

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: [Smart Futures: How to Apply \(ey.com\)](https://ey.com/smart-futures/how-to-apply)

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.

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 / S5 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 and discuss with them whether you will be able to take part in the programme. As long as you have finished your exams, most schools will allow you to participate. Alternatively, we will try and offer you a place on another programme in the future.

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, successful candidates will be invited to attend a telephone interview. Candidates successful at interview will be offered a place on the programme. Places are limited, so we advise that you apply sooner rather than later.

Telephone Interview

6. What interview questions might I be asked?

All interviews are conducted via telephone 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. We want to get to know you, so relax and be yourself.

There will be approximately eight 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?

7. How long is the interview?

The interview is usually 20 to 25 minutes.

8. 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. It may mean you don't hear from us for a few weeks.

9. What happens if I am successful and have been offered a place on the programme?

Successful candidates must **satisfy** the documentation requirements (completing all relevant paperwork and permission forms) **before you can start the programme.**

It is important that you complete all the checks and provide all the documents as soon as you have been offered a place.

Failure to complete these in time will mean your place on the programme will be withdrawn.

Travel

10. 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. The maximum travel time from your address to the local office should be one hour in each direction.

11. Will my travel costs for the work experience be refunded?

As Smart Futures is a paid programme, you will be expected to cover the cost of your travel for the duration of the programme. However, 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 – we have a limited number of travel bursaries available.

Pre-programme

12. What should I wear to work?

The dress code is 'Dress for your day' – giving you the choice to wear what you feel is right and appropriate for your day, schedule, environment, location, and the personal brand you

wish to portray. We respect your judgement in making the right choices, taking into account our professional working environment.

Please note clothing such as jogging bottoms or gym clothes, heavily distressed or ripped items, and graphic shirts with offensive or controversial statements printed on them should be avoided.

13. What are my normal working hours?

Your working hours are between 09:30 – 16:30, with 45 minutes for lunch. However, when you are working in the office, you may be asked to be flexible with your start or end time.

14. What are the programme dates?

Below are the programme dates for each programme:

<u>Programme</u>	<u>Start Date</u>	<u>End Date</u>
Professional Services (split programme over two periods)	25.10.2021	29.10.2021
	21.02.2022	23.02.2022
London (Mercers 4) (split programme over two periods)	14.02.2022	18.02.2022
	04.04.2022	11.04.2022
London (Mercers 5) (split programme over two periods)	04.04.2022	13.04.2022
	30.05.2022	01.06.2022
Professional Services	04.04.2022	13.04.2022
London	04.04.2022	13.04.2022
Manchester	04.04.2022	13.04.2022
Birmingham	11.04.2022	22.04.2022
Liverpool	11.04.2022	22.04.2022
Scotland	04.07.2022	13.07.2022

South (Reading, Southampton, Bristol)	18.07.2022	22.07.2022
Midlands	25.07.2022	03.08.2022
North	01.08.2022	10.08.2022
South (London, Luton, Cambridge)	08.08.2022	17.08.2022

15. Do I need to complete the parental consent form?

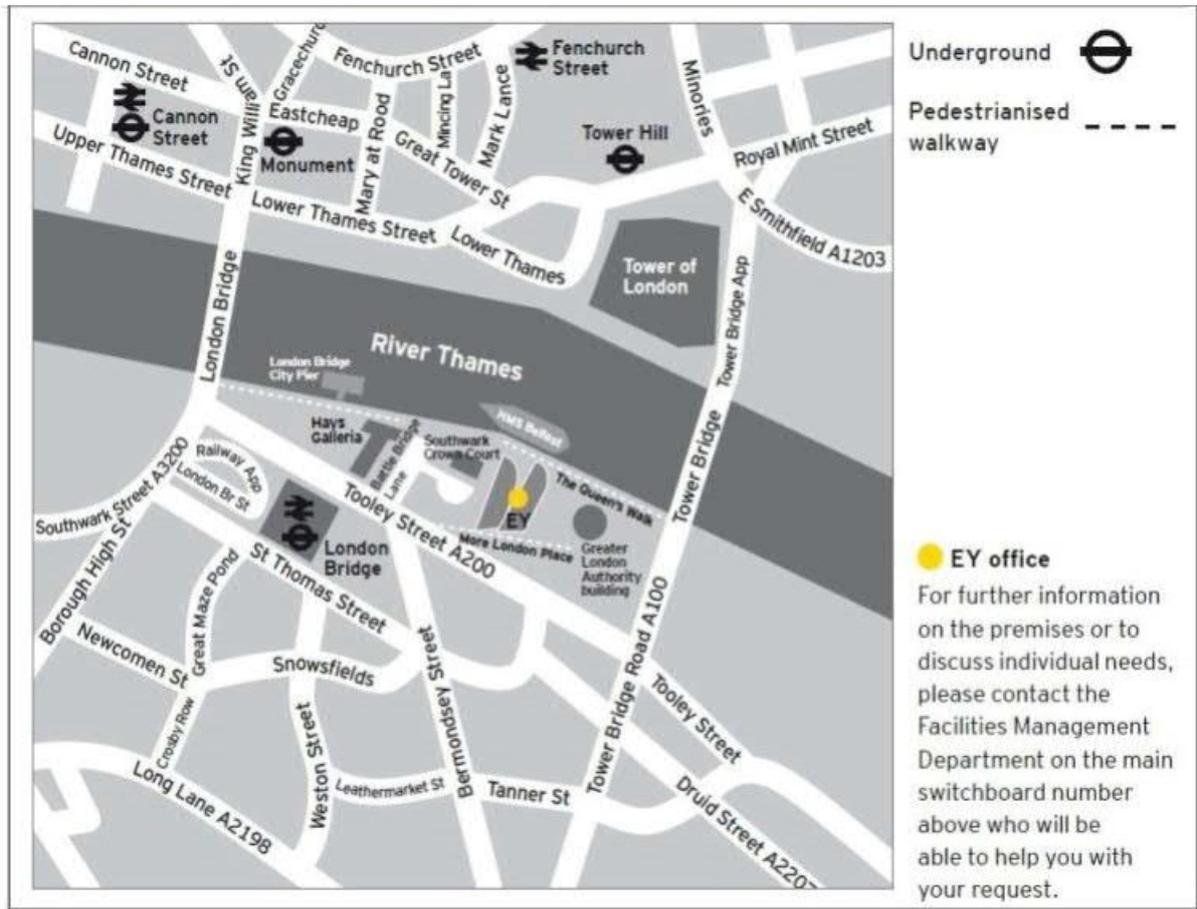
If you are successful in securing a place, all students participating on the Smart Futures programme must complete the parental consent form. If you have not already returned it, we ask that you complete this in advance of starting. Failure to bring this will mean that you will not be able to participate on the programme.

