

Why should I apply for this Apprenticeship?

It's an attractive alternative to a standard university application; gaining a degree while learning about business within the media. The Scheme will pay for your training, all course fees and give you an Apprentice's salary, and after two years you'll have completed your higher apprenticeship, gain your honours degree, CMI qualification plus a CV full of work experience with the BBC. This will put you in a great position to apply for jobs in the BBC at the end of scheme.

Why is this Apprenticeship launching now?

We are keen to attract the brightest from the broadest range of backgrounds, and higher Apprenticeships which incorporate a degree are a new way to do this. The BBC is a fantastic place to work, is highly committed to finding new talent and this scheme allows us to open up all careers available within the BBC through a formal scheme.

What are we looking for?

You don't need to have work experience but we are looking for people who can show the ability to work on their own initiative, have excellent written and verbal communication skills and the ability to work co-operatively as part of a team. Also essential are effective organisation and administrative skills and a keen eye for detail. You'll have excellent numeracy skills, and an ability to work with spreadsheets and databases.

You'll have a genuine interest and a passion to develop a career in business within the creative industry as well as a passion and enthusiasm for working at the BBC.

You will be highly motivated, innovative and self-driven with an ambition to succeed in these complex and specialist areas. We aim to develop you towards being business managers and leaders of the future.

Is this a job at the BBC?

It's a fixed term contract, so you'll be employed by the BBC for two years. At the end of the scheme you will be free to apply for a job at the BBC. You'll get paid £17,015 for the first year and this will increase to £18,515 in the second year and be paid monthly into your bank account.

How much annual leave will I get?

As a BBC employee you will get five weeks paid leave. There will be some restrictions when you can take this however, as we can't run degree courses when some apprentices are away.

What will I learn?

We are working with Pearson College London to deliver the course. You will study for a BA Business Management degree over the two years. On successful completion of the degree you will be awarded a BA Honours degree in Business Management validated by University of Kent. You will learn about key aspects of business including management and leadership, finance, marketing, people, business law, operations and project management, innovation, and much more. Assessment will be via a combination of continual assessment, assignments, presentations and exams. Because of the nature of the course some of the units may be delivered remotely and you should expect the Virtual Learning Environment to become very important to you - for example tutorials might be online via the Pearson College London online learning environment.

How long will it take me to achieve the degree?

The Higher Apprenticeship scheme is for two years. The BBC will also provide you with an Industry Sponsor should your research project be related to the BBC and its business.

Can I apply for a Student Loan?

No. As this programme is funded by Skills Funding Agency, students cannot draw further funding from the Student Loans Company. A salary of £17,015 is paid to the student by the BBC.

Where will I be based?

You will be based in one of our London offices in W1 (Oxford Circus) or W12 (White City). The BBC is not responsible for the accommodation of any of its employees and so it will be your responsibility to find and pay for suitable accommodation. We may send you to some of our Nations & Regions offices for short visits during the scheme, but would be paid for by the BBC. Your study will take place at Pearson College London which is based at 190 High Holborn.

What will I be doing during the work placements?

Almost anything that is involved in the business side of BBC Content, radio and online – this might include contracting, audience research, marketing, data management & analysis, strategy, project management, change management etc. Successful candidates will have the opportunity to undertake placements within three areas of the BBC (BBC Content, Marketing & Audiences, Design & Engineering, Policy & Strategy, Radio, News or Worldwide). We will of course discuss your preferences but we will make sure each placement will give you appropriate stretch and challenge. You will have a placement manager who will be responsible for your learning objectives and you will be assessed on each placement.

What happens if I choose to leave half way through the course?

We really don't want that to happen so you need to be as certain as possible that you're committed to the two year Higher Apprenticeship. But if you do leave, depending on the circumstances, we may ask you, or your new employer to pay back the course fees we have paid for you to date.

I've already got a degree - can I apply?

No. This Apprenticeship is for those who have not yet undertaken degree level education. If you started a course and dropped out you may apply – but we'd need to hear a good reason why!

I don't have a degree; I've been working since I left with A-levels - can I apply?

This Apprenticeship is aimed at school-leavers however mature candidates without a degree are welcome to apply.

What academic qualifications are you looking for?

You'll need very good spoken and written English, and you're likely to have five GCSEs Grade A* - C and studied A Levels or a vocational qualification such as a BTEC. Don't worry if you don't have these, we are looking for people who can show potential and demonstrate a passion for business and not necessarily people with academic qualifications. So don't talk yourself out of this great opportunity.

I need a work permit – can I apply?

No, you must already have the right to work in the UK. You must have resided within the EU for the past three years.

When can I apply?

The application process opens on the 24th October 2016 and will close at midnight on the 15th January 2017.

What happens after I apply?

When we receive your application, we will decide who most closely matches the requirements of the apprenticeship. If you've been successful at this first stage, you'll hear by the end of February 2017.

You will be invited to an assessment day March 2017. You will need to make sure you can attend on the dates we provide.

At the assessment day you will be asked to take part in some challenging tasks to help us work out who most closely matches the requirements of the apprenticeship.

Tasks will include:

- An interview
- A verbal, numerical, and abstract reasoning test
- A written test on a business topic
- A group observational test

We'll let you know if you're successful by the end of April 2017.

The successful apprentices will begin starting with a two week induction programme on the 11th September 2017.

Good luck!