Smart Futures – Frequently asked questions

Application Form

1. Where can I apply and find out more information about the Smart Futures programme?
   You can apply and find out more about the Smart Futures programme online on the EY Foundation site (www.eyfoundation.co.uk/smartfutures).

2. How do I fill in the education section of the application form?
   The education section of the application form is where we would like you to input the name of your school/college and qualifications you have achieved and/or are studying towards. E.g. GCSEs, A–Levels, BTECs, Standard, Nationals, Highers.

   Not all schools or qualifications are available in the drop down lists, if this is the case with you, then please type your school / qualification directly into the appropriate field.

   For Education Level (Achieved), please select the following: High School Diploma / Secondary School

   It is not necessary to add all subjects to this section, as you will be asked to give full details in a later question.

3. The subjects I am currently studying are not business related, should I still apply?
   Yes! As long as you meet our eligibility requirements, the Smart Futures programme is open to all Year 12/Fifth Year students regardless of which subjects you are studying.

4. I am still in school during week 1 & 2 of the programme, can I still apply?
   Yes, if you are successful in securing a place, we will contact your school to allow you to take part in the programme. As long as you have finished your exams most schools will allow you to participate.

5. What happens once I have submitted my application?
   Once you have submitted your application form your application will be reviewed. If you meet our requirements you will be asked to complete a series of online strengths based tests. If once complete you have met the programmes requirements, your application will be placed on hold. Once we have reviewed all applications, successful candidates will be invited to attend a telephone interview. Candidates successful at interview will be offered a place on the programme.

6. What are the strengths based tests?
   The strength assessment test show how you would respond to a number of different situations. You will be asked to read a series of scenarios and then choose how you would respond to each.

7. Where can I find the online assessment practice tests?
   Once you have completed your online application form you will be invited to undertake our four online assessments; The EY Situational Strengths Test, The EY Business Behaviours Test, a Numerical Reasoning Test and a What’s your mind-set assessment. These assessments are designed to help us find out more about your strengths and whether they are the right match for EY.

   **Situational Strengths Test** assesses eight strengths and takes you through a series of scenarios, asking you to choose how you would respond in each scenario.

   **Business Behaviours Test** assesses four business behaviours through 'a day in the life' scenario and asks you to rank your responses from how you are most likely to react to how you are least likely to react.
Numerical Reasoning Test is made up of twelve questions and is time recorded. This means that you can take as much time as you need to complete the test however scores are calculated on the basis of accuracy and the time taken to arrive at your response. You can take a practice version of the Numerical Reasoning Test here [www.demo.cappassessments.com](http://www.demo.cappassessments.com/)

What’s your mind-set assessment measures five dimensions including problem solving, detail focus, learning languages, technology affinity and concentration.

8. How will I know if I passed the online assessment tests?
   We will contact you within 1-3 working days and let you know if you have been successful at testing stage.

9. What’s the pass rate of the online assessment test?
   We do not give this information out to candidates.

Telephone Interview

10. What interview questions might I be asked?
    All interviews are conducted via telephone interview and should last around 20-25 minutes. The interview is designed to help us get to know your individual strengths and motivations for joining Smart Futures, your chosen programme and location. We want to get to know you, so relax and be yourself.

    There will be approximately 8 questions asked and you will be expected to provide full and detailed answers to each. You can use examples from all areas of life (academic, work, extra-curricular, personal etc.) but try not to use the same example more than once where possible. Ahead of the interview you may wish to consider the following:

    - Why have you applied to the EY Foundation Smart Futures programme?
    - What do you know about the programme and the EY Foundation?
    - Why does this programme appeal to you?
    - What benefits do you think it will have and what can you bring to the programme?
    - What do you know about EY?

    Also, in advance of any interview scheduled, a coordinator will be in contact to discuss the format and content of the interview with you in more depth.

11. How long is the interview?
    The interview is usually 20 to 25 minutes.

12. What happens after I have had my telephone interview?
    Your application will be placed on hold, we will be in contact to advise if you have been successful once all the interviews have taken place for your location.

Travel

13. I want to apply but live quite far from my chosen office, do you provide accommodation?
    Unfortunately due to participant's age, we are not able to provide accommodation for students.

