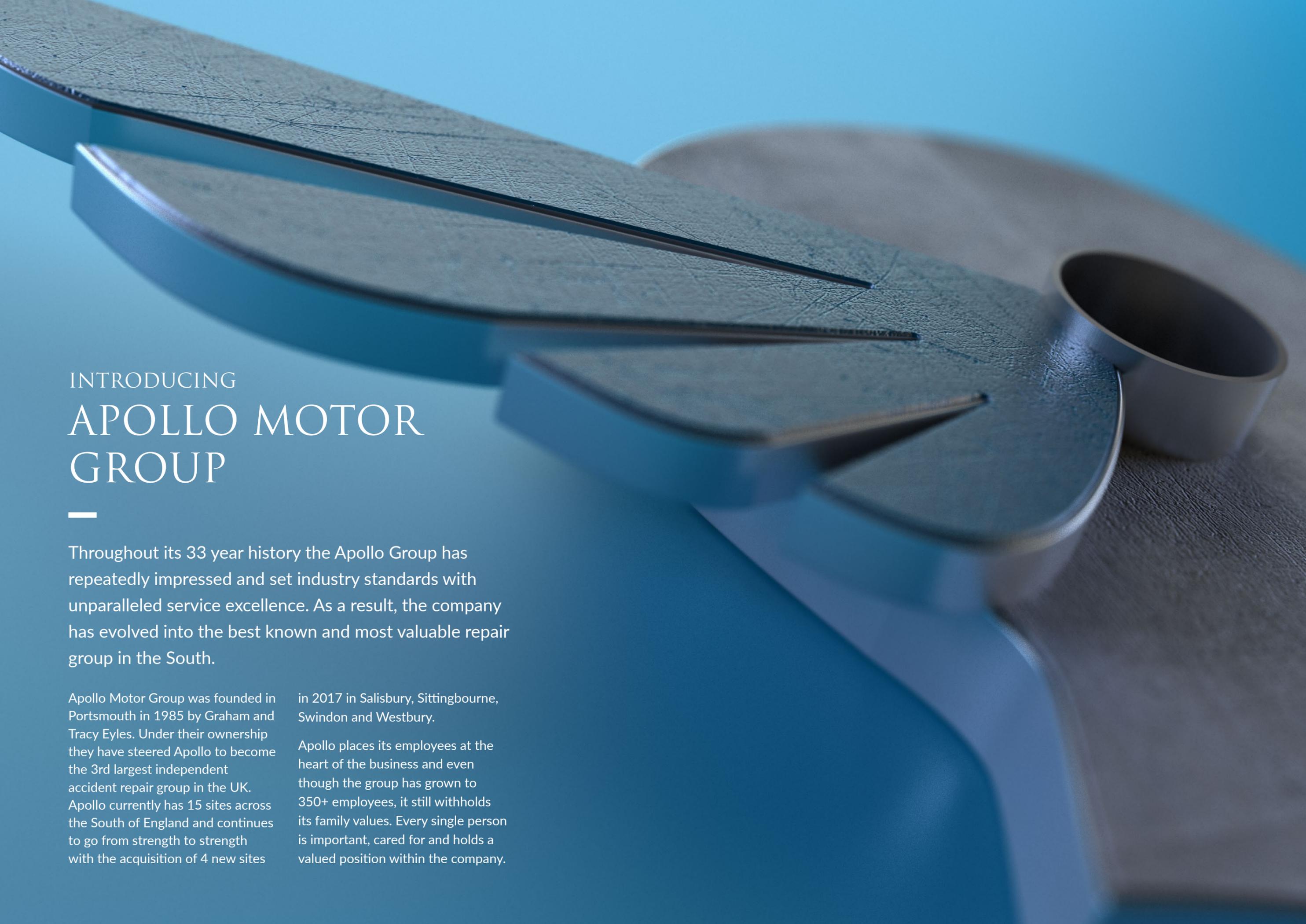




Your Future Begins Here!



APOLLO
ACADEMY



INTRODUCING APOLLO MOTOR GROUP

Throughout its 33 year history the Apollo Group has repeatedly impressed and set industry standards with unparalleled service excellence. As a result, the company has evolved into the best known and most valuable repair group in the South.

