

**Get Set Progress Quality Framework**

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# 1. Get Set Progress: Introduction

It is widely recognised that internship opportunities are an effective way for disabled people to gain work experience which is otherwise difficult to obtain. We believe this is particularly true of blind and partially sighted people due to the requirements of workplace adjustments and misconceptions held by many employers around employing a person with sight loss.

The TPT Internship Programme (Get Set Progress) has been running since 2015. It was started as a response to research which identified the difficulty blind and partially sighted people face in gaining work experience. To date it has been an internal internship programme providing 9-month placements for blind and partially sighted people across TPT in different roles. 17 out of 20 (85%) of our interns have gone on to secure paid employment within six months of the completion of their placement.

“It’s such a valuable opportunity. Even in such a short space of time I’ve got so much experience and so many workplace examples I can now draw on in interviews” – Alex Henderson (previous TPT Intern)

To hear first-hand from three of our previous interns talking about the impact being a TPT intern had for them, you can listen to an episode of our Blindspot podcast on “ways into work”

<https://audioboom.com/posts/7855200-ways-into-work-internships>

**How it works**

Internship positions are advertised like any other position, but only blind and partially sighted people can apply. The only other criteria is they cannot apply if they have completed a Get Set Progress internship before or are already in work. Positions are advertised on websites, via social media and through job boards. Applicants are expected to have basic skills but are not necessarily expected to have all the skills required to do all the job. This is agreed between the line manager and the internship lead within the recruitment period.

A person is a full member of staff upon being appointed. They have the usual induction process and in addition they have a training plan. The line manager will work with the intern on their training plan after the person has been in post for one month. The training plan includes any training required to do the job and training for personal development. 80% of the trainee’s time is to be spent doing the job and 20% is doing other activities. The ‘other activities’ amounts to one day a week and it is agreed with the line manager how the 20% is used to be flexible around the business needs.

# 2.Get Set Progress: Application and recruitment process

This guide will take you through the process to apply for a TPT intern, through to recruitment and appointment.

**Step 1: Applying to host an intern**

The first step in applying for an intern to join your organisation is to complete an application form through our Grants portal. This will outline why your organisation could benefit from an intern, particularly looking at why the role is needed and the benefits to the organisation of having an intern work for you.

The application form will require you to provide information regarding your Organisation including:

* Financial information (last filed accounts)
* Health & Safety policy
* Safeguarding policy
* Volunteering policy

You will also be asked to answer questions regarding how you would support and develop the intern, this should include how you would supervise/manage the intern and the training you would offer.

Alongside this, you will also be asked to attach a job description and person specification for the proposed role, this is discussed in more detail below.

**Step 2: Job description and person specification**

Developing the job description and person specification provides the opportunity to clearly define the duties and responsibilities of the role and identify the key skills and behaviours you will be seeking from an individual applying for the position. It is also important to consider the expectations of what you hope the intern will accomplish while with your Organisation. This will enable our interns to be successful and be a major contributor when working for your Organisation.

It is also important to be realistic on the skills and experiences an intern will possess, due to the aims of the programme many of the potential candidates will have had no prior work experience. This needs to be reflected in the person specification, therefore it cannot be an essential criterion that they have prior work experience.

As earlier indicated the job description and person specification will form part of the application process and will be assessed on its viability. Therefore, it may be approved, or we may ask for it to be revised.

The job description will also be a critical tool during one-to-one meetings and at the mid and end points of the internship to assess and review performance.

You can find an example job description and person specification at Appendix 1.

**Step 3: Submission of application**

Once you have completed your application through the portal, attaching the proposed job description and person specification, specific policies, and financial documentation, they will then be reviewed, and a decision will be made within ten business days of the closing date.

At any point either prior to starting or during the application process, if you have any queries, you can contact the Internship Lead at TPT.

If you are successful with your application, you will be sent a grant agreement which will provide information regarding the terms of the agreement including reporting mechanism and schedule for payments.

**Step 4: Recruitment**

Once you have received approval for your internship role, you will then be informed of the expected dates for when the recruitment will go live.

You will be sent a job description template (Appendix 2), where you will be required to complete your job description and person specification in the Get Set Progress template.

The next stage is to create an advert for your role, an example advert can be found at Appendix 3.

The advert will need to be hosted on your website and TPT will support in signposting the opportunity from our vacancies page. Please see the Get Set Progress Communications Guide for further information.

