



Peel Ports Apprentice Recruitment Guide

Peel Ports
More Than Ports



Welcome!



Welcome to your apprentice recruitment guide!

Whether you are applying or preparing for an assessment centre, this guide will help you show your skills and potential for an apprentice role.

You'll find application guidance, preparation advice and an overview of what to expect at the assessment centre:



Application
Guidance



What to
expect



How to
prepare



Our Values



Final Hints
and Tips

Peel Ports
More Than Ports

Application Guidance



01 Check the vacancy

Read the advert carefully. Check the entry requirements, location and closing date. Follow the application instructions for that apprentice role.



02 Explain your interest

Say why this apprenticeship appeals to you and why you want to join Peel Ports. Link your interests and strengths to the role.



03 Show your potential

Use examples from school, hobbies, volunteering or work. Explain what you did and what you learned. Include qualifications or predicted grades where requested.



04 Check and submit

Complete each section and tailor your answers. Check spelling and contact details, then submit before the deadline. Keep a copy and check your email for updates.

Requirements vary by role. Use the vacancy advert as your guide.

A large teal circle containing a white silhouette of a human head in profile, facing right. Inside the head, there are two interlocking teal gears, symbolizing thought, process, or assessment.

What to Expect:

- In person Assessment Centre
- Multiple Stages (See next page for more info)
- An opportunity to see the environment and role in more detail
- Meet our teams and learn more about life at Peel Ports

What to Expect

To give you a real insight into life at Peel Ports our Assessment Centres are in person, giving you an idea of the environment you will be working in. It will have multiple stages which you can see below and should last around half a day:





How to prepare:

- Research and Prepare
- Know the details

Research and Prepare

Why an Apprenticeship?

An Apprenticeship is a great opportunity to earn and learn but is also a big commitment. Make sure you can explain why you want to be an Apprentice.

Be yourself!

Interviews can be nerve wracking for everyone, if you start to feel overwhelmed just take your time, taking deep breaths can help you focus and feel calmer. If you're not sure on a question you have been asked, don't be afraid to ask for it to be repeated.

STAR Technique

Research the STAR technique for answering interview questions, this will help give your answers a clear structure. The next page gives you a brief overview of how to use STAR.

Your Skills

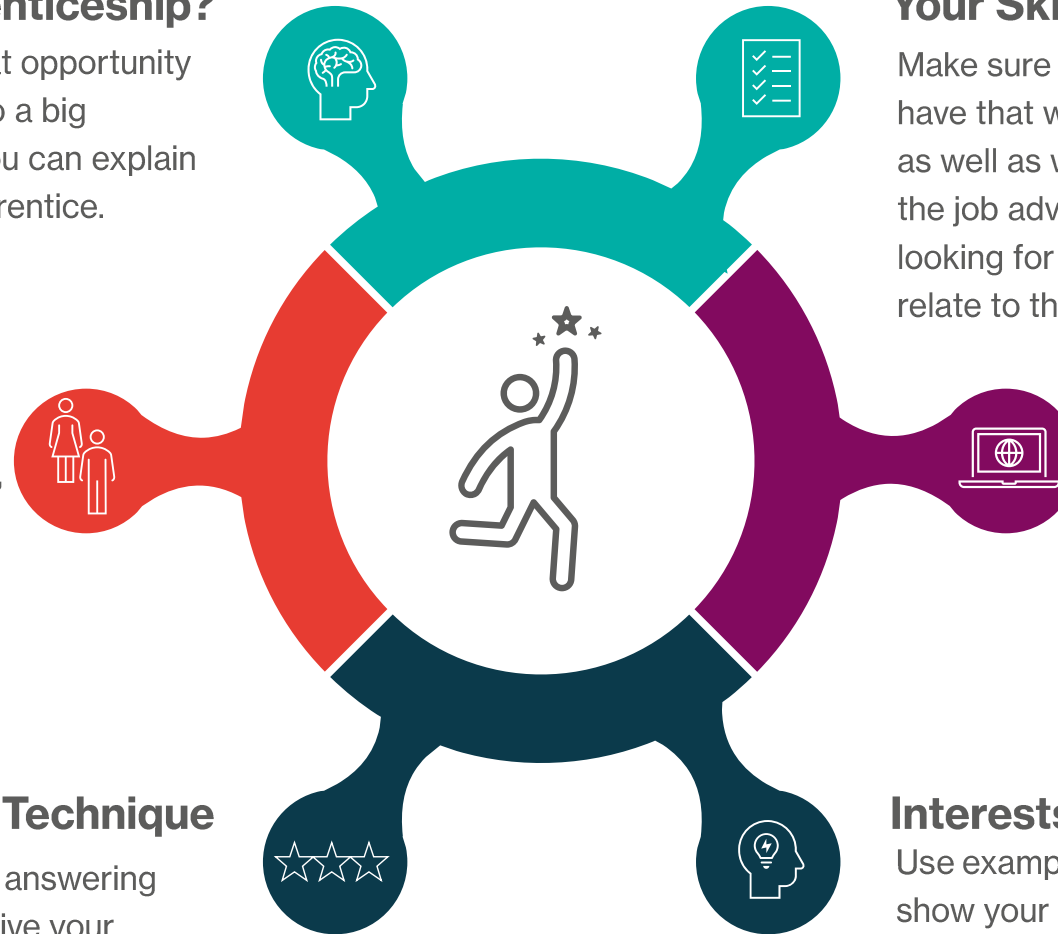
Make sure you can highlight what skills/experience you have that will help you on your Apprenticeship journey, as well as what you want to build on. **Top tip** - Review the job advert beforehand to find out what skills we are looking for and think about how your skills/experience relate to these!

