

## 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](http://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.

**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, successful candidates will be invited to attend a telephone interview.

Candidates successful at interview will be offered a place on the programme. Places are allocated on a first come first served basis, 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 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?

**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.

**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 jeopardise your space on the programme.**

## **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 work experience, you will be expected to cover the cost of your travel for the duration of the programme. 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](mailto:smartfutures@eyfoundation.ey.com)

## **Pre-programme**

**12. What should I wear to work?**

The dress code is "Business Casual"; although this does not mean you can dress "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.

### 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 location:

<b>Programme</b>	<b>Start Date</b>	<b>End Date</b>
<b>Easter</b>		
Birmingham	06.04.20	17.04.20
Liverpool	06.04.20	17.04.20
London	06.04.20	17.04.20
Manchester	06.04.20	17.04.20
<b>Summer</b>		
Glasgow	08.06.20	19.06.20
Edinburgh	29.06.20	10.07.20
Southampton	13.07.20	24.07.20
London	20.07.20	31.07.20
Luton	20.07.20	31.07.20
Newcastle	20.07.20	31.07.20
Birmingham	27.07.20	07.08.20
Reading	27.07.20	07.08.20
Yorkshire (Leeds)	27.07.20	07.08.20
Bristol	03.08.20	14.08.20
Manchester	03.08.20	14.08.20
Cambridge	17.08.20	28.08.20
London	17.08.20	28.08.20

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

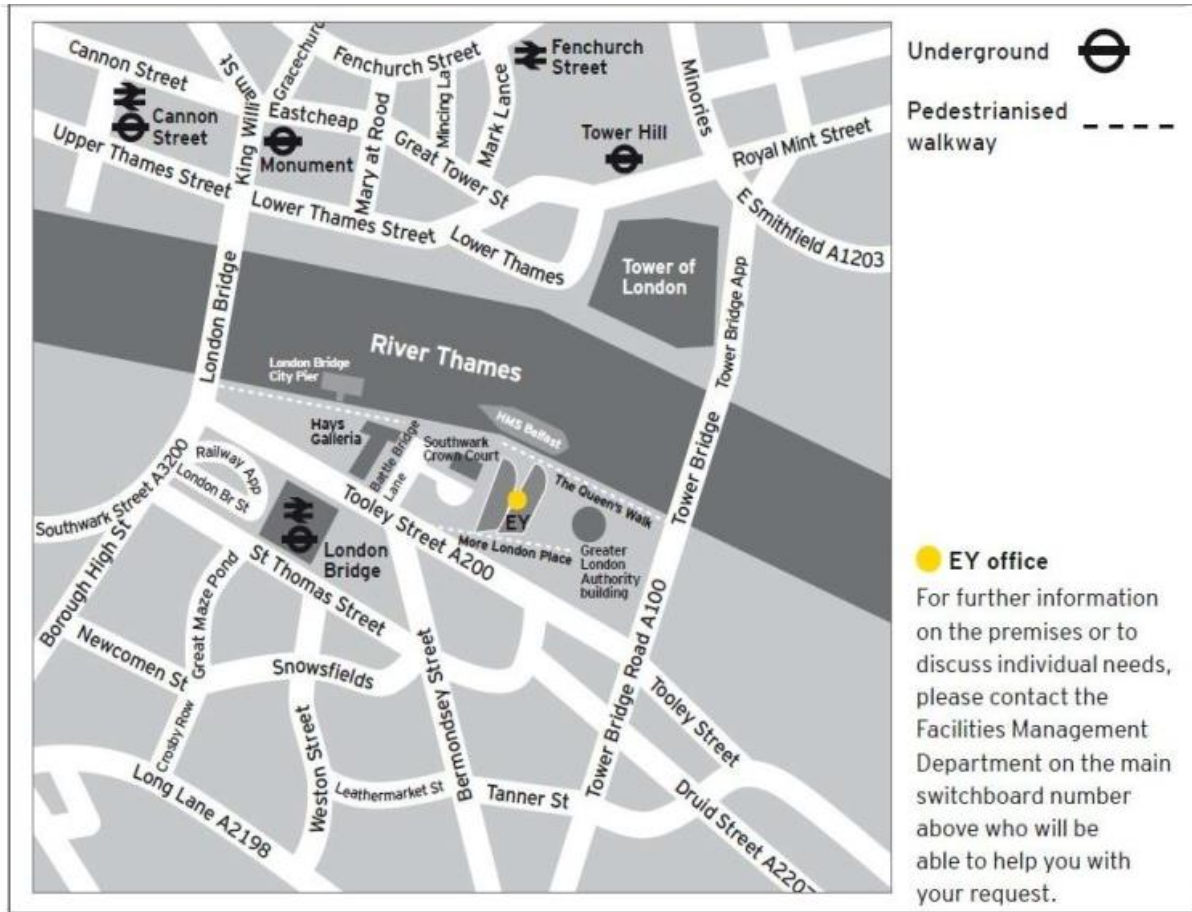
If you are successful in securing a place, all students participating on the Smart Futures programme must complete the parental consent. If you have not already returned it, we ask that you complete this in advance of starting. Failure to bring this will mean that you will not be able to participate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