This means we will require you to send us a link to your advert and your social media information as we will help in promoting the role across our social media channels.

The role will generally be advertised for two weeks across your own recruitment channels, supported by TPT and RNIB platforms, including websites, social media, partner organisations and VI sector job boards. The TPT employment team will also share with their clients.

After the closing date, it is then the host organisation’s recruiting managers’ responsibility to short list the candidates, if you would like to use the TPT short listing template, please contact the TPT internship lead.

At this stage we require you to inform us of all those you intend on shortlisting so we can check on our systems that they have not already completed a Get Set Progress internship in the past.

When you have completed the short-listing process, the recruitment manager will send each successful candidate an invite to interview letter.

When it comes to the interviews, we recommend the interview panel be made up of:

* Recruiting manager
* HR manager
* In certain circumstances, you may ask for support from the TPT Internships team to be part of the interview panel. We will try and support in this request wherever possible.

**Step 5: Interview and selection.**

So, you now have a short list of candidates that you wish to interview, the interview date is set, and the panel is in place. Prior to the interview you need to prepare the questions you would like the panel to ask during interview. These questions need to relate to the job description and person specification.

We are keen to see candidates perform to the best of their ability during the interview, as we recognise that interviewing can be a daunting experience. With this in mind, TPT want to provide candidates five questions that they will be asked on the day prior to the interview. This is a concept which is relatively untested but is being championed by recruitment experts in the disability sphere. These questions will be sent out to host organisations in advance of the recruitment process starting.

The other questions that are to be asked during the interview are to be developed by the host organisation and should focus on the technical aspect of the job description.

During the interview it is important to keep detailed notes on each candidate. The learning and development process for each candidate begins when they submit their application and part of this is providing each candidate with detailed feedback on their interview, we cannot do this without having each panel members perspective on the candidate, what they answered well, what they didn’t answer so well, and any other observations.

For all unsuccessful candidates, it is important to provide detailed feedback on their interview and offer to refer them to the TPT Works for Me employment programme which can provide further support in finding employment.

For the successful candidate the host organisation will be expected to follow their usual onboarding processes. This should include checking their right to work in the UK and completing a DBS check dependant on the type of role they will be undertaking.

It is imperative, at this stage as soon as the candidate has been offered the internship that they start their access to work application, further guidance on this process will be provided to host organisations during the recruitment phase.

If you have any outstanding questions, please contact the Get Set Progress internship lead either by email or phone.

**3.Get Set Progress: Monitoring and reporting**

As part of the Get Set Progress internship programme it is important to ensure that the intern and their manager have the necessary level of support from TPT. As this is a development opportunity there maybe cases when additional support maybe required, or advice is needed.

To address this, we will expect the line manager to hold regular one-to-one meetings with the intern, the TPT Internship team will also organise regular catch-up meetings with both the intern and line manager.

Frequency of meetings for line manager/Intern:

* During probation (first 12 weeks of employment) – once every two weeks
* Remaining duration of employment – once a month
* 3-month probation review meeting

The process is:

* All notes of one-to-one meetings to be held by host organisation.
* Probation to be confirmed or extended at 12 week point of internship placement.
* inform TPT Internship Lead of the outcome of the probation review.

Frequency of meetings for TPT Internship Lead/Placement Line Manager:

* During probation (first 12 weeks of employment) – once every four weeks
* Remaining duration of employment – 4, 6, 8 months

The process is:

* All notes of one-to-one meetings to be held by TPT Internship team, as part of the intern’s individual client notes.
* Update meeting at the 6 month point to discuss the progress made by the intern.
* TPT to arrange all meetings with host organisation/line manager.

Frequency of meetings for Internship team/Intern:

* During probation (first 12 weeks of employment) – once every two weeks for the first month, then once a month for second and third month
* Remaining duration of employment – every two months
* Intern to complete a monthly reporting form, updating TPT Internship team on duties and responsibilities

The process is:

* All notes of one-to-one meetings to be held by TPT Internship team, as part of the intern’s individual client notes.
* Internship team to send intern reporting form on a month-by-month basis for completion by the intern.
* Internship team to arrange all meetings with the intern in advance.

As per the grant agreement with TPT, host organisations will be expected to complete the Progress Report every three months. The report template can be found at Appendix 4.