Apollo Motor Group was founded in Portsmouth in 1985 by Graham and Tracy Eyles. Under their ownership they have steered Apollo to become the 3rd largest independent accident repair group in the UK. Apollo currently has 15 sites across the South of England and continues to go from strength to strength with the acquisition of 4 new sites

in 2017 in Salisbury, Sittingbourne, Swindon and Westbury.

Apollo places its employees at the heart of the business and even though the group has grown to 350+ employees, it still withholds its family values. Every single person is important, cared for and holds a valued position within the company.



In today's world education is so crucial, with an increasingly competitive job market, attaining your GCSE qualifications is so important. Knowing that a young person has the capability to attain these grades, gives us the confidence to invest in them in the future.'

TRACY EYLES

OWNER



OUR MISSION

To recruit the best young talent for a forward thinking and prosperous accident repair group, where opportunity has no limit.

WHAT IS THE ACADEMY

An opportunity for young aspiring individuals to gain valuable work experience within an unprecedented accident repair group, with the chance of gaining a place on one of our excellent apprenticeship schemes.

The academy programme will give you insight into the fast paced and ever-changing motor repair industry and it will help you to develop the necessary skills you require to be successful on our apprenticeship schemes.



YEAR 9

OPEN DAY

The Apollo Academy starts with an open day/evening at one of our sites; this would give both you and your parents/carers an insight into a fully operational body shop. Following on, if you are still interested in what you have seen, we would then like to arrange for you to come in for a 1-2-1 career development chat with your parents/carers, in order to gauge interest in what career opportunities you would like to explore.

YEAR 9 - SUMMER

SUMMER TASTER WEEK

We would like to invite you to our taster week, which shall take place during the summer holidays. Here we can tailor a work experience to your requirements, giving you the opportunity to work within a department of your preference. At the end of the taster week we shall then invite you and your parents/carers to have a review with our management team, to discuss what you have particularly enjoyed and where you may wish to pursue your career and enrol to the next stage of the program.

YEAR 10

ONE TO ONE INTERVIEW WITH PARENTS/CARERS

We would like to invite you back in for a second career development chat with a member of our management team, to discuss with you the career opportunities and apprenticeship schemes we can offer here at Apollo.

YEAR 10

TWO-WEEK WORK INTERNSHIP

In year 10 we would like to invite you back for a 2-week work internship in your chosen field. We can also offer a rotational option where you can complete two different 1 week's experience between 2 different departments. At the end of the 2 weeks, we will then hold a progress review with you and your parents/carers to discuss how your work placement has gone.

YEAR 11

FINAL INTERVIEW

This is the final stage of the program where only the most promising individuals will reach. At this stage, we will hold a meeting with both our group and site manager, should your interview prove successful, we will then give you a conditional job offer for one of our apprenticeship schemes to start once you finish school, providing you achieve our apprenticeship entry requirements.



Our ongoing commitment to invest in both the professional and personal development of our employees is so important to us. The strength of this joint partnership between staff and Apollo has been the recipe for success and the driving force behind Apollo Motor Group being recognized as one of the market leaders in the body shop industry'.

GRAHAM EYLES

OWNER



WHAT ARE WE LOOKING FOR?

To become an Apollo apprentice, you'll need:

- Minimum requirements range from 4 GCSE equivalents at Grade 4 or above (Maths and English mandatory, with ICT preferred but not essential)
- An eagerness to learn
- To successfully complete the Apollo Academy

APOLLO CAREERS

Customer Service Advisor	Qualified OTE £23K
Accounts Administrator	Qualified OTE £23K
Vehicle Damage Assessor	Qualified OTE £35K
Parts	Qualified OTE £25K
MET Technician (Mechanical Electrical Trim)	Qualified OTE £35K - £50K
Panel	Qualified OTE £35K - £50K
Paint	Qualified OTE £35K - £50K

CAREER OPPORTUNITIES



CUSTOMER SERVICE ADVISOR

WHAT THIS ROLE INVOLVES?

- Liaising with customers in person and over the phone
- Liaising with work providers and updating on-line systems
- Updating and loading information into the body shop management system
- Booking in customers for estimates and repairs
- Arranging the collection and delivery of customers vehicles and courtesy vehicles
- Checking in and out both customer and courtesy vehicles
- Process payment of customer's policy excess and VAT where applicable
- Handing over completed vehicles and paperwork to customers

THE SKILLS YOU WILL NEED:

- Being able to work well in a team
- Patience and open-minded attitude
- Ability to work well under pressure
- Being able to handle complaints and difficult situations

PARTS DEPARTMENT

WHAT THIS ROLE INVOLVES?

