

# **Department for International Development**

## **Graduate Development Scheme 2015**

### **Frequently Asked Questions**

#### **1. What qualifications do I need?**

You will need to have gained the relevant 2.1 degree or above in 2014 or be graduating in 2015 with a predicted result at 2.1 or above. If you graduated in 2013 or earlier, you will be ineligible to apply.

If you are completing a postgraduate qualification in 2015 your undergraduate 2.1 degree must have been obtained in 2014 and be in the relevant field for the placement you are applying for.

The graduate scheme is an **entry level** opportunity to gain 50 Weeks work experience.

If you have over 12 months paid work experience in any area at the time of applying (excluding any work undertaken whilst in full-time education or volunteering), you will be ineligible to apply for the Graduate Development Scheme. We recommend that you apply for more senior roles in DFID and do so by registering for future job alerts via Civil Service Jobs at: <https://www.civilservicejobs.service.gov.uk/csr/index.cgi>

#### **2. I need a work permit. Can I apply?**

No. To be eligible to apply, you must be:

- a UK national
- a national of a member state of the European Economic Area (EEA)
- a Swiss national
- a Commonwealth citizen with an indefinite right to remain in the UK without employment restrictions

#### **3. When can I apply?**

From **Thursday 26<sup>th</sup> February 2015**.

If at all possible, please do not leave your application to the last week or last few days prior to the closing date of **midnight Thursday 26<sup>th</sup> March 2015**.

**4. Where will I be based?**

In either our Glasgow (East Kilbride) or London (Whitehall) joint head office. The location of your placement will be detailed in the placement description.

**5. What is the salary?**

£22,000 per annum (pro rata)

**6. Are there opportunities for overseas work as part of the 50 week placement?**

All graduate development scheme placements will be UK based for the 50 week period but opportunities to travel and visit our country offices and development projects may be available depending on your specific role and organisational needs.

**7. Can I apply for more than one advertised graduate role within DFID?**

No. Due to the number of applications we receive, you will only be able to apply for one role. Multiple applications will be rejected and only the first vacancy applied for will be considered. Please ensure you take time to review the roles advertised and apply for the one you believe best fits your academic background, experience and interest.

**8. The programme lasts for 50 weeks. Can I apply for internal DFID jobs during that time?**

You may be able to apply for internal DFID jobs towards the end of your 50 week placement with us. The exact timings for this will be confirmed once you start your placement. Your application will be subject to the Civil Service employment application rules.

**9. Can I also apply to the Civil Service Fast Stream graduate recruitment scheme?**

Yes, you can apply to the Civil Service Fast Stream programme at the same time as applying to this scheme or during your placement with us. The applications and programmes are separate and will not have an impact on each other.

The first two years of the Civil Service Fast Stream provides four 6 months placements in four different government departments.

**10. Can I apply if I graduated a couple of years ago?**

No. As a key element of this scheme is to provide recent graduates with valuable work experience and personal skills development. It is therefore essential that you have under 12 months paid work experience (excluding any work undertaken and volunteering whilst in full time education) and that you will be a 2014 or 2015 graduate or will be completing a post-graduate qualification in 2015.

The graduate scheme is an **entry level** opportunity to gain 50 weeks work experience. If you have commenced a career and have over 12 months paid work experience at the time of applying (excluding any work undertaken whilst in full-time

education or volunteering), you are ineligible to apply. We recommend that you apply for more senior roles in DFID and do so by registering for future job alerts via Civil Service Jobs.

### **11. Can I apply as part of a work placement year or year out?**

As an undergraduate or a postgraduate student on a gap or sandwich year, you will **not** be eligible to apply. The graduate development scheme is for those who completed their first degree or further studies in 2014 or will be graduating in 2015.

We welcome applications from graduates considering commencing further qualifications e.g. a Masters after the 50 Weeks with DFID.

### **12. I am applying to several organisations. Does this matter?**

No. DFID recognises that you may be interested in a variety of different training schemes and organisations. Applying to these will in no way effect your application to DFID. We do, however ask that if you decide to accept a placement either with us or another organisation that you inform all other potential parties as soon as possible

### **13. What is the recruitment process?**

The recruitment process will consist of the following;

- i. An online application form aswell as a Supplementary Application Form

If there are gaps in employment or academic periods and these have not been declared, we may be unable to progress your application any further in the process.

**Due to the high volume of applications we receive, please ensure your application form is well structured, addresses the questions being asked and is easy to read to enable us to progress with it further.**

- ii. Once you submit your application form, you will receive a link to undertake an online situational test. Once the online test has been submitted, you will receive an automated email advising if you have been successful. If your application has been successful, it will progress through to the next stage of sifting.

**Please ensure both are complete and submitted by midnight Thursday 26<sup>th</sup> March. It is therefore advisable not to leave submitting the application form to the last day.**

**DO NOT ATTEMPT TO UPLOAD A CV.** If you upload a CV it will not be considered.

A pass mark will be set for the on-line assessment and if you do not meet this you will automatically receive an email advising you that your application will not be progressed to the next stage.

