job learning is any time you are learning new knowledge, skills or behaviours. This can be either formal or informal learning, some examples are:

- Reading a textbook
- Attending bootcamp/tuition sessions
- Learning a new skill in your role
- Coaching sessions
- Shadow colleagues at work
- Industry visits

Your off the job learning is measured over the life of your apprenticeship so there will be some weeks you record more than others eg. if you change to a new role you are likely to be recording more at the start than when you are more embedded. BPP and the Partnership will support you on this to ensure that you achieve the requirements.

### **What happens if I fail an exam?**

In the event of an exam resit, no additional study leave will be provided. The exam cost of 2 resits per CIMA / ACCA level (e.g. CIMA Operational or ACCA Applied Knowledge, not for each exam within that level) will be Partnership funded, conditional upon meeting BPP Pass Assurance requirements. After the 2 exam resits in any given level, further resits will need to be agreed with your scheme manager and will be self-funded.

## **Pay and Benefits**

### **What are the pay arrangements for this position?**

The apprentices on the scheme will be performing Level 8 Finance roles - their pay will therefore be within the Level 8 pay range. Annual performance and pay reviews will be in September (not April), reflecting the anniversary of start dates and when apprentices will rotate roles. Starting pay will be at the lower end of the range. However, subject to performance, apprentices would be expected to progress rapidly through the pay range.

### **I am an internal Partner and currently earn a shift allowance / premium within my role, will this remain if I am successful?**

No.

### **What are the benefits for this position?**

All benefits applicable to a Partnership level 8 position will apply to this position (<https://www.jlpjobs.com/about/benefits/>)