- Ordering all workshop parts and liaising with the customer
- Loading newly ordered parts in to body shop management system
- Checking all parts are correct and ensuring they are not damaged
- Allocating and storing of parts in workshop
- Checking for any parts discount
- Obtaining credits for any returned or unused parts
- Liaising with the workshop to communicate any delays in parts
- Updating communication log on Autoflow
- Arranging sub-contractors

THE SKILLS YOU WILL NEED:

- Ability to problem solve
- Strong level of computer proficiency
- Ability to work in a fast-paced working environment
- Being able to work well in a team

ACCOUNTS ADMINISTRATOR

WHAT THIS ROLE INVOLVES?

- Inputting purchase and sales invoices into the Sage accounting system
- Reconciling supplier accounts and direct debits
- Controlling and monitoring credit and chasing debt
- Reconciling the bank account
- Sorting out incoming and outgoing daily post and answering any queries
- Managing payroll to ensure all employees are paid
- Processing any petty cash transactions

THE SKILLS YOU WILL NEED:

- High level of organisation
- Being able to work well in a team
- Attention to detail and high level of accuracy
- The ability to multi-task
- Excellent time management



The main thing I feel Apollo has in its armoury is the passion we possess and this is driven by the people we invest in when we promote from within."



VEHICLE DAMAGE ASSESSOR (VDA)

WHAT THIS ROLE INVOLVES?

- Inspecting damaged vehicles and assess the full extent of the damage sustained
- Assess the cost of repair and time scales
- Identify the correct repair method
- Prepare computerised and manual estimates and to accurately record the estimates
- Maintaining up-to-date records of all estimates
- Obtain insurance companies authority to proceed with repair to a vehicle and to confirm the cost of the repair
- To communicate effectively with customers, engineers and technicians to ensure understanding of correct vehicle repair method
- Ensure that any amendment to repair work is authorised by the insurance company
- Keeping up to date with everchanging vehicle technology

THE SKILLS YOU WILL NEED:

- Work well under pressure
- The ability to multi-task
- Effective communication skills
- Being able to work well in a team
- High level of attention to detail

APPRENTICE MET/TECHNICIAN

WHAT THIS ROLE INVOLVES?

- Stripping vehicles for repair
- Checking parts whilst stripping
- Reporting extra parts needed to Workshop Controller/Estimator
- Complete quality control check sheet
- Alignment and fitting of lights
- Ensure correct repair method is used
- Fitting vehicles after repair
- Checking locks, lights, electrics as per quality control
- Report any issues to the Workshop Controller

THE SKILLS YOU WILL NEED:

- Ability to work in a fast-paced working environment
- Being able to work well in a team
- High level of attention to detail



Apollo holds one of the best brand names within the UK accident repair industry and this reputation stems from its strive for excellence in providing outstanding customer service.”