**4.Get Set Progress: Employability support**

An important part of a successful internship is enabling the intern to consider their next steps and future career prospects. 85% of TPT’s interns have gone onto secure paid employment following the conclusion of their placements. a key part of this success has been down to having regular conversations about employability throughout the duration of the placement.

During their internship, the TPT Internship team will be providing training to the interns on areas identified for their personal development. This training will take place on their development days which make up 20% of their working week.

Alongside this they will also be allocated a mentor who will be meeting with them during their internship to support them on their journey.

The TPT employment team will provide you with resources to assist your intern to:

* Successfully job search
* Create a CV
* Complete an application form
* Plan for an interview

We will also hold conversations with your intern on the following topics:

* Self-awareness: strengths, weaknesses, and transferable skills
* Career awareness: job sectors, qualifications, and expectations
* Career planning: Making the role accessible, building a network and applications
* Action planning: Setting goals and objectives for the next role

After the first month we will expect that 20% of an intern’s time is dedicated to personal and employability skills development – this can be supported or independent learning. After their third month, the intern will be introduced to the employment team at TPT to focus on the skills discussed above.

After six months we will expect that your intern is starting to plan for applying for their next role and has a good idea of their desired next steps.

During the final three months it is important that the line manager and intern ensure that time is built into the working week for job searching, applying for roles, and improving employment skills. We would recommend that the 20% of the working week that was previously given to training/personal development be concentrated on employment related activities.

By the eighth month we would expect that the following are in place:

* The intern to have an up-to-date CV reflecting the duties and responsibilities of their internship role
* The intern to be confident completing applications, fully understanding the STAR method
* The intern to have job alerts set-up and be aware of at least 3 job boards which they are using regularly
* The intern to have been given at least two mock interviews with colleagues at the host organisation, with in depth feedback given on performance including strengths and areas for improvement

The TPT Internship team will be available at every step of the process to provide support, advice and guidance to both host organisations and interns. While we will provide resources to help, we are also available to offer in person support to ensure the interns go on to achieve their career ambitions.

**Appendix 1. Example job description** **and Person Specification**

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Thomas Pocklington Trust is a national charity dedicated to delivering positive change for blind and partially sighted people.

**Our mission** is to support blind and partially sighted people of all ages to live the life they want to lead.

**Our values**define everything we do:

**Making a difference:** The lives of blind and partially sighted people are better because of what we do.

**Working in partnership:**We work collaboratively together and with all our partners and stakeholders.

**Respect:** We treat people the way we would like to be treated.

**Quality:**We set clear goals and high standards and work efficiently and effectively to achieve them.

**Participation:** We place the participation of blind and partially sighted people at the heart of everything we do.

Thomas Pocklington Trust aims to be a fulfilling and enjoyable place to work; we know this enthusiasm plays a key role in delivering high quality services for blind and partially sighted people, we also recognise the crucial role each one of us plays in helping to achieve our goals.

**What are the benefits of a TPT internship?**

* A mentor offering support, advice, and guidance throughout
* Gain valuable experience working within the charity sector
* Training opportunities
* To help deliver positive changes for people with sight loss

As part of the TPT Internship programme, you will also be enrolled onto our Employment Programme, where you will gain employment support, guidance and advice from our Employment Team, skills obtainable are:

* CV writing
* Job searching
* Cover letter and speculative letter writing
* Application form writing
* Interview techniques

# **Role:**  Student Participation Assistant

Department: Student Support

Reporting to: Head of Education

Location: Homebased – with some travel

Salary: £10.85 per hour

Contract type: Fixed term – 9 months

Job overview: To support the Student Support Service (SSS) to reach more blind and partially sighted students, through creating online and face to face opportunities for students to come together to share experiences and provide peer support.

**Main Duties**

This list of duties is an overview of the role, the list is not exhaustive and other ad hoc duties will be required

* Planning a series of events and networking opportunities.
* Arranging events and networking activities, this will include finding venues, managing online events, arranging logistics etc.
* Working with our communications team to promote activities via our social media platforms.
* Looking for and identifying existing networks and groups that we can promote our SSS and networking opportunities to.
* Engaging with blind and partially sighted students and our Student Voices volunteers to understand what opportunities students are looking for.
* To manage and develop our Student Support Facebook page, to increase reach and participation in the group.
* To work with our comms team to identify how we can reach more students via Instagram.
* To develop a plan for the Education team to take forward this work once the position has finished.
* Creating content for our resource’s pages in relation to this project.