16. How do I get to my office?

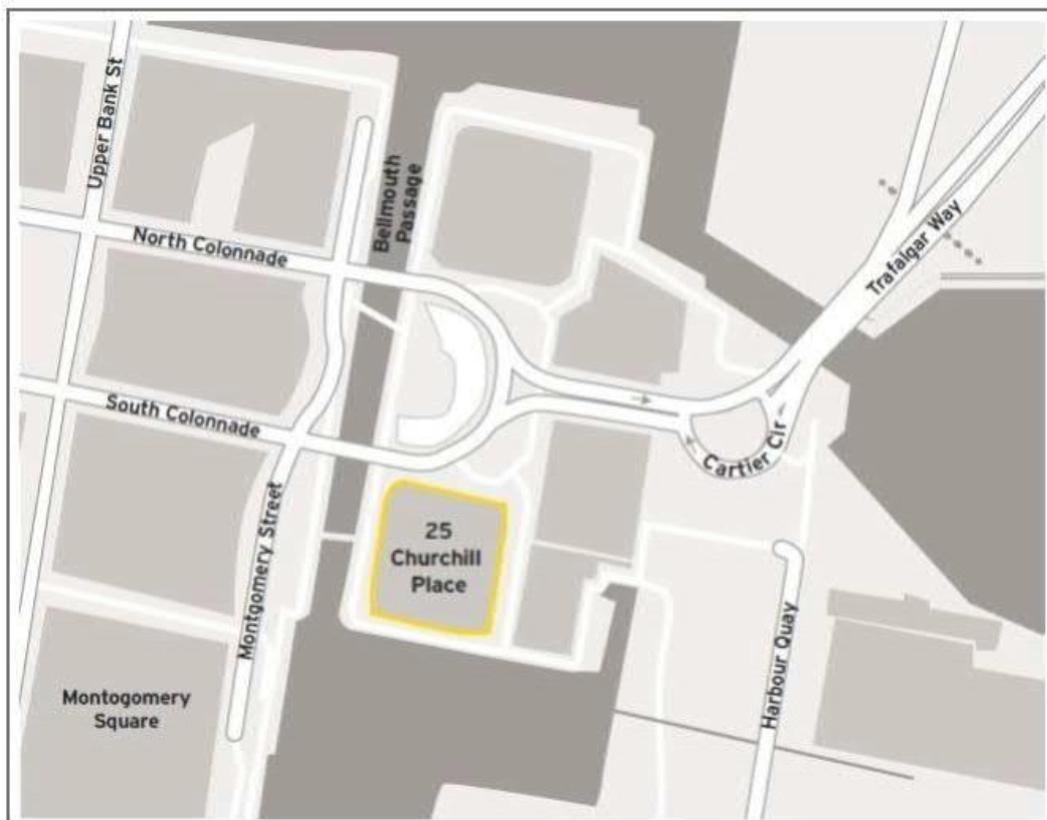
Depending on where you are based, please refer to the relevant map below.

