

**Sandwich Student Placements 2024-25:**

**Application Guidance Notes**

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*Please read the following application guidance notes carefully prior to completing your application. The details within the job advert and these notes have been put together to help you determine your eligibility and guide you through the application process. By applying you are confirming you meet the eligibility requirements. If subsequently we find out you do not meet the requirements, your application will be withdrawn.*

# Essential Eligibility Criteria:

The Sandwich Student scheme is only open to students in their penultimate year of undergraduate study and who are on track for a 2:1 or 1st class degree. You must have one more year at university to complete after the placement.

**To be eligible you must meet the following academic requirements:**

* Be on course for a 2:1 or 1st class outcome. This is indicated by your exam results of your first year\*.
* Be studying a degree which contains a minimum of 30% course credits in social research methods in your overall degree content. Your degree must include quantitative research methods (i.e., research design, data collection [i.e., questionnaire design, sampling, weighting], data analysis [statistical analysis, interpretation]) as well as three out of the following five areas:
	+ Qualitative methods, including research design, data collection (e.g., interviewing, focus groups, ethnographic), data analysis (e.g., thematic analysis)
	+ Study design, hypothesis formation, testing and evaluation
	+ Systematic/literature review
	+ Interpretation of data (qualitative & quantitative), presentation of results, provision of recommendations/ conclusions
	+ Application of ethics to research
	+ Students are not required to have undertaken research themselves as part of their degree course at time of application, but they should have gained an understanding of the principles and skills needed to design and conduct social research and to be able to critically evaluate research methods, strategies and data used by social scientists.

\*If you do not have grades due to boycott, send an interim transcript and letter from your Head of Department who shall confirm you could not obtain the official transcript due to boycott. If you are selected, before we can make an offer, we will need to receive the actual transcript with exam results confirming you are on course to get a 2:1 or 1st class outcome.

**To be eligible you must also meet the following nationality requirements:**

* Be a national of the UK, Commonwealth or Republic of Ireland or a European Economic Area (EEA) or Swiss and Turkish national with a right to live and work in the UK;
* If a holder of a student visa – be allowed under the conditions of the visa to undertake a full-time paid sandwich placement in the UK without a work permit.
* Meet the Civil Service Nationality Requirements which operate independently and additionally to the Immigration Rules. Applicants must also meet necessary security and vetting requirements, along with any other relevant pre-employment checks.
	+ As from 1 January 2021 broadly the following groups may be eligible to work in non-reserved posts within the Civil Service:
	+ UK nationals
	+ Nationals of Commonwealth countries
	+ Nationals of the Republic of Ireland
	+ EEA nationals with (or eligible for) status under the EUSS
	+ Relevant EEA or Turkish nationals working in the Civil Service
	+ Relevant EEA or Turkish nationals who have built up the right to work in the Civil Service
	+ Certain family members of the relevant EU & Turkish nationals
	+ The Civil Service Nationality Rules Guidance: [Changes\_to\_the\_Civil\_Service\_Nationality\_Rules\_from\_1\_January\_2021\_-\_Guidance\_and\_departmental\_actions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/944044/Changes_to_the_Civil_Service_Nationality_Rules_from_1_January_2021_-_Guidance_and_departmental_actions.pdf)

# Recruitment process

The recruitment process involves the following steps:

1. Application Form
2. Civil Service Numerical Test
3. Sift
4. Interview
5. Offer and allocation to a government department

## Application Form

Where we have asked for candidates to provide a name-blind (anonymous) CV (in the ‘Employment History’ section), you will need to list:

* The title of your degree
* Your first-year degree grade
* All modules studied as part of your degree by year
* The number of credits per module per year, clearly marking which modules are relevant to social research, with a clear description of the research methods studied or to be studied next to the modules.
* Your degree’s total number of credits.

You **do not** need to list your GCSE’s or A-Levels.

Applicants who have visa status must ensure they include all the details of their visa status in the application. If successful at sift, you will be asked to provide a copy of your visa that demonstrates that the visa covers the period of the placement.

Please note: We do not offer sponsorships for our schemes.

**In your application, please ensure that you provide full details about the research method components of your degree. We can only sift on the information you provide on the application so please ensure you complete the form as fully as possible.**

## Civil Service Numerical test

The numerical test is the only online test you will need to complete, after the full application form. You will need access to a laptop/desktop computer. Your application will not be progressed if you do not complete the test after filling out the application form.

**Please note: The test deadline is the same as the application deadline.**

You will be notified after the application deadline if you have passed the numerical test.

## Sift

If you pass the numerical test, your application will be sent anonymously to sifters. Sifters will decide which applications will be progressed to interview.

Candidates who are successful at the sift stage will be considered for interview at any of the participating departments. Candidates who are unsuccessful at the sift stage will not be given any feedback or comments.

## Interview

If you pass the test and the interview stage, you will be informed of your interview date by the Government department you are initially allocated to. Interviews will be conducted virtually.

You will be asked to provide a reference from your university tutor, confirming your suitability for a social researcher placement at the ‘invitation to interview’ stage.

At the interview you will be asked questions regarding social research methods and the Civil Service behaviour ‘Working Together’. Candidates will be notified by the Civil Service Jobs portal whether they have been successful or unsuccessful.

## Placement Offer

If you are successful at interview, you will be allocated to one of the government departments participating in the scheme. Allocations will be made in merit order based on interview score. We will endeavour to place you into one of your top three locations, however due to large numbers of applications this is not always possible.

Occasionally, a department may withdraw from the scheme before placements are offered or we have more successful candidates than available placements. In such cases, applicants will be placed on a reserve list. The reserve list is open for 3 months.

If you are offered a role with a government department, you will be sent an email with the contact details of your department. Your department will then be in touch to commission security checks. You cannot start your placement until security checks are cleared.

You should address any questions regarding your role and contract to the department in the first instance.

## Security clearance

After placement offers have been sent out, your department will begin security checks. Some departments – but not all - require candidates to have a UK footprint for 3 or 5 years and no period longer than 3 months outside of the UK to obtain security clearance.

# Scheme timetable

The following table shows the projected timetable of the recruitment process for this role.

|  |  |
| --- | --- |
| **Date**  | **Event** |
| 3rd October – 19th October | **Applications Open** |
| w/c 30th October | Sift of application forms |
| w/c 13th November | GESR to allocate students to departments for interview |
| 27th November – 15th December | Interviews (subject to interviewer availability) |
| December/January | Candidates will be allocated to departments  |
| January | Departments will contact successful candidates in the new year to start onboarding and pre-appointment checks. |
| September 2024 | Estimated start date |

**Please note that these dates may be subject to change, particularly if we receive a large volume of applications.**

# Re-joining GSR after graduation

Candidates who are offered a placement may also be invited to apply for a permanent role as a Social Research Officer in Government (HEO level – GSR Mainstream). To do this, candidates who are on track to pass their placement will be invited to sit a Social Research Assessment Centre (SRAC) towards the end of their placement, based on their suitability and performance during their placement and their right to work in the UK/Civil Service.

The SRAC involves sitting the Social Research Knowledge Test, and if successful, an interview. Social Research Officer roles are also advertised to external candidates on Civil Service Jobs.

# General Queries

If you have any queries regarding the application form or application process, please do not hesitate to contact the GESR Recruitment Team gesrrecruitment@hmtreasury.gov.uk

When emailing, please let us know what role you are referring to, as we run several recruitment schemes at once.

**The GESR Recruitment team only work weekdays (Monday-Friday) from 9am to 5pm. Therefore, no technical support will be available during the weekend.**