CAREER OPPORTUNITIES

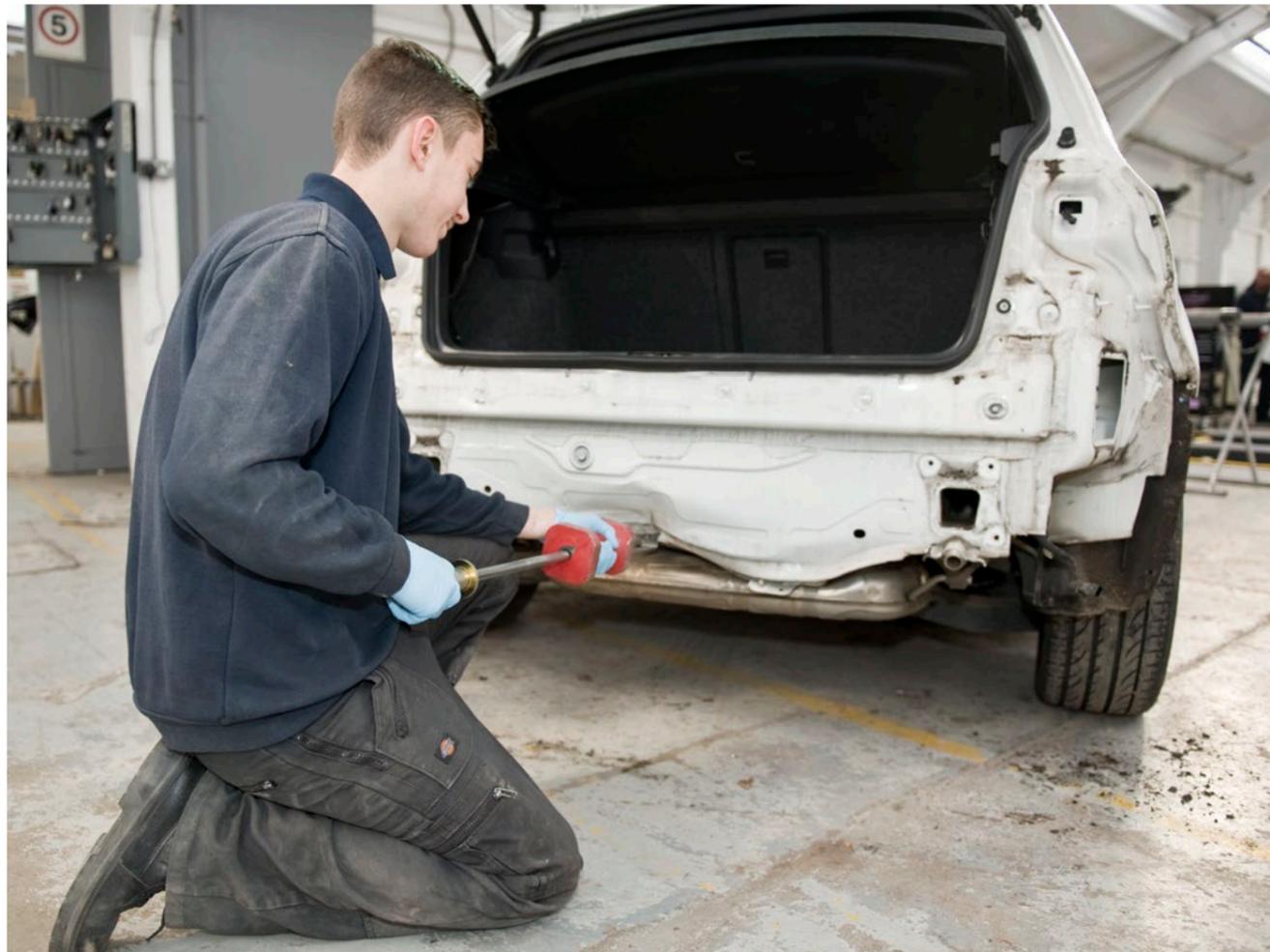
APPRENTICE PANEL TECHNICIAN

WHAT THIS ROLE INVOLVES?

- Stripping of vehicles for repair as per job card
- Reporting any extra parts needed to Workshop Controller/Estimator
- Complete quality control check sheet
- Check the correct repair method is being used
- Set up welding equipment correctly as per repair methods
- Use of extraction at all times and the correct fillers
- Check operations manual for repair systems and filler application
- Correctly fitting vehicles after repair
- Checking locks, lights, electrics as per quality control check sheet
- Report any problems to Workshop Controller

THE SKILLS YOU WILL NEED:

- Ability to work in a fast-paced working environment
- Being able to work well in a team
- High level of attention to detail



APPRENTICE PAINTER

WHAT THIS ROLE INVOLVES?

- Painting any repaired vehicles
- Checking correct paint colour and use of spray out card for all colours
- Setting the oven temperature, air pressure and time
- Applying the appropriate fillers and stoppers
- Paint preparation and mixing
- Roller and paint spray priming
- Completing quality control check sheet
- Ordering paint for parts when needed
- Check operations manual for repair systems and filler application
- Liaising with other departments
- Report any problems to Workshop Controller

THE SKILLS YOU WILL NEED:

- Ability to work in a fast-paced working environment
- Being able to work well in a team
- High level of attention to detail



TESTIMONIALS

CHRIS DORE

GROUP AUDITS AND PROCESS MANAGER

Worked here since: September 1998

What do you enjoy about working at Apollo?

I enjoy the people and the repair process, I have come to love the financial side more with time. I love the way Apollo progress people and invest in our people to better them and the group as a whole. I am really proud to say I love my job and always have from prepping to parts to mechanical to estimating and now managing sites.

What have you achieved with Apollo?