London Programme

One of the EY London office addresses is 1 More London Place, London, SE1 2AF

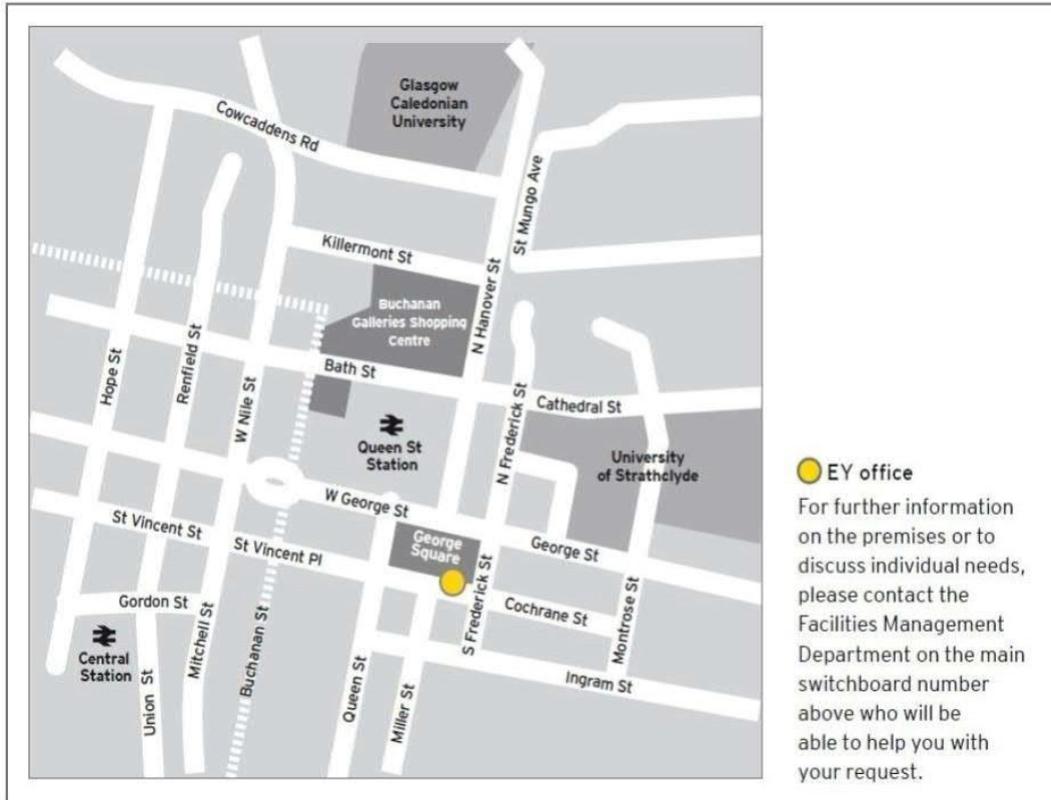


The other EY London office addresses is 25 Churchill Place, London, E14 5EY



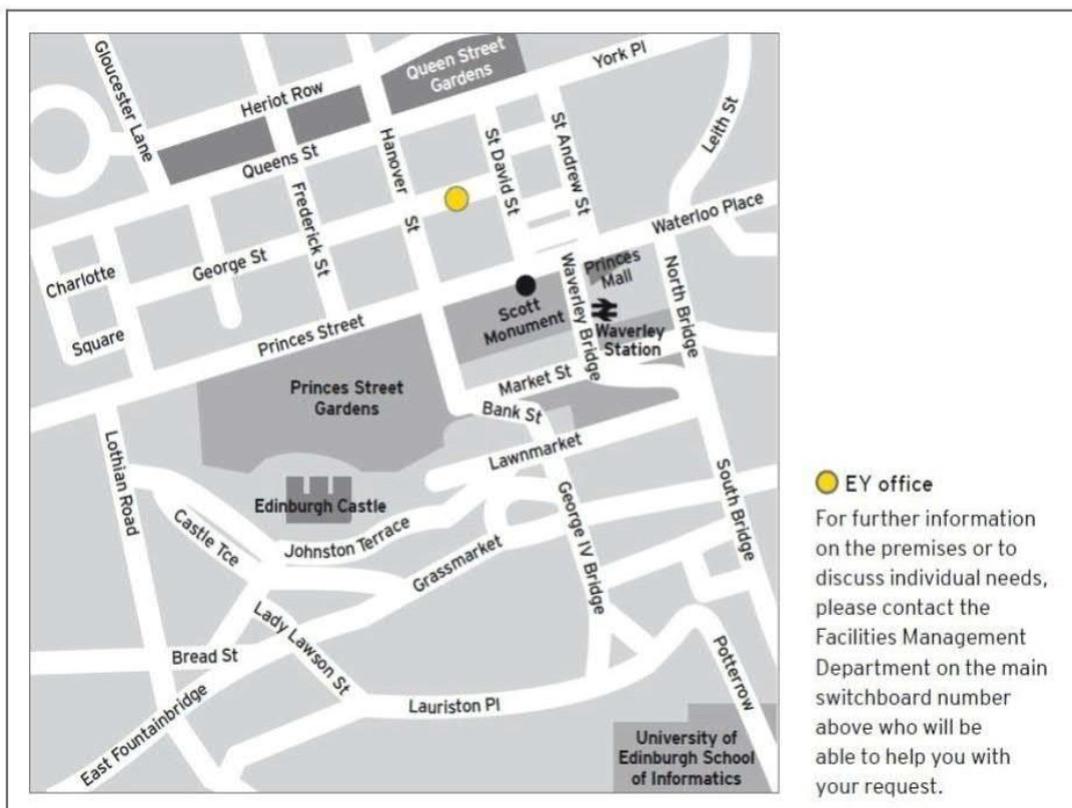
Glasgow Programme

