

## Assessment centres

### What is an assessment centre?

When applying to large apprenticeship programmes you may be invited to an assessment centre or assessment day.

Each assessment centre will differ between companies, and the structure and content of the day will vary. Below we have provided an overview of potential structure (not all elements will be present in any one assessment centre).

**Meet and greet** – Companies will have hiring managers, recruiters and possibly existing apprentices on hand for your entrance. This is a nice introduction and show of support for the apprenticeship programme from the staff you will be assessed by throughout the day.

**Introduction to the programme** – The apprenticeship or programme manager will cover the finer details of what will be involved through the apprenticeship and previous success case studies (there is rarely an opportunity for questions to be asked at this point so make notes for later in the day).

**Group exercise** – Again, these will vary greatly in content and structure but the main aim is to determine your communication, interpersonal and team working skills. Do not try to jump in to a bossy team leader role but equally do not sit back in a passive non supportive role.

**Testing** – If you haven't already covered this in the recruitment process, companies may include the testing within the assessment centre. Please review our guide for different types of testing.

**Q&A session** – Generally led by the current apprenticeship or graduate cohort. This is your chance to ask those questions you would never find an answer to on the website or job description. Have a few questions planned in case another attendee gets in their first with a similar question.

**Networking** – Usually disguised as a break or lunch. Staff and current apprentices will move around and speak with you to answer questions you may have but also to ask you questions they may have.

It is best to presume from the moment you enter the building to the moment you leave you are being assessed. Remember to stay calm throughout the day, be polite and be yourself.