### 16. How do I get to my office?

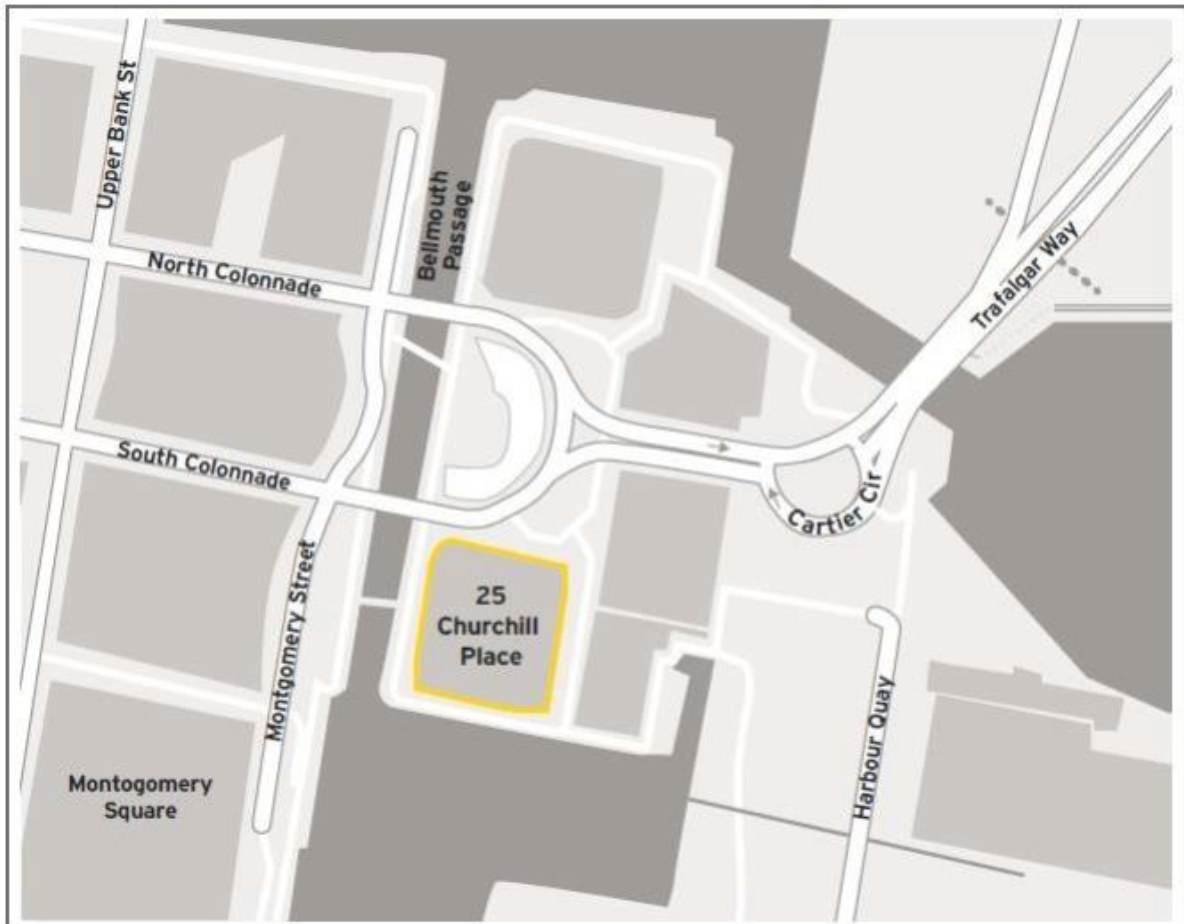
Depending on where you are based, please refer to the relevant map below.

## London Programme

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



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



## Glasgow Programme

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

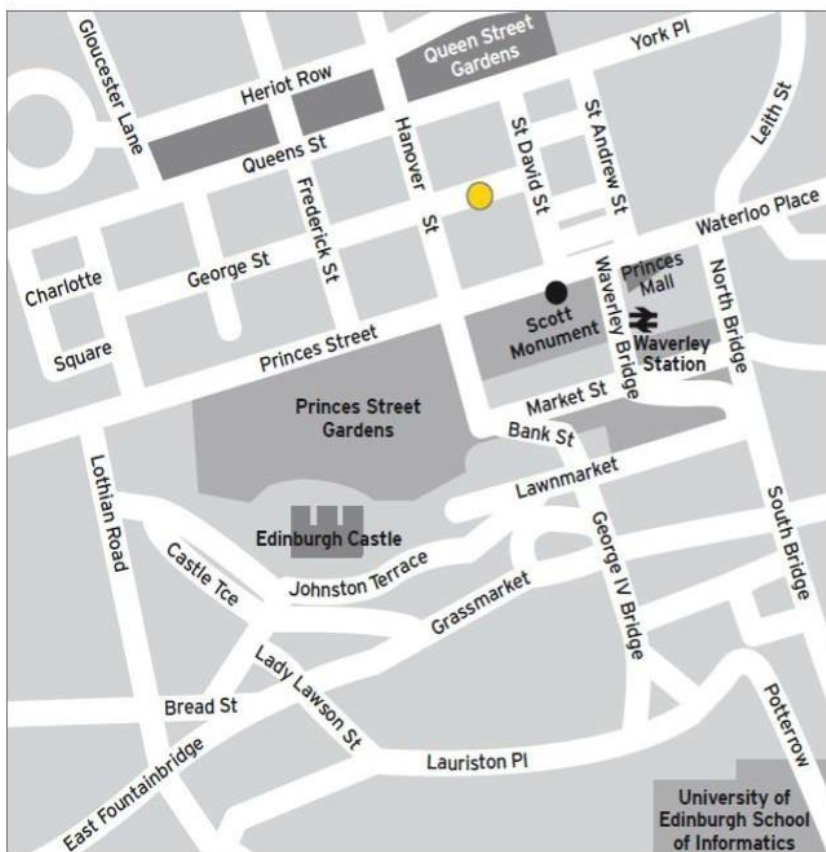


### ● EY office

For further information on the premises or to discuss individual needs, please contact the Facilities Management Department on the main switchboard number above who will be able to help you with your request.