Company Research

It's important that you know about the company you want to work for, browse the company website to learn more about them – you'll be asked what you know!

Interests and Hobbies

Use examples from school, hobbies, volunteering or work to show your interest in the apprentice role. Explain how you have worked with others, solved a problem or managed your time, and what you learned.



STAR Technique

Using the STAR Technique will help you give clear, structured answers to interview questions



Situation

Set the scene by giving the context of the example



Task

Explain what you had to achieve and what your responsibility was



Action

Describe the specific steps you took to achieve your end goal

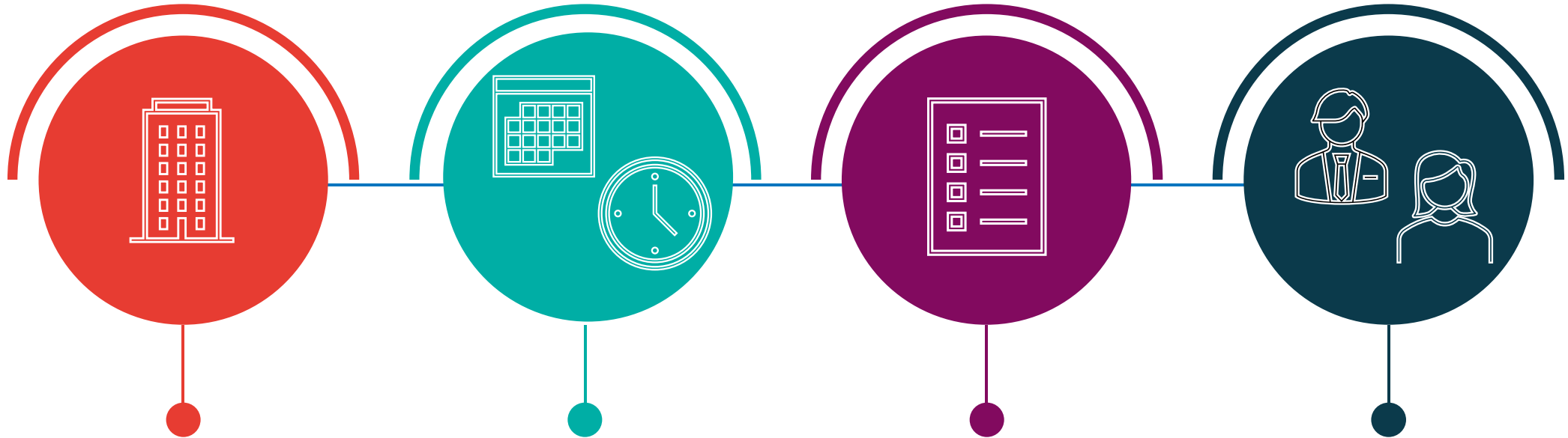


Result

What was the outcome and what have you learned from the task



Know the Details



Where?

Do you know where you the Assessment Centre is? Plan your route in advance and leave time for traffic/delays.

When?

Have you double checked the date of the Assessment Centre and what time you should arrive? Make sure you have scheduled enough time

What?

Are you clear on what the day will look like and if you need to take anything along with you?

Who?

Make sure you know who you should ask for when you arrive, have their details handy incase you need to contact them.



Our Values:

Our apprenticeship opportunities are extremely competitive and offer you a fantastic opportunity to start your career in a fast-paced environment.

We are an ambitious company and keep our values at the heart of everything we do and look for individuals who share the same values as us to join us on our journey to be the UK's leading Port Operator:

- | | |
|--------------------|--|
| Together | - We succeed through Collaboration |
| Responsible | - We build on trust and do things sustainable |
| Enable | - We enable success to benefit our world |
| Excellence | - We deliver through performance, service and innovation |



Final Hints and Tips

Final Hints and Tips

Enjoy the Day

Make sure you enjoy the day. You have done well to make it through to the assessment centre, make the most of the day, be yourself and enjoy it as much as you can



Dress Code



Does what you're going to wear strike the right balance between comfortable and future employee? Please don't buy anything specifically for the Assessment Centre. If you're unsure, smart or smart casual is a good option

Ask Questions

Remember that this is also an opportunity to find out more about life at Peel Ports and the Apprenticeship, show interest and ask questions throughout the day. You can also bring a pad to take notes during the day and write down any questions you want to ask!



Good Luck!

Remember, if you are not sure of anything ahead of the Assessment Centre, please contact the Talent Team on careers@peelports.com or 0151 949 6949.

Most importantly take a deep breath – you've got this!