14. Will my travel costs for the work experience be refunded?
    As Smart Futures is a paid work experience you will be expected to cover the cost of your travel for the duration of the work experience. If the cost of travelling to the programme will cause you financial difficulty, please let us know as soon as possible by emailing smartfutures@eyfoundation.ey.com
Pre-programme

15. What should I wear to work?
   The dress code is “Business Casual”, it is a relaxation of a formal dress code but it does not equate to dressing ‘casually’.

   **Everyone:**
   Clean, pressed clothes in good condition.

   **Men:**
   Jacket or blazer, open necked shirt with collar, twill, chinos, woollen, linen or cotton trousers, belt

   **Women:**
   Shirt, blouse, top with formal short and long sleeves (e.g., cap sleeves), knee length dress, twill, chinos, woollen, linen or cotton trousers or knee length skirt, covered back, midriff and cleavage.

16. What are my normal working hours?
   Your working hours are between 09:30 – 16:30, with one hour for lunch. However, when you are working in the office, you may be asked to work longer.

17. What are the programme dates?
   Below are the programme dates for each location:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Start date</th>
<th>End date</th>
</tr>
</thead>
<tbody>
<tr>
<td>London Easter</td>
<td>29.03.16</td>
<td>08.04.16</td>
</tr>
<tr>
<td>Edinburgh</td>
<td>16.06.16</td>
<td>06.07.16</td>
</tr>
<tr>
<td>Glasgow</td>
<td>16.06.16</td>
<td>06.07.16</td>
</tr>
<tr>
<td>London summer</td>
<td>11.07.16</td>
<td>29.07.16</td>
</tr>
<tr>
<td>Newcastle</td>
<td>11.07.16</td>
<td>29.07.16</td>
</tr>
<tr>
<td>Bristol</td>
<td>18.07.16</td>
<td>05.08.16</td>
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<tr>
<td>Reading</td>
<td>18.07.16</td>
<td>05.08.16</td>
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<tr>
<td>Luton</td>
<td>25.07.16</td>
<td>12.08.16</td>
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<tr>
<td>Yorkshire (Hull &amp; Leeds)</td>
<td>25.07.16</td>
<td>12.08.16</td>
</tr>
<tr>
<td>North West (Liverpool &amp; Manchester)</td>
<td>01.08.16</td>
<td>19.08.16</td>
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<tr>
<td>Birmingham</td>
<td>15.08.16</td>
<td>02.09.16</td>
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<tr>
<td>Southampton</td>
<td>15.08.16</td>
<td>02.09.16</td>
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18. Do I need to complete the parental consent form?
   If you are successful in securing a place, all students participating on the Smart Futures programme must complete the parental consent. If you have not already returned it, we ask that you complete this and email it across in advance of starting. Failure to bring this will mean that you will not be able to participate on the programme.

19. How do I get to my office?
   Depending on where you are based, please refer to the relevant map below.
London Programme Easter and summer
The EY London office address is 1 More London Place, London SE1 2AF

Glasgow Programme
The EY Glasgow office address is G1 Building, 5 George Square, Glasgow G2 1DY
**Edinburgh Programme**
The EY Edinburgh office address is Ten George Street, Edinburgh EH2 2DZ

**Newcastle Programme**
The EY Newcastle office address is City Gate, St James' Boulevard, Newcastle-Upon-Tyne, NE1 4JD
Bristol Programme
The EY Bristol office address is The Paragon, Counterslip, Bristol BS1 6BX

Reading Programme
The EY Reading office address is Apex Plaza, Forbury Road, Reading, RG1 1YE
Luton Programme
The EY Luton office address is 400 Capability Green, Luton LU1 3LU

Yorkshire Programme – you will spend time in both the Leeds and Hull offices
The EY Leeds office address is 1 Bridgewater Place, Water Lane, Leeds LS11 5QR
The EY Hull office address is 24 Marina Court, Castle Street, Hull HU1 1TJ

North West Programme – you will spend time in both the Manchester and Liverpool offices
The EY Manchester office address is 100 Barbirolli Square, Manchester M2 3EY
The EY Liverpool office address is 20 Chapel Street, Liverpool L3 9AG

Birmingham programme
The EY Birmingham office address is One Colmore Square, Birmingham, B4 6HQ
Southampton Programme

The EY Southampton office address is Wessex House, 19 Threefield Lane, Southampton SO14 3QB

Pay

20. How and when do I get paid?
All money is paid directly into your bank account. Cheques are issued to students who do not yet have a UK bank account.