## Edinburgh Programme

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

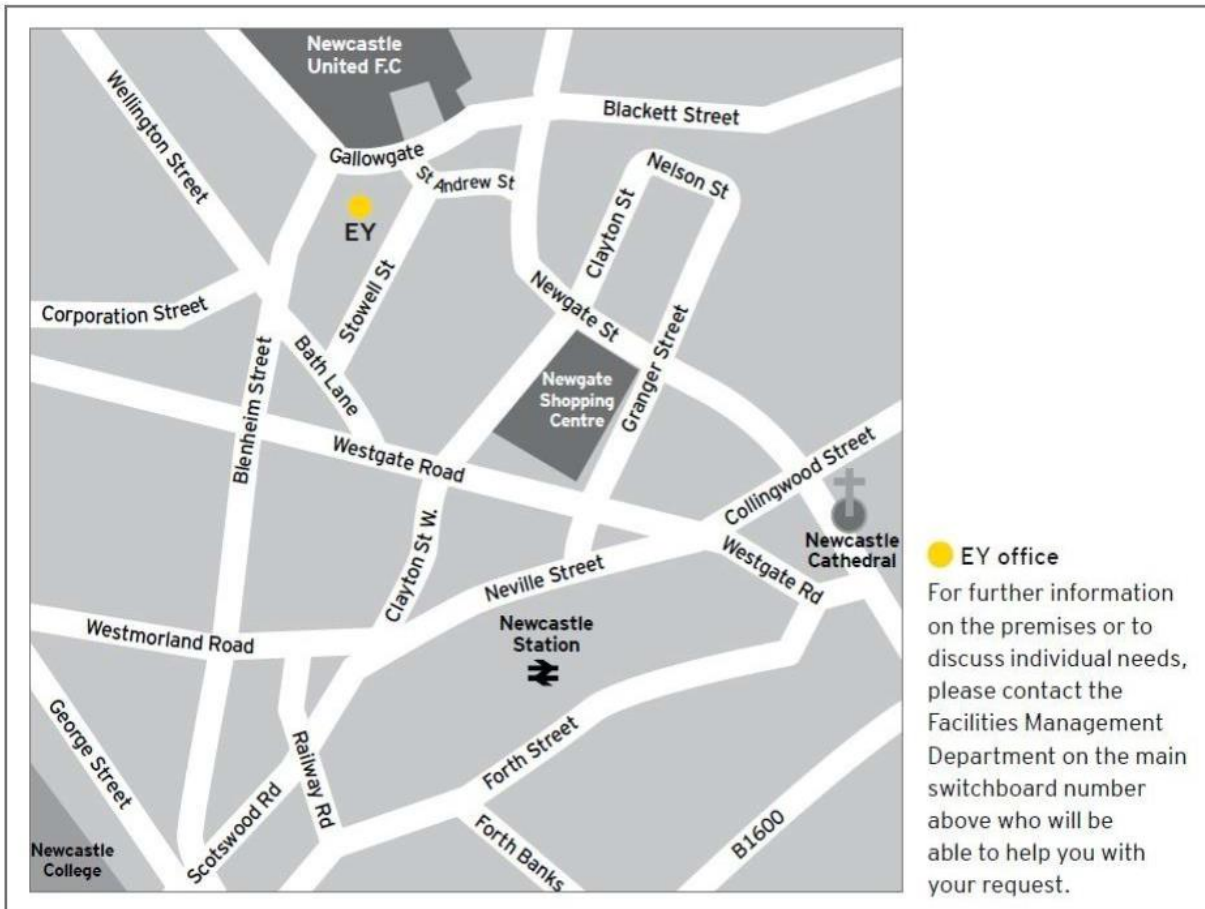


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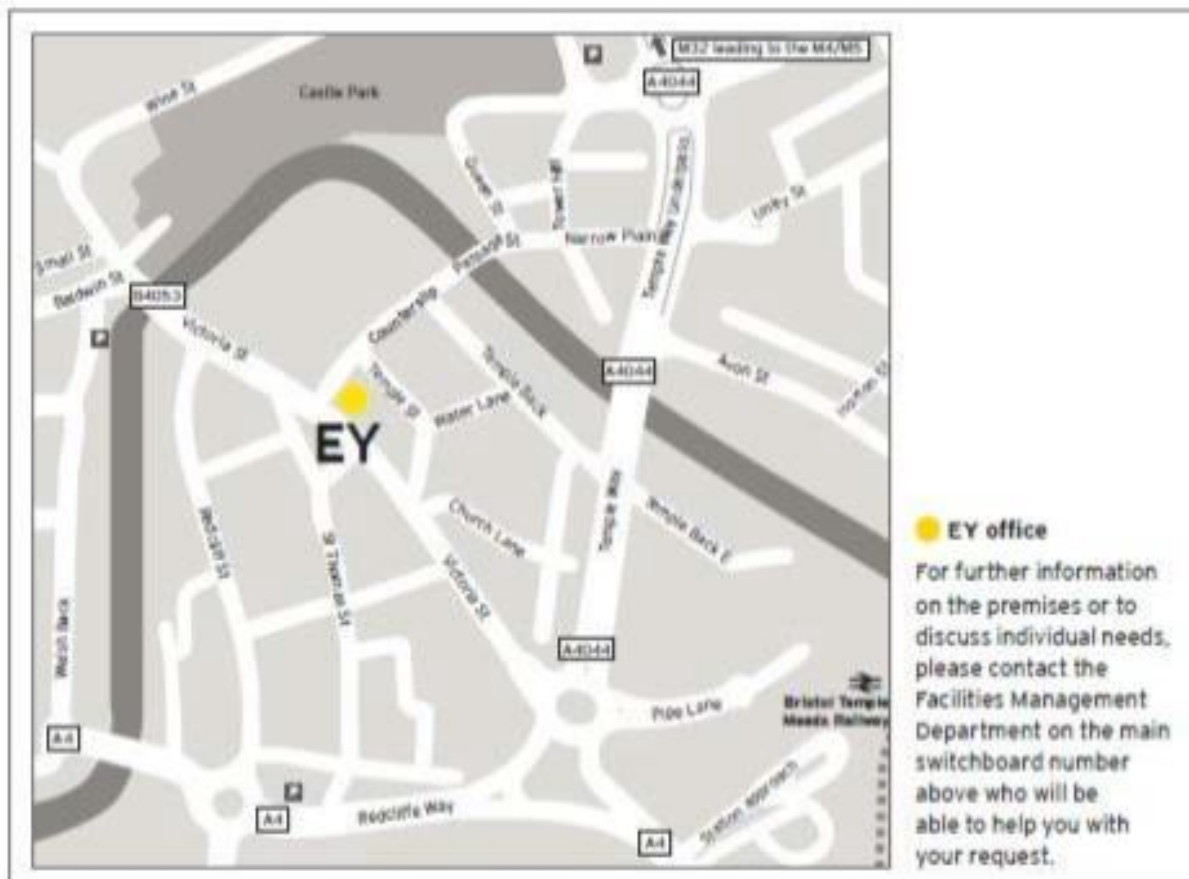
## Newcastle Programme

