

# **GES Sandwich Student Placement 2025-26: Application Guidance Notes**

**This 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 your undergraduate degree after this placement.

Please read the following application guidance notes carefully, as well as the job advert, 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 support you through the application process, as some applicants are excluded because they do not complete the process properly.

By applying you are confirming you meet the eligibility requirements. If subsequently we find out you do meet the requirements, your application will be withdrawn.

## Eligibility Requirements

To be eligible, applicants must meet the following criteria:

### ***Nationality***

* Be a national of the UK, the Commonwealth, or the Republic of Ireland; or a European Economic Area (EEA), Swiss or 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 12-month sandwich placement in the UK without a work permit.
* Meet the UK Civil Service Nationality Rules which operate independently and additionally to the UK 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 the Republic of Ireland
	+ nationals of Commonwealth countries who have the right to work in the UK
	+ nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities with settled or pre-settled status under the [European Union Settlement Scheme (EUSS) (opens in a new window)](https://www.gov.uk/settled-status-eu-citizens-families)
	+ nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities who have made a valid application for settled or pre-settled status under the European Union Settlement Scheme (EUSS)
	+ individuals with limited leave to remain or indefinite leave to remain who were eligible to apply for EUSS on or before 31 December 2020
	+ Turkish nationals, and certain family members of Turkish nationals, who have accrued the right to work in the Civil Service

Further guidance on Civil Service Nationality Rules and changes from 1 January 2021 can be found [here](https://www.gov.uk/government/publications/nationality-rules).

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 at a later date 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.**

### ***Your degree***

* You must be on course for a 2:1 or 1st class outcome. This is indicated by your exam results of your first year\*.
* You must be studying for:
	+ An undergraduate degree in economics
	+ An economics undergraduate joint degree, economics **must** comprise at least 50% of the total course studied so far (year 1 and 2); or
	+ A joint economics honours undergraduate degree at a Scottish university, where at least 50% of the modules studied or to be studied during the final two years of the course must be in economics; or
	+ Philosophy Politics and Economics (PPE) degree where at least 50% of the modules studied or to be studied during the final two years of the course must be in economics.

**Please note: All degrees must include Macro and Microeconomics.**

\*If you do not have official exam results for your previous year(s) due to staff boycotts, you can provide provisional grades. If you are successful at interview, before we can make an offer, we will need to receive a copy of your official transcript with exam results confirming you are on course to get a 2.1 or 1st class outcome**.**

Please note:

1. 'Penultimate' means that you have one more year at university to complete your undergraduate degree after this placement. To avoid disappointment, please do not apply if you are due to graduate in the Summer of 2025, but plan to continue your studies with a post undergraduate degree, such as a Masters.
2. If you wish to apply for Assistant Economist Scheme or the GES Fast Stream after you have **completed their degree,** you must review the relevant schemes eligibility criteria to ensure that you achieve the necessary modules/qualifications.

## Completing the application

### ***Your qualifications***

**Please note: You do not need to list your GCSEs or A-Level qualifications** under the CV and ‘Your Qualifications’ section. You also do not need to upload or attach a separate CV document.

In Question 3 of the ‘Additional Questions’ section of the online application form, please include the following information:

* The full subject title of your undergraduate degree and its start date.
* Your first-year degree grade.
* All modules studied as part of your degree by year
* The number of credits per module per year
* Clearly mark all economics modules with (Econ) next to them

Your modules studied so far **must** include both macro and microeconomics.

Please ensure that you provide full details about the economic components of your degree. We can only sift on the information you provide on the application so please ensure you complete the form as full as possible. Once submitted, you will not be able to edit your application.

An example of how to set out your answer to Question 3 is as follows:

*Economics BSc start Sept 2021*

*First year grade: 1st (76)*

*2021 Year 0 (Foundation Year) modules:*
*Introduction to Marketing - 20 credits*
*Innovation and Enterprise - 20 credits*
*Business Ethics - 20 credits*
*Integrated Skills for Business Studies - 20 credits*
*(Econ) Economic Institutions: Labour (counts as a Year 1 module) - 10 credits*
*(Econ) Economic Institutions: Industry (counts as a Year 1 module) - 10 credits*
*(Econ) Maths & Stats for Economics & Business 1A (counts as a Year 1 module) - 10 credits*
*(Econ) Maths & Stats for Economics & Business 1B (counts as a Year 1 module) - 10 credits*

*2022 Year 1 modules:*
*Intro to East Asian Philosophical Texts - 20 credits*
*Accounting for Non-Specialists - 10 credits*
*Research Methodologies - 20 credits*
*(Econ) Economic Controversies - 10 credits*
*(Econ) Economics and Global History - 10 credits*
*Organisational Behaviour - 20 credits*
*(Econ Micro and Macro) Economic Theory & Applications - 30 credits*