The EY Glasgow office address is G1 Building, 5 George Square, Glasgow, G2 1DY



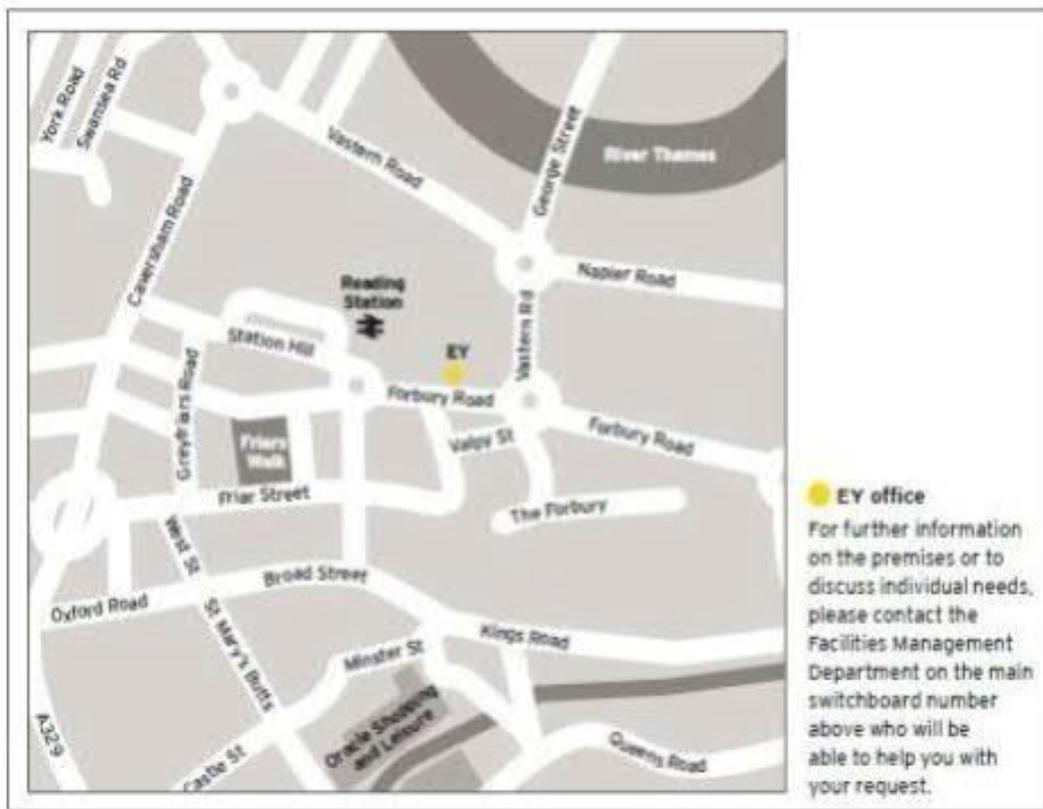
Edinburgh Programme

The EY Edinburgh office address is 144 Morrison St, Edinburgh, EH3 8EX



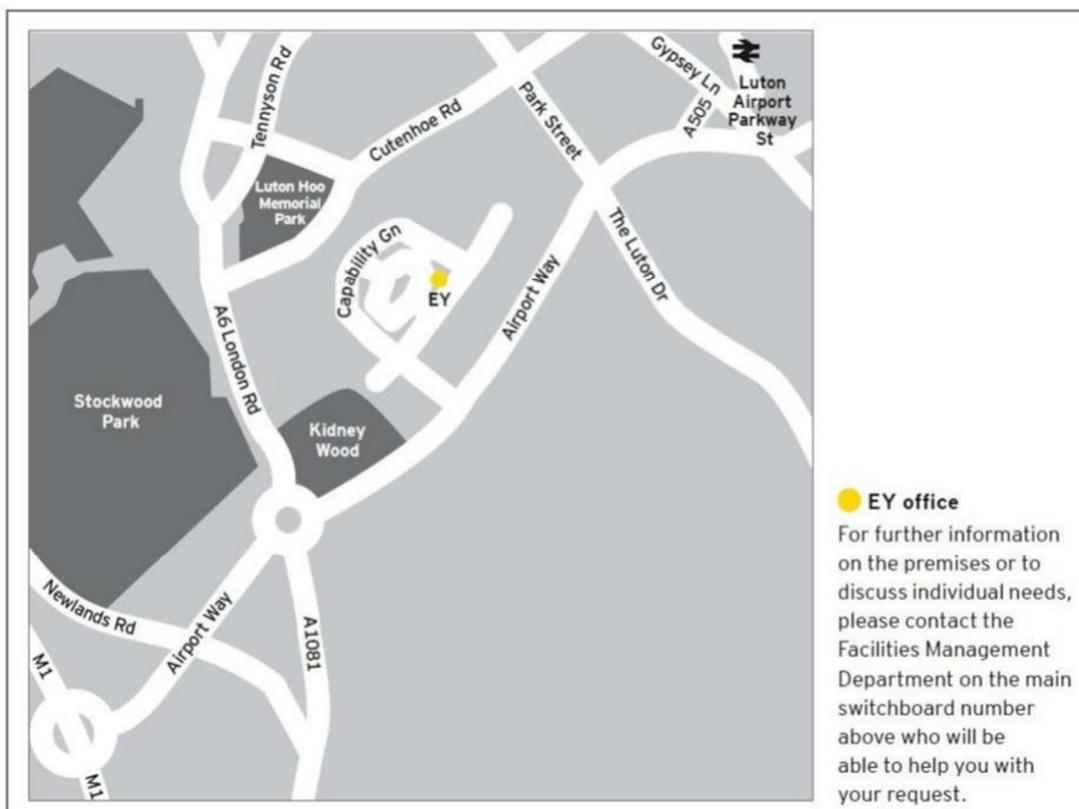
Reading Programme

