

DRIVE
MY CAREER



Early Careers Pack



Welcome

to your early careers pack.

This pack will provide you with industry knowledge, career routes and how to find a new job!

Contents

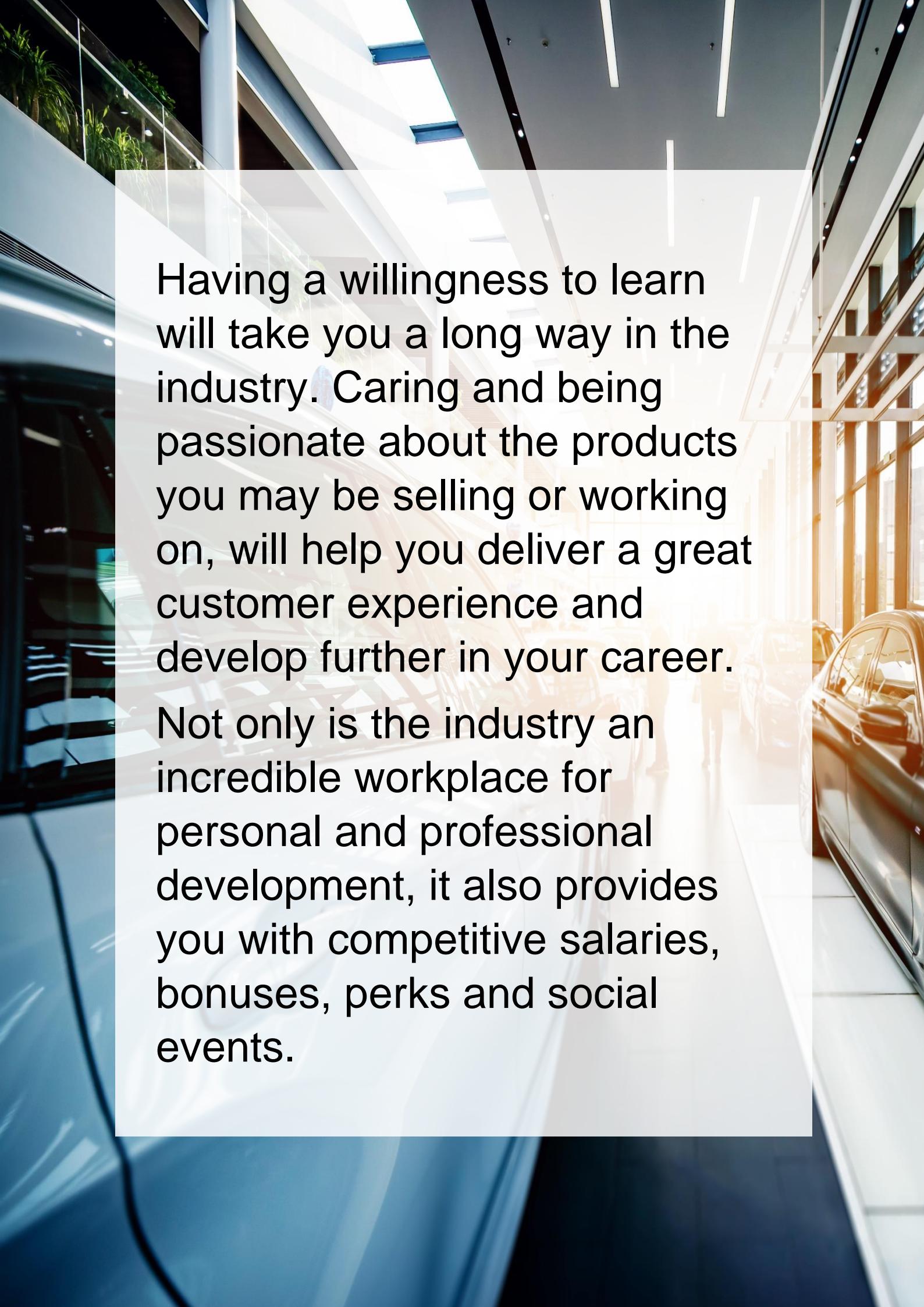
- How to get into the industry
- Different sectors in the industry
- Qualifications needed and gained from an apprenticeship
- Apprenticeship route
- Training
- Career progression
- Salary in automotive
- How to find a career/apply for a career



Starting your career in automotive

The automotive industry offers many different job roles in a variety of sectors. The industry is always looking for new people to join. Whether you are starting your first job or wanting a career change, with the wide range of opportunities available, you're sure to find something suitable for you.