*2023 Year 2 modules:*
*(Econ) Theories of Growth, Value & Distribution - 10 credits*
*(Econ) Intermediate Macroeconomics - 10 credits*
*(Econ) Ethics and Economics - 10 credits*
*From Study to Work - 10 credits*
*International Politics - 20 credits*
*(Econ) Intermediate Microeconomics - 10 credits*
*(Econ) Maths for Business & Economics 2 - 10 credits*
*(Econ) Economics Research Methods - 10 credits*
*(Econ) How to be a Policy Economist - 10 credits*
*(Econ) Stats & Econometrics - 20 credits*

*2024 Year 3 - Placement Year*

*2025 Year 4 - Final year modules to be confirmed*

## Recruitment process

The recruitment process involves the following steps:

1. **Register**
2. **Short application form (part 1)**
3. **Numerical test (practice tests can be found** [**here**](https://www.gov.uk/guidance/civil-service-online-tests)**)**

The Civil Service numerical test is the only online test you will need to complete before the full application form. You will need access to a laptop/desktop computer.

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

The numerical test is **not timed**, hopefully you should therefore not need to request extra time to complete this test as a disability reasonable adjustment. For further information on reasonable adjustments, please read: [Reasonable adjustments for online tests - a candidate guide - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/reasonable-adjustments-for-online-tests-a-candidate-guide) <https://www.gov.uk/guidance/reasonable-adjustments-for-online-tests-a-candidate-guide>.

If you have recently taken and passed the same Civil Service test when applying for a role at the same grade, you will not have to re-take this test.

1. **Full application form (part 2)**

You will be asked you to provide a 250 written statement against two criteria, Communication & Influencing and Working Together.

More information on Civil Service Behaviours can be found by [following this link](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/717275/CS_Behaviours_2018.pdf). Your responses will be assessed against the behaviours at Level 2 – EO or equivalent.

Following this you will be asked additional question concerning time spent outside the UK in the last 5 years and the third question will provide space for you to include details of your degree.

1. **Online test review and pass mark set.**

*This is an internal recruitment administrative process which will take place after the application deadline. Once the pass mark for the test is set, you will receive your result via Civil Service Jobs.*

1. **Sift**

In the application, you will be asked questions regarding the Civil Service Behaviours, which are as follows:

* + Communicating and Influencing
	+ Working together

In sifting the applications to decide which candidates to consider for interview, we will review the section on behaviours, so do try and think of examples which best demonstrate these. Candidates who are successful at the sift stage will be considered for interview at any of the participating Departments. Interviews are likely to take place virtually, but please take note that this will be confirmed by the interviewing department.

Candidates who are unsuccessful at the sift stage will not be given any feedback or comments.

1. I**nterview at a GES department**

If successful at the sift stage, you will be informed of your interview date by the GES department you are initially allocated to. In the interview, candidates will be assessed on **Micro and Macroeconomics**, in addition to the Civil Service Behaviour of **Managing a Quality Service,** through competency style questions.

Students will be asked to provide a reference from their university economics tutor, confirming their suitability for an economist placement at the ‘invitation to interview’ stage.

The outcome of the interview will be communicated to candidates via the Recruitment portal notification system.

1. **Placement Offer**

Successful candidates will be allocated to one of the government departments participating in the scheme. Allocations will be made in merit order based on interview scores. We will endeavour to place you into one of your top three location preferences, however due to large numbers of applications this is not always possible.

Occasionally, a department might withdraw from the scheme before placements are offered or there could be more successful candidates than available placements. In such cases, applicants will be placed on the reserve list. The reserve list is open for 6 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 you have be allocated to in the first instance.

In the Civil Service, we have ambitious plans to level up career opportunities for people across the UK and have more roles outside of London. This will mean that there are better career opportunities for you across the UK, offering varied roles for diverse talents that reflect the people we serve, and in the process bringing decision-making to communities. For our schemes, we therefore expect to have a high number of posts available in Darlington and Newport.

**Pre-appointment checks**

After placement offers have been sent out, your department will begin pre-appointment checks including security clearance. Some departments – but not all – require candidates to have lived in the UK for 3 to 5 years and to have spent a period no longer than 3 months or more at any given time outside of the UK to obtain security clearance.

## Scheme’s timetable

|  |  |
| --- | --- |
| Thursday 3rd October 2024 | Applications Open |
| Friday 18th October 2024 before 13.55pm  | Closing date for applications |
| w/c 4th November 2024 | Sift of application forms |
| w/c 18th November 2024 | Students allocated to departments for interviews |
| 2nd December 2024 – 20th December 2024 | Interviews (Subject to interviewer availability) |
| January 2025 | Candidates will be allocated to departments |
| January/February 2025 | Departments to contact successful candidates to start onboarding & pre-employment checks |
| September 2025 | Estimated start date |

**Please note that these dates may be subject to change due to unforeseen circumstances.**

## Re-joining GES after graduation

Candidates who are offered a placement may also be invited to apply for a permanent role as an Economic Assistant in Government (HEO level – GES Assistant Economist ). To do this, candidates who are on track to pass their placement will be invited to sit an Economic Assessment Centre (EAC) 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 EAC involves a technical report, economic short answer questions, presentation, and an interview. Economic Assistant 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 **(Vacancy ID: GES 319956)**, 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.**