# Person Specification

This role has been created with blind and partially sighted people in mind, in furtherance of TPT’s charitable objectives, and aims to support blind and partially sighted individuals back into work. For this reason, we are only seeking applications from blind and partially sighted people.

As we want to offer opportunities to as many blind and partially sighted job seekers as possible, we cannot accept applications from previous TPT interns.

The successful applicant will possess the following skills:

# Essential Criteria

* Ability to plan
* Ability to organize events – online and face to face
* Good time management skills
* Ability to prioritise work and tasks
* Good communications skills
* Ability to communicate with different audiences
* Confident social media user
* Ability to build and maintain relationships
* An understanding of partnership working

# What to do next

If you are interested in this role, please email a completed application and equal opportunities monitoring form to

**applications@pocklington-trust.org.uk**

Closing date:

Interview date: tbc



**Appendix 2. Get Set Progress job description & Person Specification template**



(Insert host organisation logo above to the right)

# (Insert intern job title)

# Join us at (Insert host organisation name)

Thomas Pocklington Trust (TPT) and RNIB are collaborating with charities in the sight loss sector to create new opportunities for blind and partially sighted people to find employment through the Get Set Progress Internship programme. (Insert organisation name) is delighted to be offering an internship as part of the Get set Progress scheme.

(Insert brief statement about your organisation)

**Our Values**

(Insert your Organisations Values)

# What are the benefits of a Get Set Progress internship for me?

As part of your nine-month internship you will gain the following:

* Valuable work experience within the charity sector
* Training opportunities
* A mentor offering support, advice, and guidance throughout
* Help deliver positive changes for people with sight loss

As part of the GSP Internship programme, you will also be enrolled onto the TPT Employment Programme, where you will gain employment support, guidance and advice from their Employment Team, skills obtainable are:

* CV writing
* Job searching
* Cover letter and speculative letter writing
* Application form writing
* Interview techniques

# **Job description**

Role:

Department:

Reporting to:

Location:

Salary: Based on [Living Wage Foundation](https://www.livingwage.org.uk/) rates

Contract type: Fixed Term nine months, full time 36 hours per week

Job purpose:

(Insert overview of role)

**Key areas of responsibility**

(Insert information)

# Person specification

The successful applicant will possess the following skills:

**Essential criteria**

* Lived experience of sight loss

(Insert further criteria)

# What to do next

(Please insert information regarding your application process)

Closing date:

# About (Insert organisation name)

(Please insert any further information regarding your recruitment policies including whether you are a disability confident employer etc)

#

**Appendix 3. Example job advert**



(Insert host organisation logo above to the right)

**Job advert: Student Participation Assistant**

We have an exciting internship opportunity for a blind or partially sighted person to join our education team.

Over the course of a nine-month placement, we will provide support and development opportunities for you to improve your planning and organisational skills, learn how to work with partners, develop content for different audiences and organise online and in person events that bring together blind and partially sighted young adults! You don’t need previous experience, but you do need to demonstrate a passion for the role, a commitment to your personal development and the drive to work hard.

If this sounds like the opportunity for you:

* Download a copy of our job description and person specification.
* Complete an application form and equal opportunities monitoring form send it to: applications@pocklington-trust.org.uk

We look forward to hearing from you.

**Appendix 4. Get Set Progress Monitoring Report Template**

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**Thomas Pocklington Trust: Get Set Progress Grant Progress Report**

**Report Number:**

**Organisation Name:**

**Intern name:**

**Internship role:**

**Progress report update**

Please provide an overview of how the internship has gone to date.

Your response:

**How is the intern performing against their agreed tasks set out in their job description?**

Your response:

**Any significant changes, concerns, or risks?**

Please describe any significant changes to the internship which affect achieving the expected outcomes

Your response:

**Lessons learnt**

What has been learnt so far while delivering the internship that were not part of your initial proposal that will feed into your own work or could be useful for TPT to be aware of?

Your response:

**Additional support**

Please let us know if there is any support that TPT can provide at this stage. Please provide details of what you would like to discuss

Your response:

**Additional comments**

Your response:

**Final section for attachments**

Please provide any additional attachments you wish to share, this can include any reports you have produced internally relating to the internship, case studies etc