Please see below for full details on when you will be paid, depending on the location of the programme you will participate in. The amount will be the equivalent of the work experience weeks working for us.

London Easter – 8 April 2016
Luton - 12 August 2016
North West – 19 August 2016
Reading – 26 August 2016 & 28 September 2016
Southampton – 26 August & 28 September 2016
Yorkshire - 12 August 2016

21. When will I receive my payslip?
Payslips will be issued to you via post. They should arrive on or shortly after payday.
22. I do not have a National Insurance number: how do I apply for one?
   You should have been advised to apply for a NI number prior to the programme and will be in the
   process of receiving a number. It does not matter if you do not have the number by your first day. As
   soon as you receive the number, you must send evidence of this to the
   smartfutures@eyfoundation.ey.com

23. Can I get a refund on my National Insurance?
   No. All employees are required to pay National Insurance. Further information can be found at
   www.hmrc.gov.uk

24. Why have I been taxed?
   There have been recent changes to the tax process concerning student employees. Please be
   aware that the P38(s) procedure and form has now been withdrawn. This means that all student
   employees are subject to tax and NI deductions via PAYE, regardless of whether you work solely
   during the holidays. You are asked to return either a P45 or Starter Checklist to the
   smartfutures@eyfoundation.ey.com prior to your start date. If you believe you are due a tax refund,
   once the programme ends you must contact HM Revenue and Customs regarding this. When
   contacting the HMRC, EY’s UK PAYE reference number is 951 E731.

25. Who do I inform if I have changed address?
   You should inform smartfutures@eyfoundation.ey.com programme. If you change your
   address/email or mobile number prior to your programme.

26. Do I get a P45 when I leave?
   If you submitted a P45 or Starter Checklist then you will be issued a P45 after completing the
   programme.

Holiday

27. How much holiday allowance do I have and when can I take it?
   London Easter programme – you are entitled to 5 hours paid holiday.
   All other programmes – you are entitled to 1.5 days paid holiday.

   You are strongly encouraged to attend the full work experience period in summer or Easter to enable
   you to participate in all activities and benefit from all opportunities available to you. Holiday is
   approved by your Smart Futures manager. You need to seek approval in advance of starting the
   programme by emailing smartfutures@eyfoundation.ey.com to take holiday.

28. What happens if I do not take my holiday?
   You will be paid for any holiday not used. Any accrued holiday money will be paid directly into your
   bank account in the month after leaving the programme.

29. I am on holiday during week one of the Smart Futures programme, can I still apply?
   Yes, but you can only take up to 5 hours for the London Easter programme (which is less than one
day) or 1.5 days for all other programmes. If you are successful in securing a place, then prior to
joining you must seek approval for holiday by emailing smartfutures@eyfoundation.ey.com

Work experience

30. Where should I go on my first day?
   You will be sent full joining instructions prior to starting the programme.

31. Do I receive a laptop?
   You will receive a laptop during your IT training which will take place during your first week. You will
need to return your laptop on your final day of the programme.
32. Will I be reimbursed for meals?
   All lunches will be provided during the classroom based week/s of the programme. Any food
   purchased outside of these times will be at your own expense.

33. Will I be provided a mentor or buddy during the programme?
   Yes. You will have an EY Foundation mentor during the work experience and for 10 months
   following the programme.

Contact

34. How do I contact Human Resources (HR)
   The team is based in Birmingham and deal with all your documentation for the programme.

   The team can be contacted at the following address:
   Recruitment Services (Student Hire)
   HRSSC
   Ernst & Young LLP
   No.1 Colmore Square
   Birmingham
   B4 6HQ

   If you would like to speak to a member of the team, please contact them on either:
   Freephone: 0800 289 208 or;
   Email: smartfutures@eyfoundation.ey.com