The EY Newcastle office address is City Gate, St James' Boulevard, Newcastle-Upon-Tyne, NE1 4JD



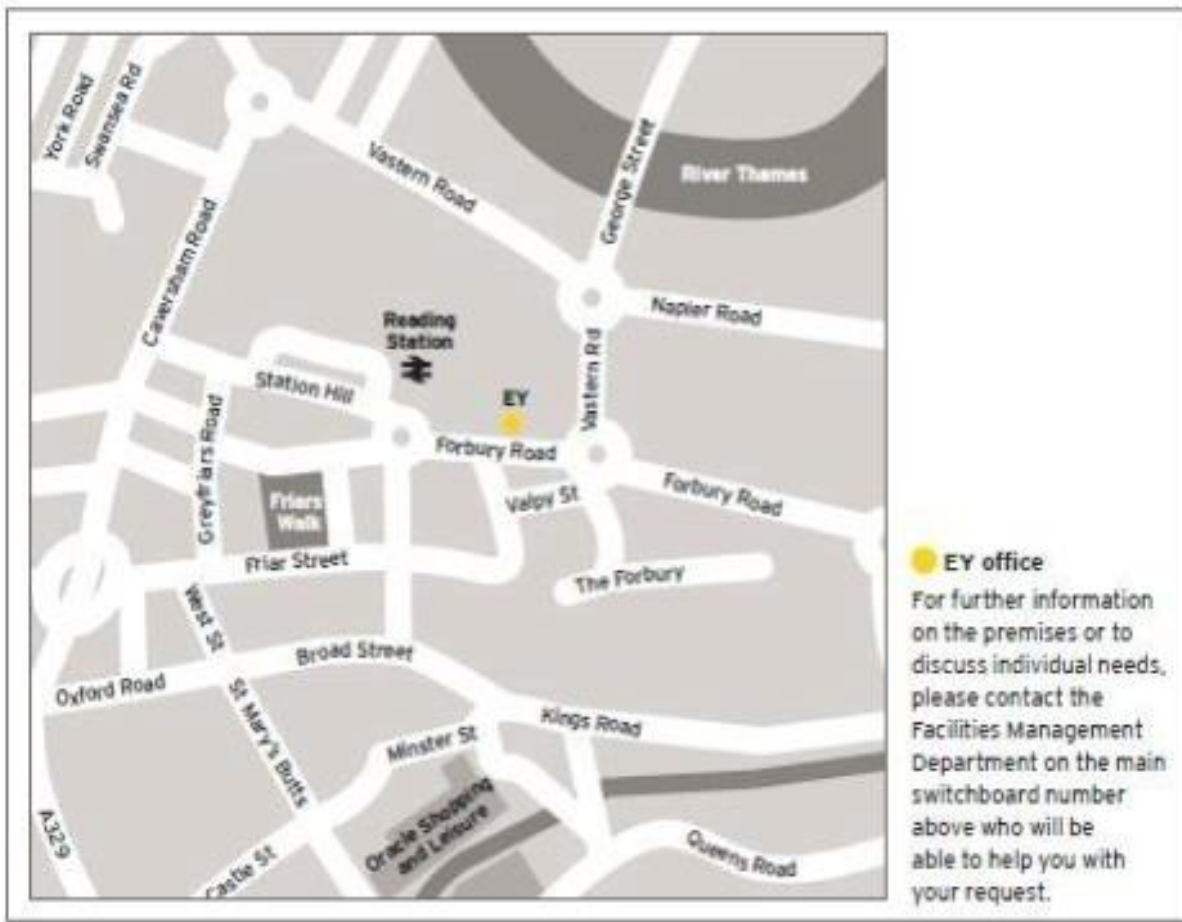
## Bristol Programme

The EY Bristol office address is The Paragon, Counterslip, Bristol BS1 6BX



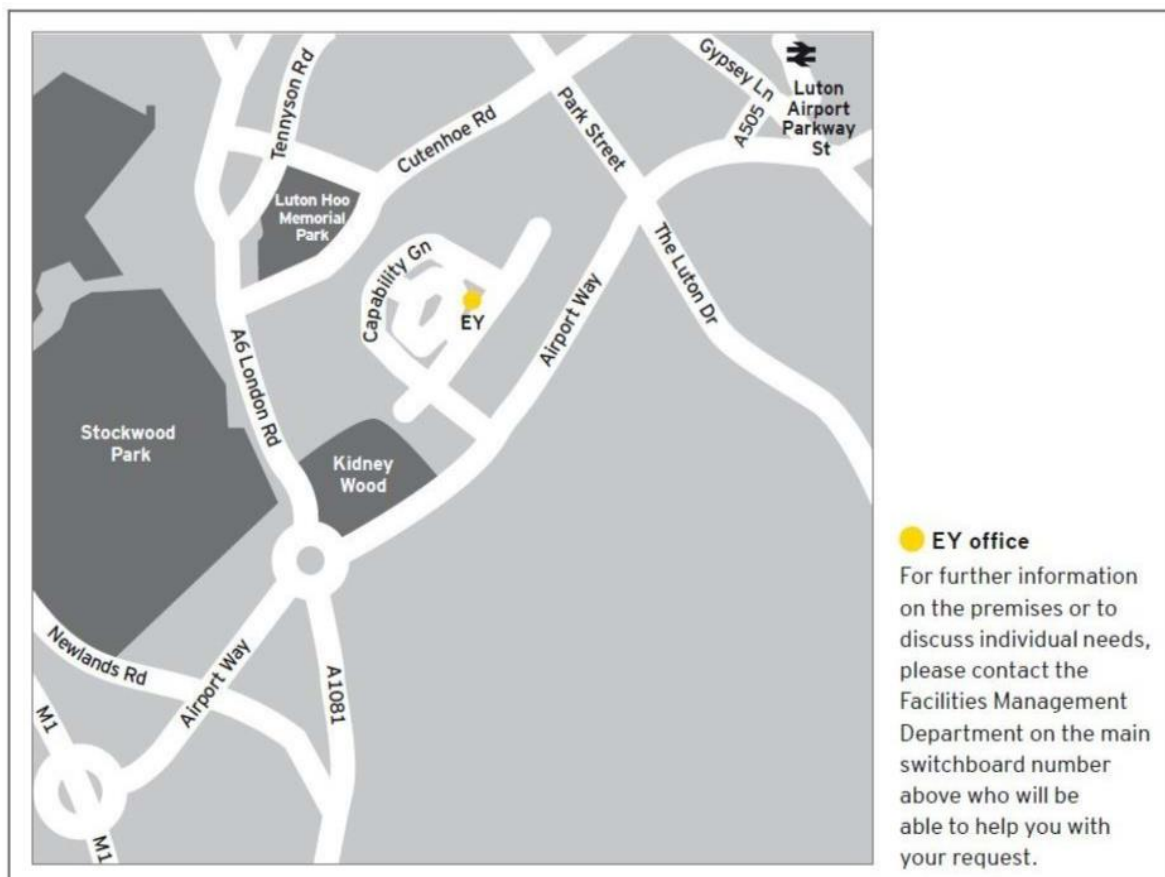
## Reading Programme

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



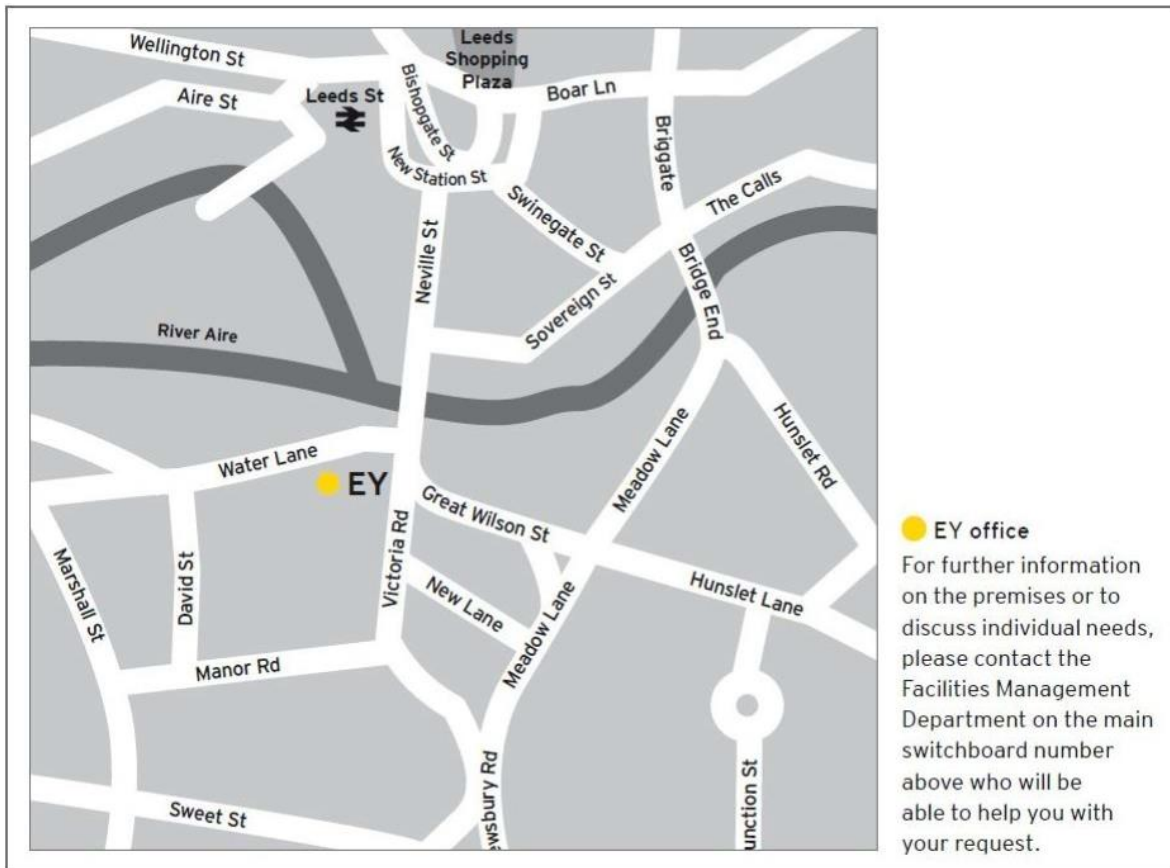
## Luton Programme

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

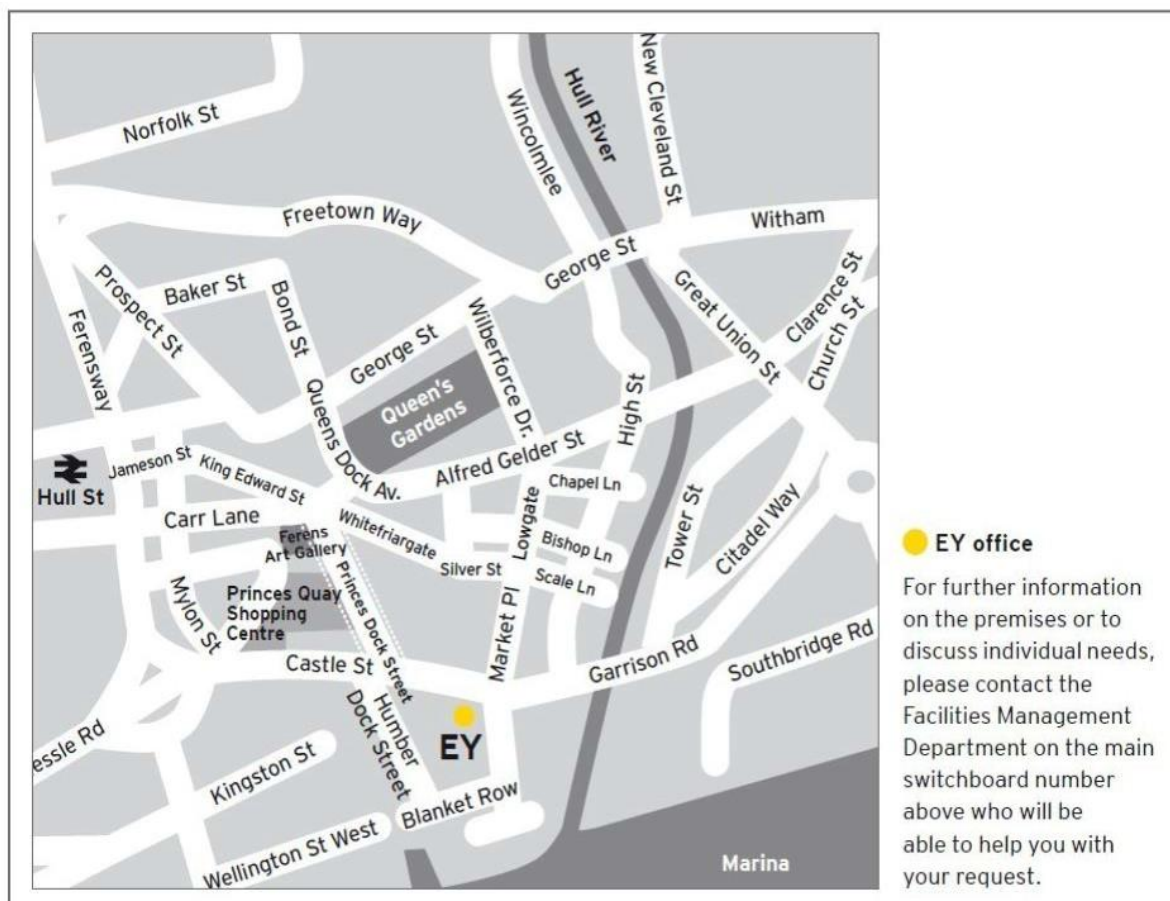


**Yorkshire (Leeds) Programme** – You will spend time in both the Leeds and Hull offices

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