The EY Reading office address is Apex Plaza, Forbury Road, Reading, RG1 1YE



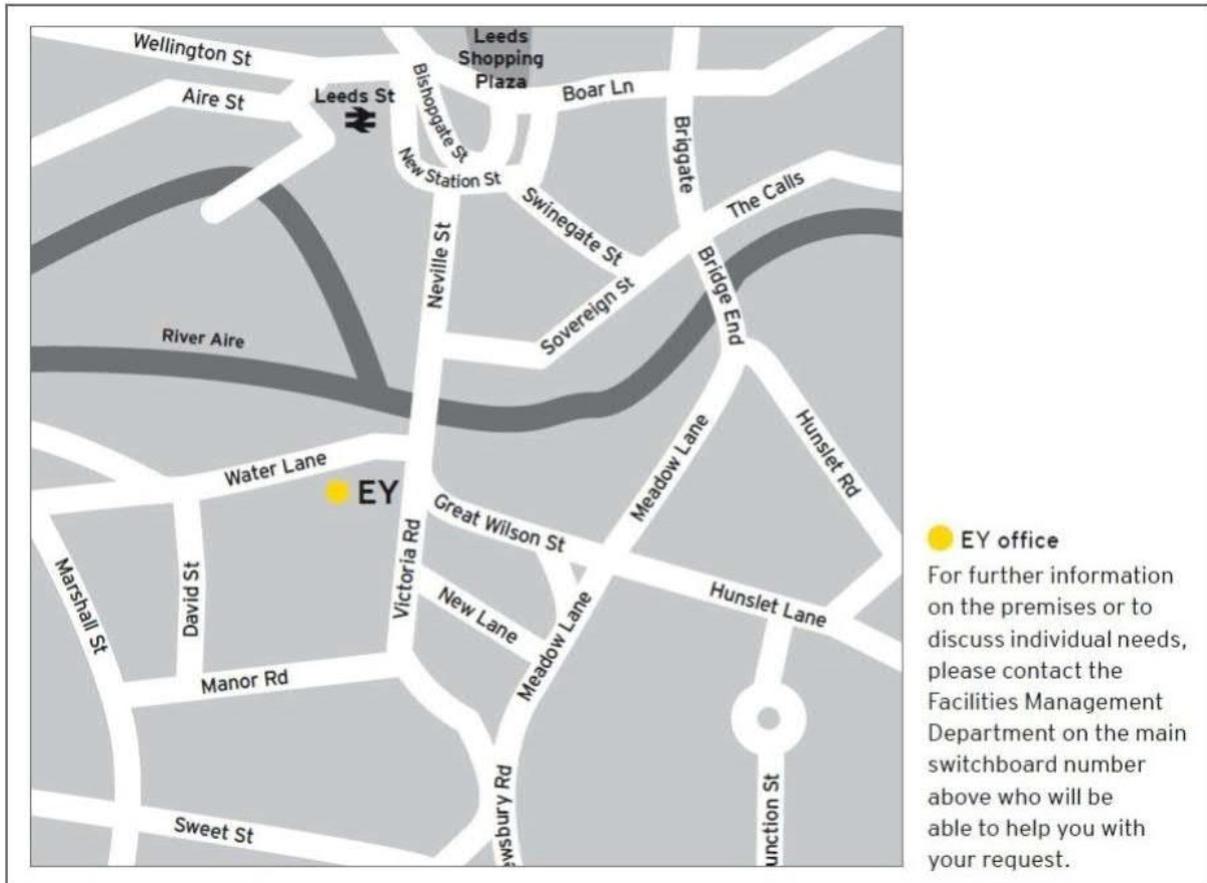
Luton Programme

The EY Luton office address is 400 Capability Green, Luton, LU1 3LU

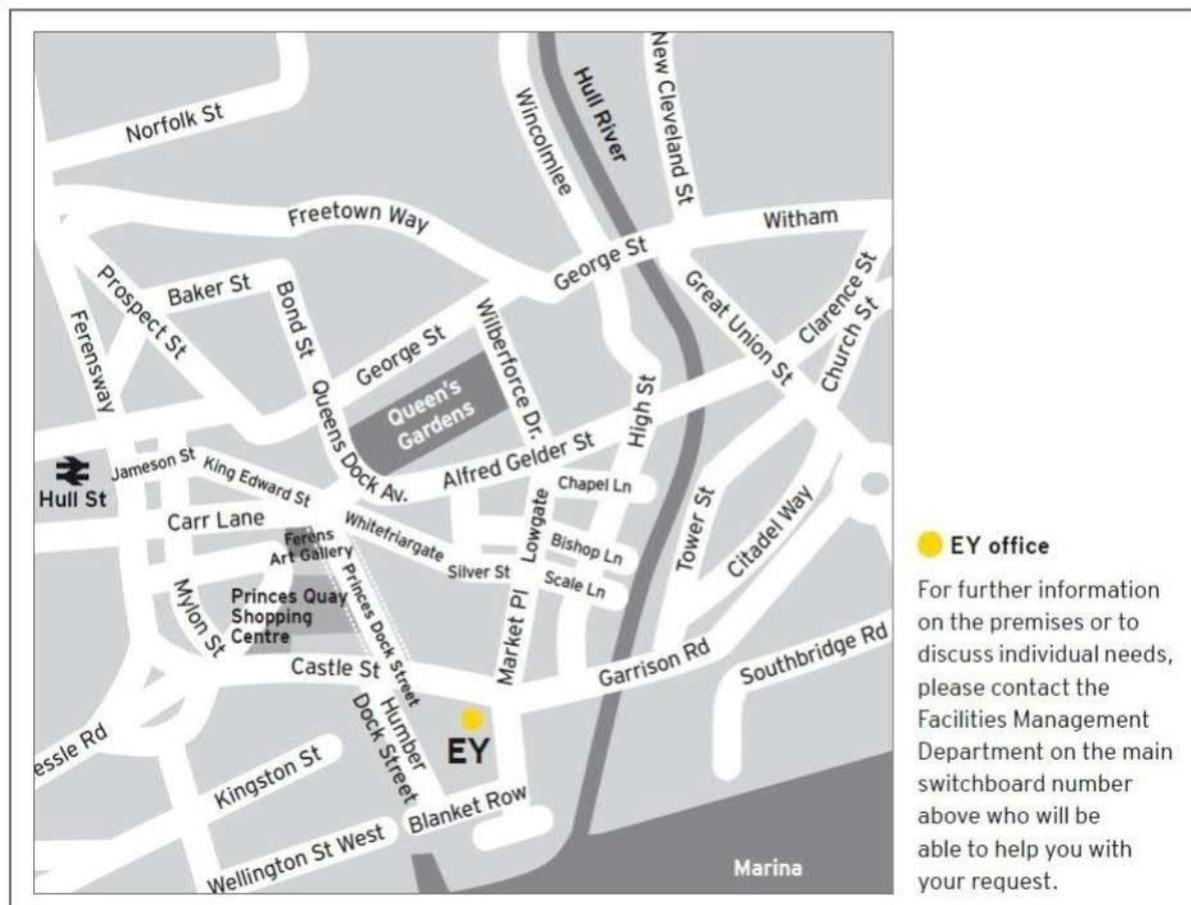


Yorkshire (Leeds) Programme – you will spend time in both the Leeds and Hull offices