Having a willingness to learn will take you a long way in the industry. Caring and being passionate about the products you may be selling or working on, will help you deliver a great customer experience and develop further in your career.

Not only is the industry an incredible workplace for personal and professional development, it also provides you with competitive salaries, bonuses, perks and social events.



The automotive industry doesn't just offer technician and sales roles. If you are interested in starting a career in admin or customer service, these opportunities are available!

The sectors in automotive include:

- Marketing
- Admin
- Finance and Accounting
- Logistics and Parts Distribution
- Customer Service
- IT and Web Development
- HR
- Sales
- Technician

Sectors in automotive

Brief description of job roles

Technician: As a technician, you will be trained to work on vehicles to carry out repairs, servicing and diagnosing how to resolve and correct faults.



Sales: Working in sales means following the sales process to help the customer find the right car and the best way to pay for it.

Logistics and Parts: In parts, you will organise and implement complex operations ensuring stocks of vehicle replacement parts and accessories are available.



Marketing: As a marketer, you will plan and implement all online and offline marketing activity, raising awareness of the company and improving sales.



HR: In human resources, you will be responsible for recruiting, screening, interviewing and placing candidates.



Admin: As an administrator, you will learn how to process customer files and invoices, you will keep stock information up to date as well as maintain records and an accurate filing system.



Customer Service: In customer service, you will advise, guide and assist people, ensuring their vehicle gets the care and service it needs to be safe and reliable.



IT: In IT, you could build systems, web-based internet and external applications, as well as solving technical problems.



“

An apprenticeship was
the best route for me.
I loved every part of it!

”

Before your apprenticeship

The automotive industry requires you to have 5 GCSEs at grades 9 to 4 (A* to C), including English and Maths.

Some companies may require a specific GCSE qualification in the business sector you are applying for. For example, a Science qualification for a technician role.