I feel I have achieved so much professionally with Apollo, I feel not only have I achieved a great understanding of the full repair process but also a great understanding of the whole business. Having worked in every part and every site in the group in fact I am now the only person in the group that can lay claim to that. As my new role proceeds I am learning every day about new sites, equipment, products, contracts and most importantly people and networks.

What sets Apollo apart from the rest?

The main thing I feel Apollo has in its armoury is the passion we possess and this is driven by the people we invest in when we promote from within. Furthermore, we now have key people in key roles that fully understand and live and breathe the process making us second to none.

TOM YEARSLEY

VDA APPRENTICE

Worked here since: May 2017

What apprenticeship are you currently on?

I am currently learning how to be a Vehicle Damage Assessor.

What do you enjoy about working at Apollo?

At Apollo, I enjoy the fact that I get to work closely with cars, whilst learning multiple software skills and interacting with colleagues and customers alike.

What you have achieved with Apollo?

Since starting I have widely broadened my knowledge of vehicles and become less anxious when talking to people, whilst learning time management and dealing with various responsibilities.

What sets Apollo apart from the rest?

Apollo is set apart from the rest as it offers exciting challenges and it has a team of awesome people.



ANDY LAMONT

APOLLO PORTSMOUTH - BODY SHOP MANAGER

Worked here since: June 1987

What apprenticeship have you completed?

I completed a City and Guilds apprenticeship in Panel and Paint.

What do you enjoy about working at Apollo?

Working alongside Graham and Tracy Eyles and being part of such a professional and proficient company who deliver the highest standard of service at all times. I also enjoy promoting the Apollo brand and building greater credibility within the repair industry.

What sets Apollo apart from the rest?

Apollo holds one of the best brand names within the UK accident repair industry and this reputation stems from its strive for excellence in providing outstanding customer service.

MIKE HATTON

APOLLO PORTSMOUTH - LEAD VDA

Worked here since: September 2004

What apprenticeship have you completed?

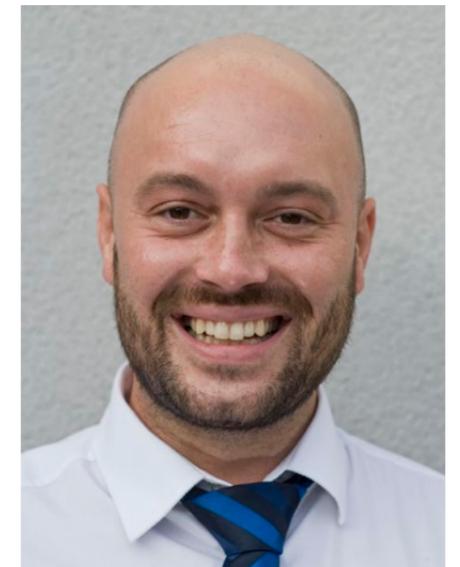
I originally started off in the workshop as a met technician but after doing so well I was asked if I would like to start an in-house apprentice at the Chichester branch where I completed my VDA apprenticeship.

What do you enjoy about working at Apollo?

I enjoy working with such a great team of people and love that everyone wants to help each other learn. I also find my job to be extremely rewarding, as now I have taken on a lead role, I am able to pass down my knowledge to the two new apprentices in my team.

What have you achieved with Apollo?

At the time, I was one of the youngest employees to become a vehicle damage assessor, passing my ATA accreditation at the age of 23. However, my current apprentices are much younger at 17 and 19 and so the opportunity to help develop and train the future talent of Apollo is definitely my most fulfilling achievement to date.



OUR LOCATIONS

The South's largest and most recommended independent vehicle repair group

APOLLO BASINGSTOKE

APOLLO BEXHILL

APOLLO BOURNEMOUTH

APOLLO CHELTENHAM

APOLLO DOVER

APOLLO HORSHAM

APOLLO PORTSMOUTH

APOLLO PRESTIGE

APOLLO SALISBURY

APOLLO SITTINGBOURNE

APOLLO SOUTHAMPTON

APOLLO SWINDON

APOLLO TONBRIDGE

APOLLO WESTBURY

APOLLO YEOVIL

To view more details and our locations please visit
www.apollomotorgroup.com





APOLLO
A C A D E M Y

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For more information please visit our website

www.apollomotorgroup.com/theapolloacademy

or alternatively please email theacademy@apollomotorgroup.com