We appreciate the amount of time and effort that is involved in completing the applications and also recognise that it is disappointing to submit these and then potentially not pass the online test. However, we receive a huge response to the graduate scheme and have to work within the parameters of the current e-recruitment system. With this in mind you will want to consider all of this prior to applying.

- iii. If you meet the initial eligibility criteria and have met the pass mark for the online assessment, your application will be considered in the next sifting stages of the recruitment process.
- iv. If your application has been successful at the sifting stage, you will be invited to an assessment center at our Glasgow (East Kilbride) or London office sometime in May/ June. All applicants will be contacted regarding the outcome of their application by the end of April 2015.
- v. Prior to attending the assessment centre, you will be invited to undertake an online numerical and verbal psychometric test. The results of these tests will form part of your overall assessment center mark.

The assessment centre is an opportunity for us to find out more about you and for you to ask any questions you may have about working in DFID. You will be invited as part of a group of applicants and the day will consist of an individual interview and a group exercise.

Assessment days will take place from May- June 2015. We appreciate you may have your final University exams at this time. As we are recruiting to specific posts there will be limited flexibility to change assessment centre dates.

#### **14. What is the format of the assessment day?**

The assessment centre will explore the competencies which you have already provided information on in the application form. It will also include an interview and group exercise. Evidence of these two activities along with the psychometric tests will allow us to select successful candidates.

We recommend you contact your University Careers Service for advice on interviews/ assessment days. Most University Careers Services offer support for up to a year after graduation.

#### **15. If I am successful, when will I start work?**

If successful, your placement will start in early September 2015. The exact start date will be confirmed in your letter of appointment.

**16. If I am unsuccessful in my application – how long do I have to wait before reapplying?**

If you were unsuccessful in your application, on line test or assessment centre, you will not be eligible to apply until the scheme runs again and if you still meet the basic entry requirements. If you have applied for the fast stream or any other vacancy and been unsuccessful, you don't have to wait any time to apply for the graduate scheme providing you meet all the criteria.

**17. Can I defer entry if I am successful?**

No. If you already know that you have commitments which will prevent you starting work in September 2015, we advise you to consider waiting and apply again in the future. If you are successful in securing a role on the graduate scheme but can no longer commence work in September, we will not defer your entry and your place will be offered to someone else.

**18. Are there special procedures for candidates with disabilities?**

DFID is an equal opportunities employer and will do all we can to accommodate individual requirements. When completing your online application, please indicate any additional assistance you require.

**19. I don't have a National Insurance number and can't complete the application form without one?**

Please enter a temporary NI number in the following format:

TM - your date of birth - F for female or M for male i.e. TM110677F

Do not use this example number and do not use do not use AB123456C as a temporary number.

Please ensure that if offered a placement on the scheme that you have secured an NI number as failure in doing so may result in your offer being retracted.

**20. How many graduates joined DFID in 2014?**

In September 2014, 40 graduates joined across the organisation in Glasgow (East Kilbride) and London.

**21. I'll be away during the assessment time, can I still be included?**

There is limited flexibility to change dates for the assessment centre period. If you know you are unable to attend during the assessment centre period, we suggest that you reconsider applying and apply again in the future if you are still eligible.

## **22. How can I make my application stand out?**

Don't leave it to the last week or last few days prior to the closing date.

Do seek the advice of your University Careers Service on completing competency-based application form questions and how to handle online tests and assessment days.

Do remember that your application form responses can come from any area of your background – part-time work or an internship, sport, academic or volunteering.

Due to the high volume of applications, content and readability will be a factor in the shortlisting process.

We strongly recommend that you complete the application form fully covering all periods of academic and employment backgrounds. If there are gaps in employment or academic periods and these have not been declared, we may be unable to progress your application any further in the process.

## **23. What training do you receive?**

There is a comprehensive Development Pathway for the scheme which is integrated throughout your placement. This will be a programme of formal and informal learning and development activities, including: induction, e-learning courses, skills and knowledge development options, speaker events, peer learning and mentoring.

## **24. Will we receive employability skills training towards the end of the scheme?**

Yes, we will provide training in preparation for employment applications.

## **25. Can we use the same competency examples during assessment interview as we did on the application form?**

Yes you can but it is encouraged that you try to vary your answers if possible.

## **26. Should I apply to the DESA scheme or both?**

We are offering 50 weeks experience for recent graduates. If you already have a year or more experience in a job (excluding part-time work during studies), you should look for other vacancies on Civil service Jobs.

If you have 2-3 years programme experience and a relevant MSc, you should register for DFID jobs alerts from Civil Service Jobs particularly for the DFID Entry Scheme for Advisers (DESA Scheme) rather than be applying for the graduate scheme.

## **27. When will I hear results following on from Assessment Centres?**

By the end of June 2015

**28. Can I submit an application form before or after the opening and closing date/s?**

We cannot make exceptions and applications can only be made between our opening and closing dates.

**29. Question not answered in FAQs?**

You can contact us by email at [graduaterecruitment@dfid.gov.uk](mailto:graduaterecruitment@dfid.gov.uk) with your specific questions.

If you experience any technical issues with your application form or situational test, please contact Civil Service Resourcing System Support Team at; [sst.csr@csresourcing.gsi.gov.uk](mailto:sst.csr@csresourcing.gsi.gov.uk)