The EY Hull office address is 24 Marina Court, Castle Street, Hull HU1 1TJ





## Manchester Programme

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



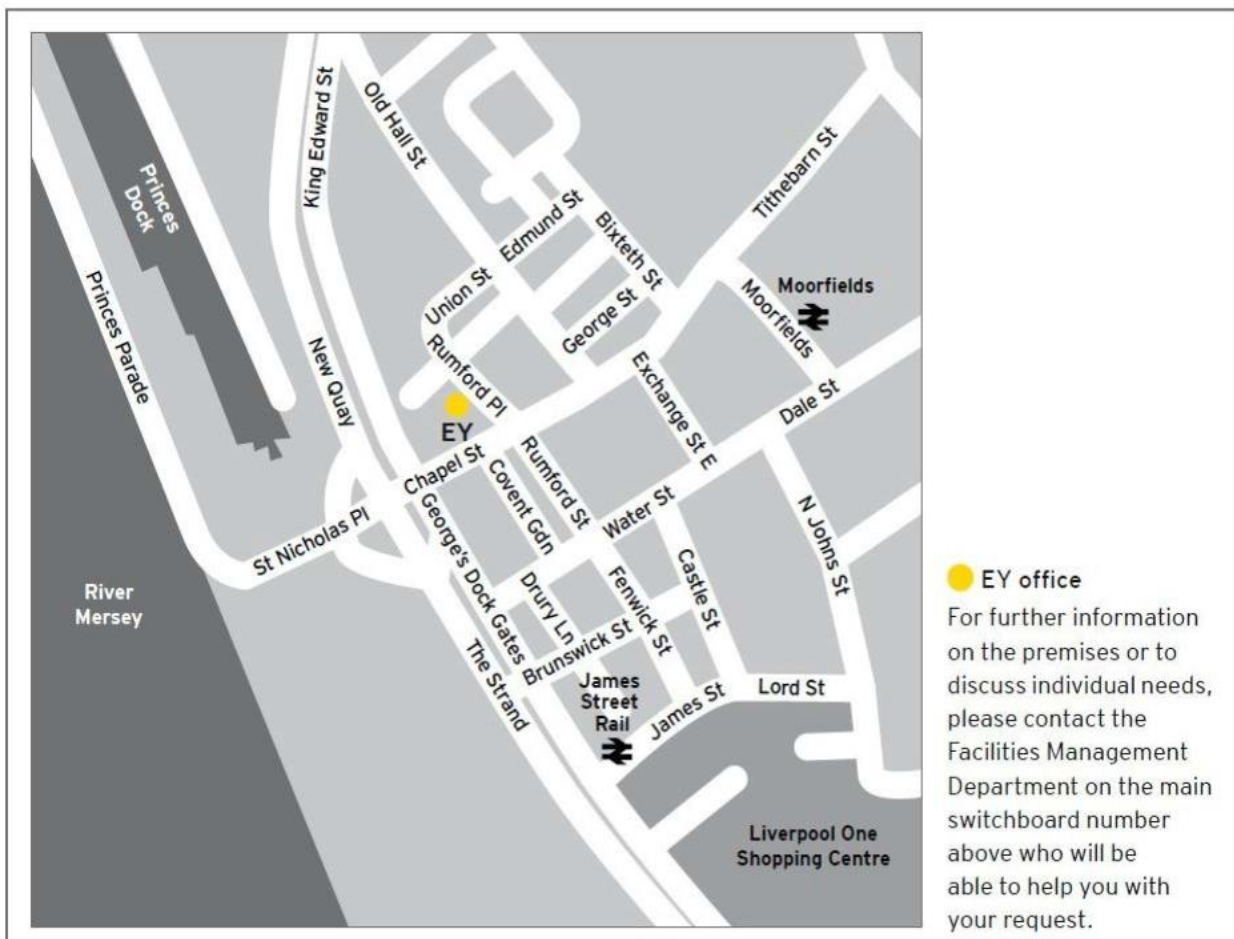
 **EY office**

2 St. Peter's Square  
Manchester  
M2 3DF

Tel: + 44 161 333 2860  
Fax: + 44 161 333 3001

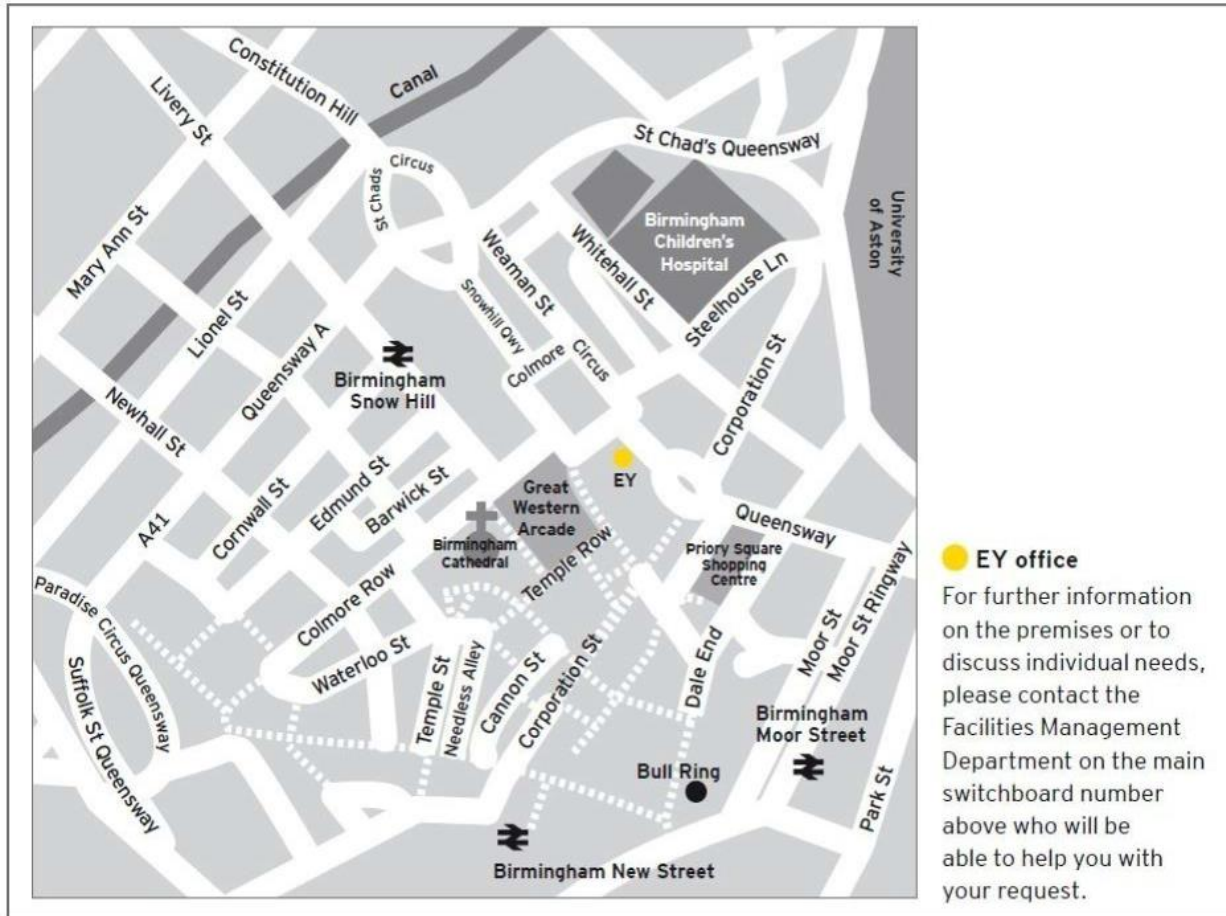
## Liverpool Programme

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



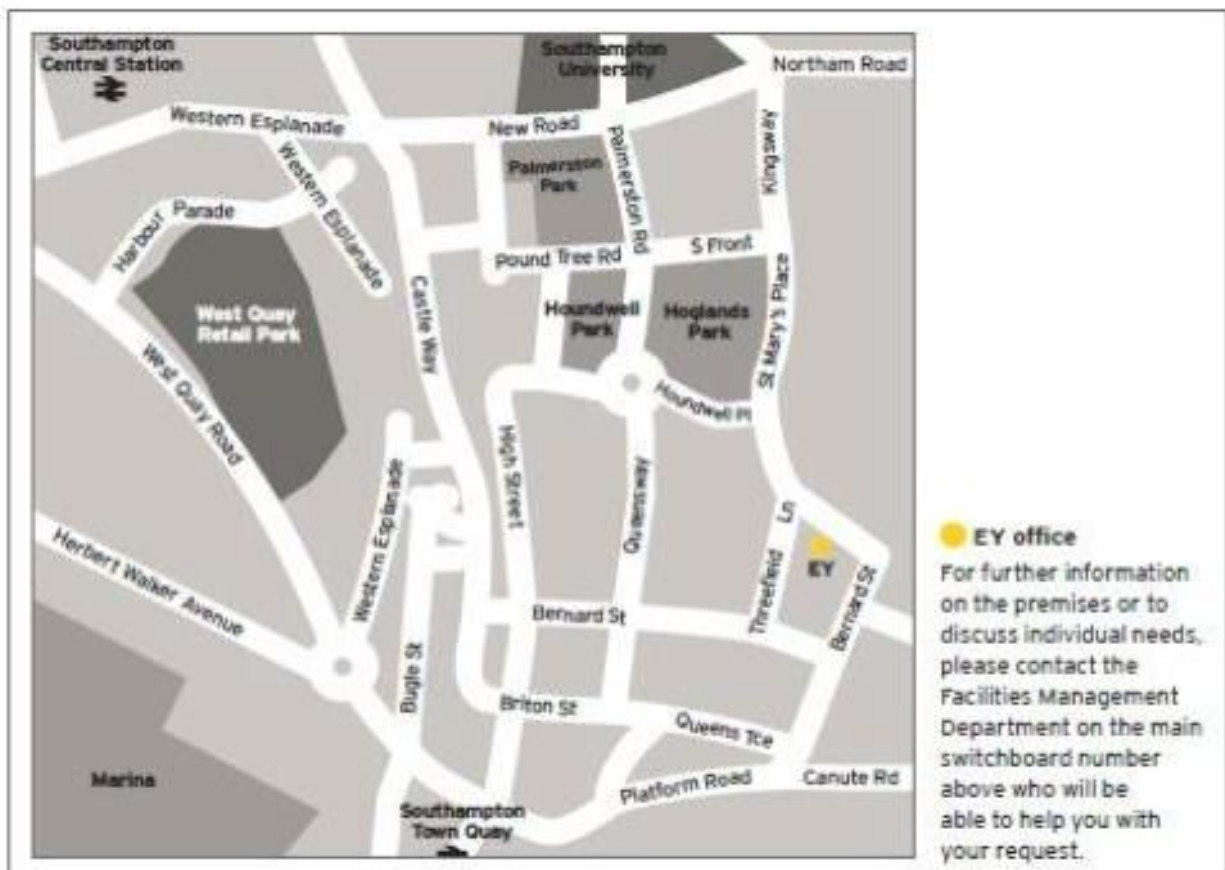
## Birmingham Programme

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



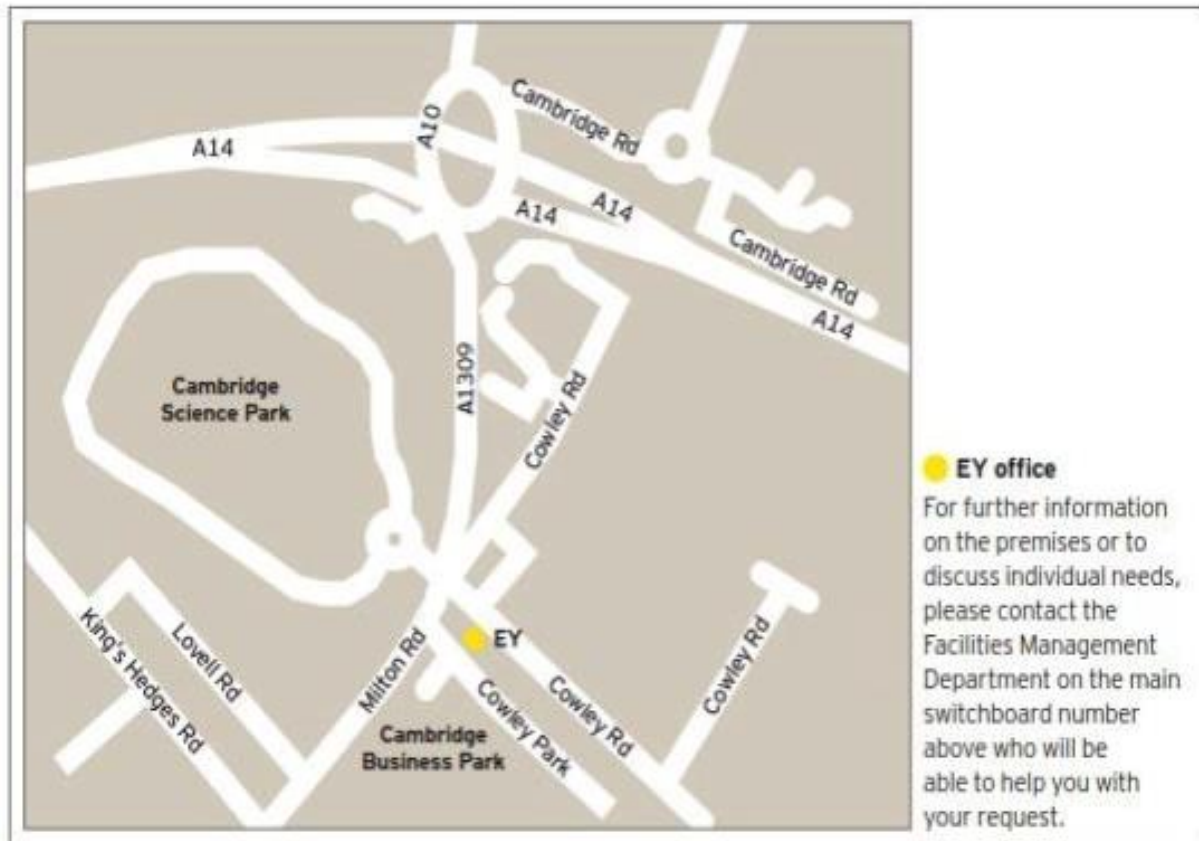
