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# Induction to the Civil Service: Frequently Asked Questions

## What is the Civil Service Induction course?

The new online induction course is aimed at all new joiners to the UK Civil Service. It will only look at cross Civil Service issues - so it won’t replace the important induction processes in your team, Directorate, Department/Agency and Profession.

##

## What will I get out of it?

The course will look at the benefits of joining the Civil Service (including development opportunities), the range of cross Civil Service organisations and networks, and the basic things you need to know about being a civil servant including the Civil Service Code and your legal and financial responsibilities. It will introduce some basic learning about e.g. government, devolution and Parliament.

We encourage participants to share their own knowledge and experiences with each other.

## How much time will it take?

It is divided into three modules over three weeks. There are no “live” moments - you can work through the articles, quizzes, videos etc at your own pace. The very approximate time commitment is two hours per week but you might spend more or less.

Some people find it helpful to block off some time in the calendar each week to concentrate on the learning.

You may find that you spend a bit more time in week 1 of the course, compared to weeks 2 and 3, and this is due to the extra content included.

## How will I access the course?

You will be sent a registration link to the FutureLearn platform in advance of the course start date, along with the pre-course survey to complete. On the morning of the Induction start date**,** you will receive an email inviting you to start the course when you’re ready.

## Can I access the course using any device?

Yes, FutureLearn should be accessible via all work and personal devices including PCs, laptops, tablets and smart mobile devices. There may be exceptions if you work in a high-security environment with restricted internet access.

**Is the course fully accessible to all?**

We have received excellent feedback on the accessibility of the Civil Service Induction from every perspective. If you have any concerns/questions before you start, please do not hesitate to contact us at **gscu-induction@cabinetoffice.gov.uk**

##

## Is there a certificate at the end?

Yes, your line manager may wish to see a copy of the digital certificate. You can obtain it by passing a light touch multiple-choice test at the end of each week and marking the steps as complete, as you complete the learning.

## How will I know when I have completed the learning?

At the end of each week’s content, there is the opportunity for networking and reflection with your fellow participants. If you have reached this stage, then you have completed that week of the course. You can mark each step as complete to help you keep track.

## Will I be able to return to the course at a later date if I cannot complete it on time?

Yes. If you have a break for whatever reason, you still keep access to the course. We’ve given an indicative timeframe of three weeks, and most people will be doing the course over that period, but it doesn’t actually have to be started or finished on a specific date. All participants will keep access to the course for a minimum of one year from the start date.

## Is it necessary to complete each week or the whole course in one sitting?

No. It is possible to complete big chunks in one sitting but we wouldn’t recommend it - it is probably better to space it out.

**Induction to the Civil Service: Summary of Content**

**Module (Week) 1**

* The **benefits of being a civil servant**: including cross Civil Service networks, the typical benefits offered by Departments and Agencies, and where to find out more
* What **Professions** can offer - with a case study of the developmental opportunities available through the Operational Delivery Profession
* An introduction to common **jargon and acronyms**
* The **Civil Service Code**: explaining the main points and using quizzes to work through some practical scenarios about e.g., using social media, accepting gifts and hospitality, and working with the public
* Crucial basic information about the **legal, financial and security obligations** of civil servants and signposting further learning

**Module (Week) 2**

* The **structure of the Civil Service** and wider government: where do you fit?
* A discussion of **trends in the Civil Service**: including the modernisation agenda, regional hubs, hybrid working and social mobility
* An explanation of the **role of Ministers**
* An overview of **union and devolution**: the responsibilities of the UK government and the devolved administrations in Scotland, Wales and Northern Ireland, and the implications for civil servants

**Module (Week) 3**

* The **role of Parliament**, and how Ministers and civil servants interact with it on a daily basis, with a focus on the basics of Parliamentary scrutiny
* Your **personal development**: tips on a successful induction and how to maximise your learning in the Civil Service, information on support and workplace adjustments, and building an induction checklist
* **Supporting you throughout your Civil service career:** a collection of useful resources to support you personally and professionally throughout your Civil Service career.

The course is interactive - using discussions, quizzes, polls and quick research activities to involve the learner as much as possible. Learners are encouraged to contribute their own insights, and to give feedback on the course.

At the end of each module/week there is a “Check Your Understanding” multiple-choice test to help review and embed the learning. Learners have the option of using these tests to qualify for a free digital certificate of completion if they want.

**Contact details**

For any additional questions on induction content please email Government Skills & Curriculum Unit at **gscu-induction@cabinetoffice.gov.uk**