Qualifications

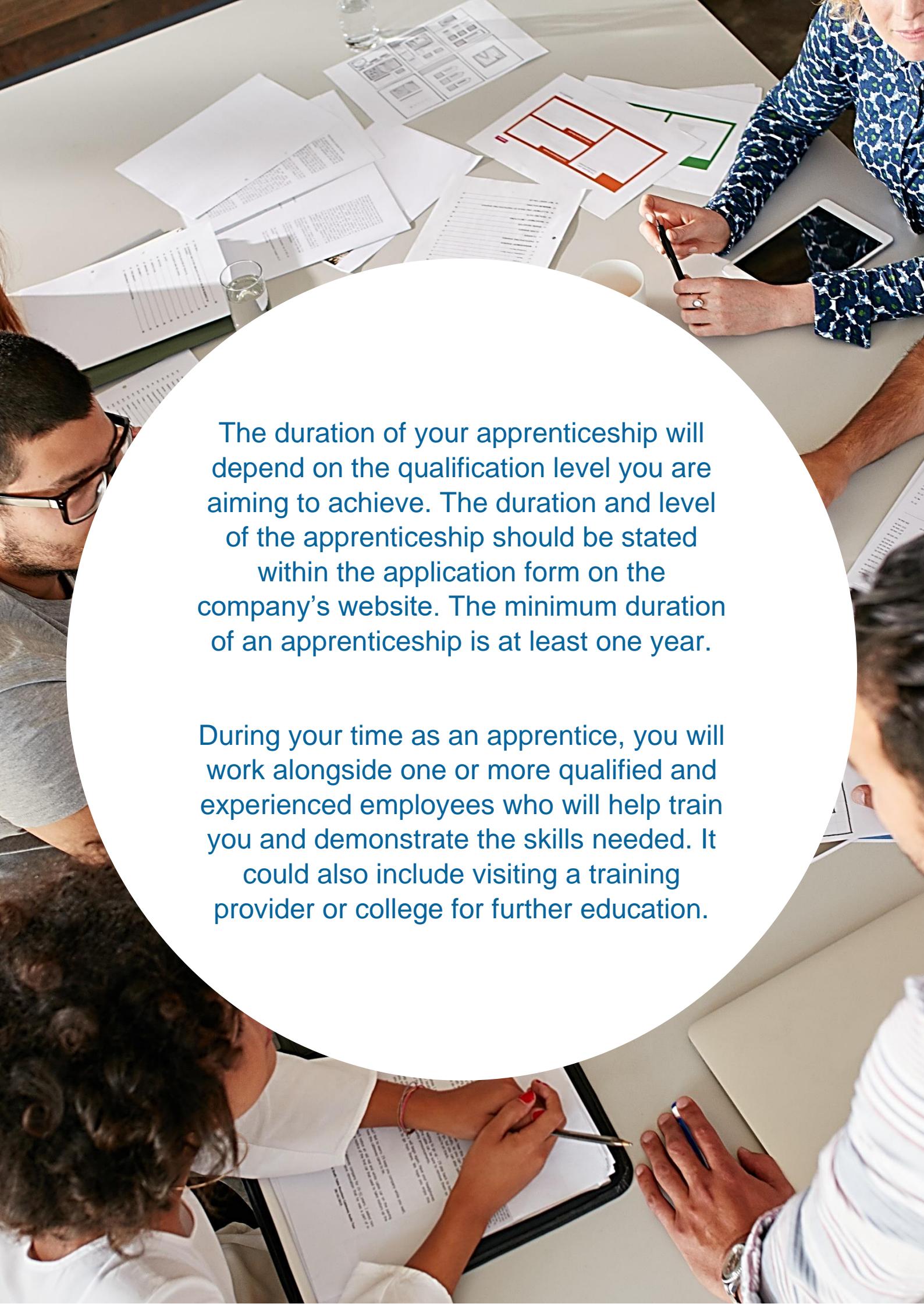
After your apprenticeship

Once you finish your apprenticeship, you will gain a nationally recognised qualification in your specific sector.

The Apprenticeship Route



Becoming an apprentice is a fantastic route to take which gives you a head start into your chosen working environment. An apprenticeship allows you to continue to learn and gain a further understanding of a career sector, while earning your own money. Apprenticeships provide you with the experience of working in a workplace such as an office, dealership or workshop, along with expanding your independence, organizational, time management and teamwork skills.



The duration of your apprenticeship will depend on the qualification level you are aiming to achieve. The duration and level of the apprenticeship should be stated within the application form on the company's website. The minimum duration of an apprenticeship is at least one year.

During your time as an apprentice, you will work alongside one or more qualified and experienced employees who will help train you and demonstrate the skills needed. It could also include visiting a training provider or college for further education.

Training



Automotive apprenticeships train you to develop the skills you need. You will be trained by experienced employees, being hands on and attending college.

The training will vary depending on your job role. This usually includes, understanding the workings of a car, how to secure a sale or handling data on a computer software.

Once you have finished your apprenticeship, you will have the skills and knowledge to continue to work with your employer in a permanent position or apply for a different role in your chosen career sector.

Career Progression

Apprentice



**Service
Technician**



**Qualified
Technician**

There are many opportunities for career progression in each sector of the industry thanks to the training and support automotive employers offer. Many automotive leaders started from the bottom, worked their way up and are now shaping the future of the industry. You don't necessarily need knowledge on cars and the industry. You will learn and grow within your job!

Aftersales Manager

Assistant Service Manager

Service Manager

**Master
Technician**

*There is room for you to succeed
in the automotive industry if you
are positive, eager to learn and
up for a challenge.*

Salary

Junior roles in the industry have competitive based salaries. Usually in sales, you will either work on a high basic salary with a low commission rate or a low basic salary with a high commission rate. An average salary in the UK for a Junior Sales Executive is between £22,000 and £26,000.

An example of a starting salary in a qualified technician role could be between £20,000 to £28,000. The salary will depend on the employer and your own personal background experience and qualifications.

As you gain further experience and whether you achieve any extra qualifications, your salary could increase to £30,000/£40,000. Overall, the salary progression in the automotive industry can be very rewarding.

The salary for your apprenticeship will depend on the company you work for. In general, from April 2020, the minimum wage for an apprentice is £4.15 per hour (under the age of 19 and any apprentice, regardless of age, in their first year of the apprenticeship).

However, this doesn't mean that your wage won't increase throughout your time at the company.



So, how do you apply for a career?





3

steps
to
success:



1

Visit our website
www.drivemycareer.co.uk



2

Enter your postcode



3

Get in touch with an employer
and apply for your new career!

DRIVE MY CAREER



www.drivemycareer.co.uk