The EY Leeds office address is 1 Bridgewater Place, Water Lane, Leeds, LS11 5QR



The EY Hull office address is 2 Marina Court, Castle Street, Hull, HU1 1TJ



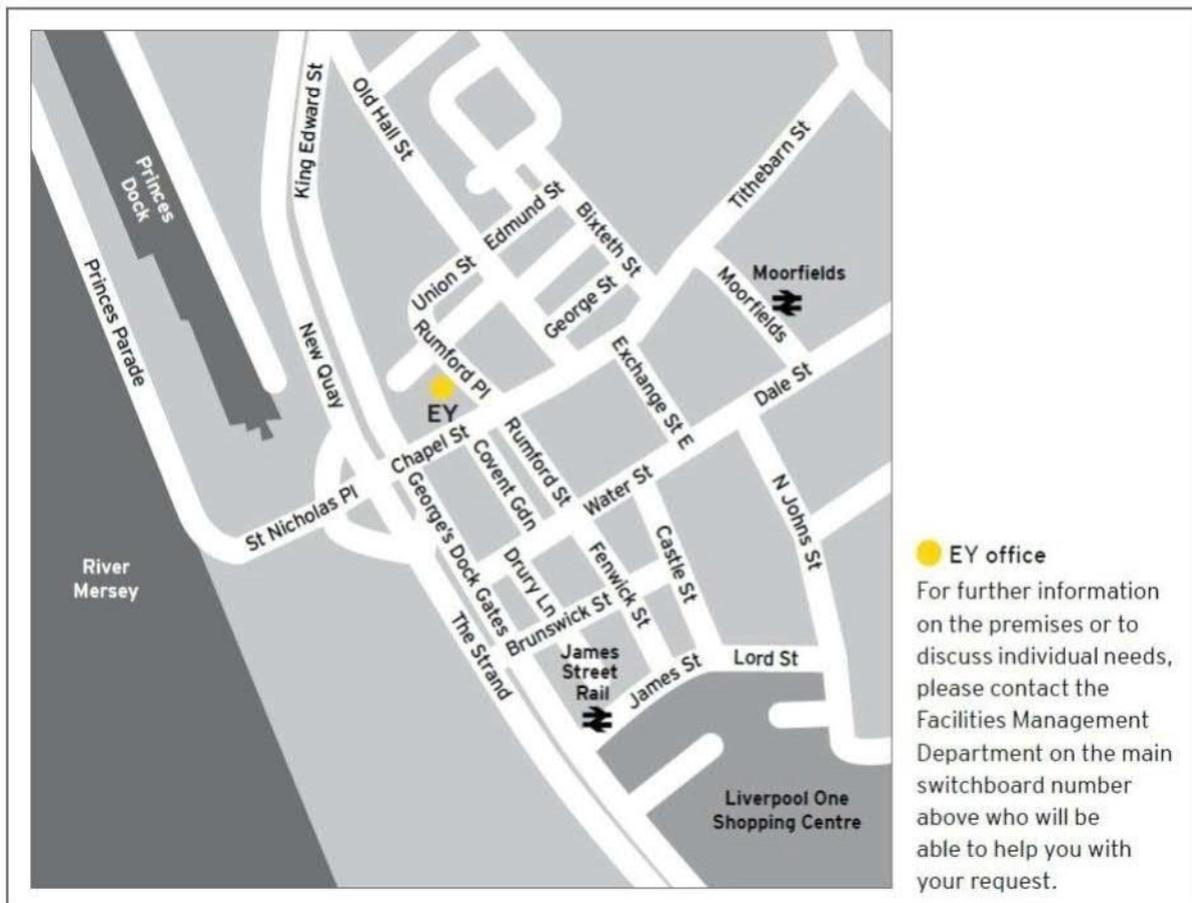
Manchester Programme

The EY Manchester office address is 2 St. Peter's Square, Manchester, M2 3DF



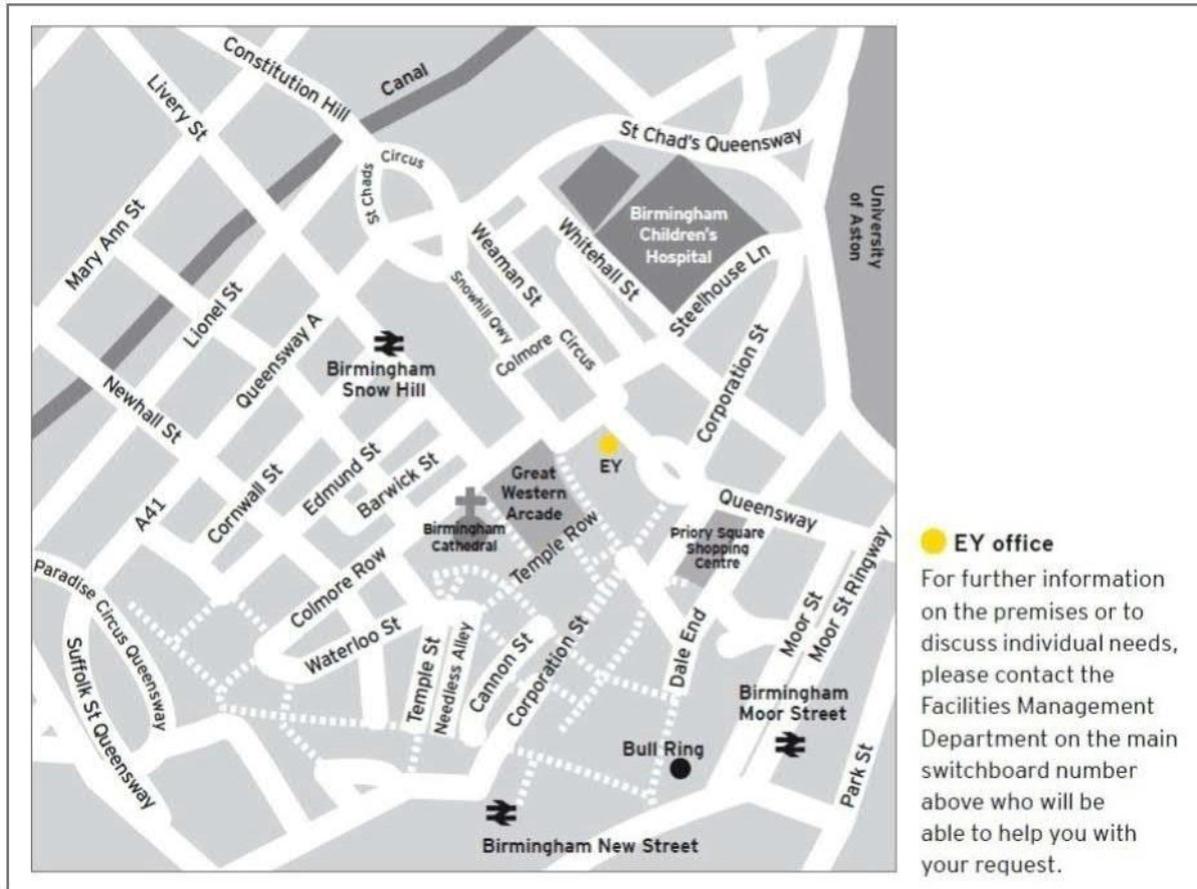
Liverpool Programme

The EY Liverpool office address is 20 Chapel Street, Liverpool, L3 9AG



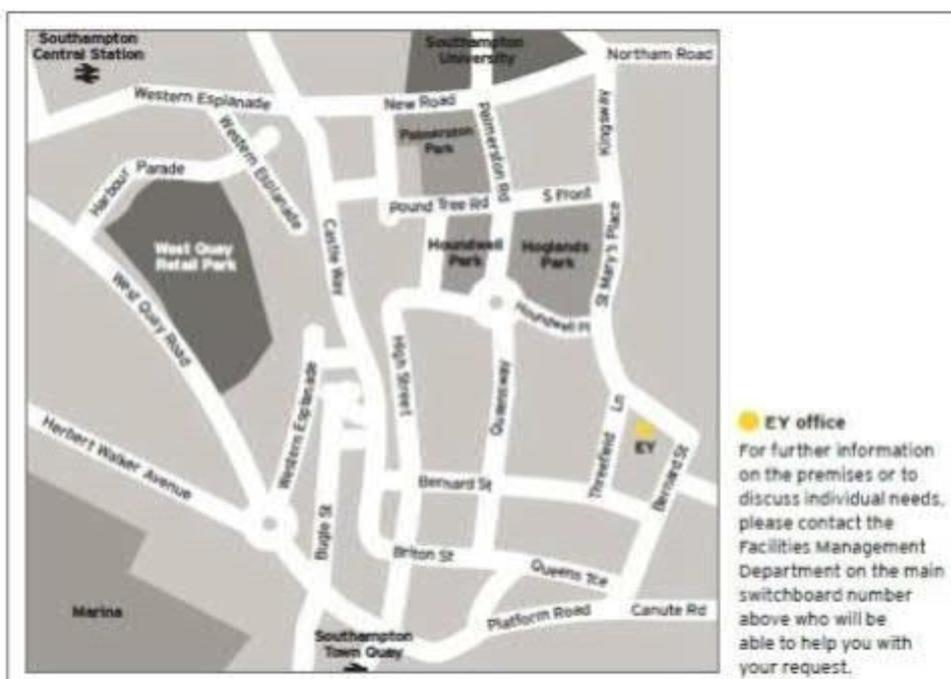
Birmingham Programme

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



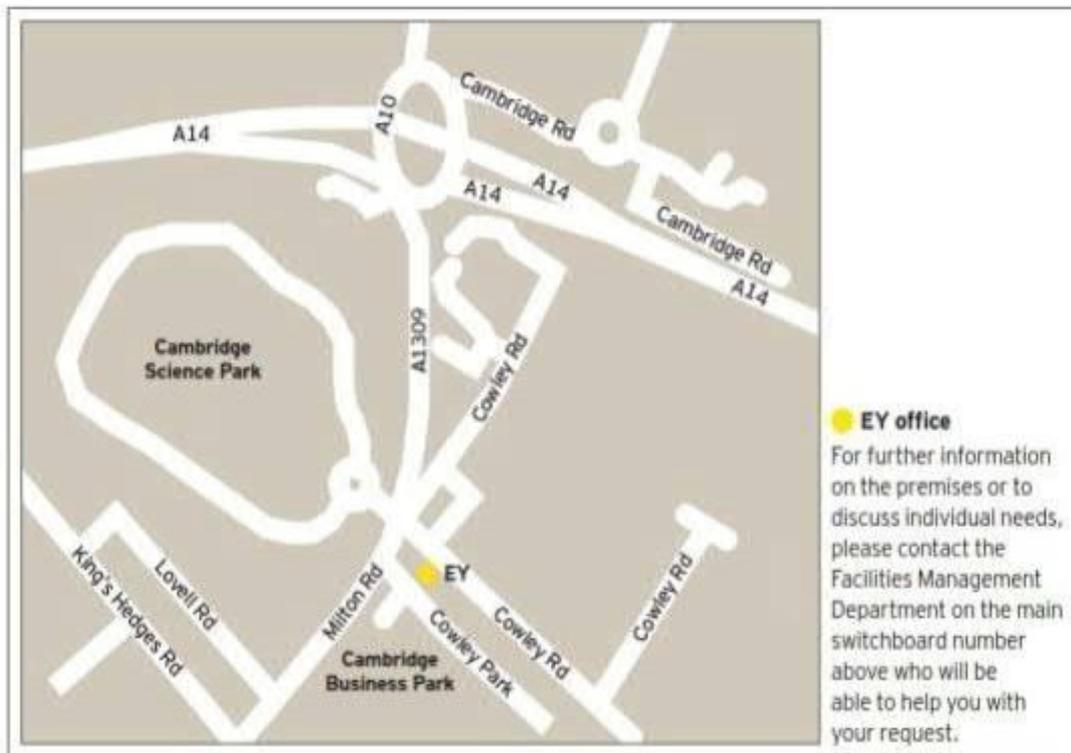
Southampton Programme

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



Cambridge Programme

The EY Cambridge office address is One Cambridge Business Park, Cowley Road, Cambridge, CB4 0DZ



Pay

17. How and when do I get paid?

All money is paid directly into your bank account. You will be given full details on when you will be paid in your contract.

18. When will I receive my payslip?

Payslips will be issued to you via post. They should arrive on or shortly after payday.

19. 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 eystudentoffers@uk.ey.com

20. 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

21. 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 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 120/RB62723

22. Who do I inform if I have changed address?

