



## HM Treasury, Policy Apprentice Recruitment Frequently Asked Questions

### Before you apply

#### **Who can answer my question about something not covered in the FAQs?**

Email us at [hmtapprentice@jga-group.com](mailto:hmtapprentice@jga-group.com).

#### **I don't have a degree. Can I apply?**

Yes, we welcome your application. You'll be supported to develop the skills and experience necessary for your role as an HMT policy apprentice. You just need to meet the eligibility requirements for our policy apprenticeship.

#### **I'm currently doing an apprenticeship. Can I apply?**

Yes, so long as it is not a Level 4 Policy Officer Apprenticeship and you have completed your current apprenticeship before this apprenticeship starts.

#### **I have a university degree. Can I apply?**

Yes, so long as it is not in policy and/or politics and you meet our eligibility requirements. For example, if you have an undergraduate degree in business administration, you can apply.

For those who have a mixed degree, if 50% or more of your degree is policy and/or politics, you will not be eligible to apply.

If you are a graduate and interested in working in policy, please consider HM Treasury's [Graduate Development Programme](#).

#### **I'm not a civil servant – can I apply?**

Yes, so long as you meet the eligibility requirements.

#### **I'm a civil servant – can I apply?**

Yes, so long as you meet the eligibility requirements.

#### **I expect to receive my A-Level results in August 2022. Can I still apply?**

Yes. We will ask you to confirm your results and provide certificates when results are released.

#### **If I am an EU citizen or the family member of an EU citizen, can I still work for the Civil Service now that the UK has left the EU?**

EU and EEA citizens and their family members are still able to work for the Civil Service provided that they have the right to work in the UK and were eligible for the EU Settlement Scheme in January 2021. If you have indefinite leave to remain or another type of visa, but would have been eligible for the EU Settlement Scheme, you are able to work for the Civil Service.



**If I need a visa, can I still apply?**

No. HM Treasury is not able to sponsor Tier 2 visas and unfortunately due to the nature and requirements of the policy apprentice role we are also unable to accept those with a Tier 4 (Student) visa due to the restrictions that would be placed on your employment.

[Application process](#)

**How will the recruitment process operate in light of Covid-19?**

We'll be running an entirely virtual recruitment process for our policy apprentices. There will be no need to travel to undertake assessments. You'll be able to complete all stages of the recruitment process from the comfort of your laptop.

**How long will the application and recruitment process take?**

Please read our section about the application process and timeline in [our candidate pack](#). If you have any queries regarding the application process, please email [hmtapprentice@jga-group.com](mailto:hmtapprentice@jga-group.com).

**When can I expect to find out if I have been successful?**

You should find out in July 2022.

**How many people do you expect to recruit?**

We are expecting to recruit about 10 policy apprentices to start in October 2022. We're planning for 5 to be based in Darlington and 5 in London (subject to role availability).

**If I'm successful, can I defer starting in October 2022?**

If you already know you aren't available for work in October 2022, it's best to wait until next year to apply. Only in exceptional personal circumstances such as illness or bereavement would we consider deferrals. If you think you may need to defer, you will be able to request this following your offer of a place on our policy apprenticeship and this will be considered on a case by case basis.

**I have a disability. Will this be taken into account during the recruitment process?**

Yes. In your application form, you will have the opportunity to mention any disabilities you have and any adjustments you require. HM Treasury will take this into account and make whatever adjustments we can during the recruitment process.

**I have done an online verbal reasoning test for another campaign. Can I use the score for this?**

No. When you complete an online verbal reasoning test the overall outcome depends on how your performance compares against everyone taking the same test. Therefore your scores cannot be transferred as this score will be compared to a different group.

## Work

### **How many hours will I work?**

Our working week is 42 hours where 1 hour a day is for your lunch break. You'll spend 80% of your time working in your policy team and 20% of your time for your apprenticeship. Typically, this is one day a week for your studies, but you will also be learning lots on the job.

### **How much will I get paid?**

If London based, you'll receive £24,300 per year. Once you have successfully completed the apprenticeship, your pay will increase to £26,750 per year.

If Darlington based, you'll receive £21,550 per year. Once you have successfully completed the apprenticeship, your pay will be increased to £24,000 per year.

### **Where will I be based?**

Candidates can choose to work in Darlington or London. The job will be either based in London (1 Horse Guards Road, SW1A 2HQ) or Darlington (Bishopsgate House, DL1 5QE until the office in central Darlington is established in 2022).

At Treasury, we work in a hybrid working pattern where our people split their time working in the office and working from home. Further information about these working arrangements will be discussed between you and your manager before you start with us.

### **Can I choose what policy team I work in?**

If you're successful, you will be allocated to one of our HM Treasury policy teams. We will consider the strengths you have demonstrated throughout the recruitment process and your preferences when people are allocated to roles.

### **How does the security vetting process work?**

All staff need security clearance to be able to work in HM Treasury and job offers are conditional on this. We ask questions in your application form to assess whether you are likely to be eligible for security clearance. This is based on information about your nationality and where you have been living during the last five years.

If you are successful and accept a job offer, you will be asked to complete an online form so that the full security clearance process can be carried out. You'll receive more information about the process at this point.