## Southampton Programme

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. 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.

Birmingham Easter: 28<sup>th</sup> April 2020  
Liverpool Easter: 28<sup>th</sup> April 2020  
London Easter: 28<sup>th</sup> April 2020  
Manchester Easter: 28<sup>th</sup> April 2020  
Glasgow: 26<sup>th</sup> June 2020  
Edinburgh: 28<sup>th</sup> July 2020  
Southampton: 28<sup>th</sup> July 2020  
London July: 28<sup>th</sup> July 2020 and 28<sup>th</sup> August 2020  
Luton: 28<sup>th</sup> July 2020 and 28<sup>th</sup> August 2020  
Newcastle: 28<sup>th</sup> July 2020 and 28<sup>th</sup> August 2020  
Birmingham summer: 28<sup>th</sup> July 2020 and 28<sup>th</sup> August 2020  
Reading: 28<sup>th</sup> July 2020 and 28<sup>th</sup> August 2020  
Yorkshire (Leeds): 28<sup>th</sup> July 2020 and 28<sup>th</sup> August 2020  
Bristol: 28<sup>th</sup> August 2020  
Manchester summer: 28<sup>th</sup> August 2020  
Cambridge: 28<sup>th</sup> August 2020 and 28<sup>th</sup> September 2020  
London August: 28<sup>th</sup> August 2020 and 28<sup>th</sup> September 2020

**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](mailto: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](http://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](mailto: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 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](mailto: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. If you are successful in securing a place, then prior to joining you must seek approval for holiday by emailing [smartfutures@eyfoundation.ey.com](mailto: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 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.

**29. 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.

**30. 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**

**31. 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](mailto:eystudentoffers@uk.ey.com)

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