You should inform eystudentoffers@uk.ey.com programme. If you change your address/email or mobile number prior to your programme.

23. 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

24. How much holiday allowance do I have and when can I take it?

5 hours.

You are strongly encouraged to attend the full programme to enable you to participate in all the 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.

25. 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.

26. 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 holiday. 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

27. Where should I go on my first day?

You will be sent full joining instructions prior to starting the programme.

28. Do I receive a laptop?

You will receive a laptop to use for the duration of the programme, you will need to return your laptop on your final day of the programme.

29. Will I be reimbursed for meals?

All lunches will be provided during the classroom/office based week/s of the programme. Any food purchased outside of these times will be at your own expense.

30. Will I be provided with a mentor or buddy during the programme?

Yes. You will have a business mentor during the work experience and for 10 months following

the programme.

Online or Hybrid Programmes

31. How do I set up my laptop pre-programme?

If you are going into the office you will receive your laptop there and get support from the EY Foundation team to set it up on your first day. If your first day is remote, the laptop will be delivered to your home address by courier in the week before the programme starts and your EY Foundation contact will provide you with all the details and actions you need to get your laptop setup. Please follow these instructions carefully.

32. What if I have technical issues on the day?

Technical issues can be an unavoidable part of virtual learning, if anything goes wrong contact your facilitators to let them know as soon as possible.

33. Do I have to be on camera?

It is strongly encouraged that you switch your camera on whilst participating in the programme; There are a lot of activities throughout each day that would benefit from you being on camera and it enables any volunteers/employers to see who they are working with.

34. What platform do we use for virtual working?

All of the virtual elements of the programme will take place over Microsoft Teams.

35. Do I need broadband at home to do the virtual parts of the programme?

You do need to have access to an internet connection via wi-fi in order to connect your laptop to the internet. If you do not have internet access at home, please let the EY Foundation team know in advance of the programme start date so that potential solutions can be found

Contact

36. 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: eystudentoffers@uk.ey.com

If the answer to your question is not listed above, please call our helpline on 0800 289 208