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# 2017 Diversity

Including our award-winning  
Diversity Internship Programmes



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The Civil Service aspires to be the most inclusive employer in the UK. It is vital that we harness the talents of the widest possible range of people who can bring diversity of thinking and perspective to solve some of the most challenging problems the world faces today.





# Fast Pass

The 'Fast Pass' means if you receive a positive appraisal during the 2016 SDIP you'll be fast-tracked through to the final assessment centre stage of Fast Stream.

Duration  
6 to 9 weeks

Salary per week  
£300–£350

Location  
UK-wide

## The Summer Diversity Internship Programme

The Summer Diversity Internship Programme (SDIP) is a multi award-winning, paid internship scheme, which gives you an opportunity to progress to Fast Stream. It provides talented undergraduates and graduates from under-represented groups in the Civil Service with a six to nine-week training and work placement within a government department. The programme has been running since 2000 and we've designed it to give you an insight into the broad range of opportunities available to graduate employees. By the end of the internship, you should feel confident in your ability to apply for the Fast Stream. It's a great way to prepare for a place on one of our Fast Stream Graduate Programmes – and that could lead to many fascinating career paths at the heart of the UK Government. Two months on this programme could change your life.

To apply please visit: [www.faststream.gov.uk](http://www.faststream.gov.uk)

### What can I expect from the Summer Diversity Internship Programme?

- You'll do challenging project-related work.
- At the end of your placement, you'll receive an appraisal report on your performance.
- An opportunity to show your potential during the internship, and achieve a 'Fast Pass' which allows you to skip to the final assessment of the Fast Stream competition without any more on-line tests.
- An allocated Fast Stream buddy and a scheme manager to support you.
- A corporate welcome reception in June and a closing reception in September involving high-profile speakers.
- An opportunity to have a place on a coaching programme designed to increase your chances of successfully passing the Fast Stream selection process.





Anna Doble

The SDIP programme was hugely beneficial to me; not only did I get invaluable insight into the world of work, I also gained knowledge of the inner workings of government. I would recommend the SDIP programme because, not only was it educational, but the programme gave me confidence in my own abilities and confirmed my desire to apply for the fast stream.

### Who do we look for?

You will need at least a 2:2 degree (expected or awarded) as well as:

- A real interest in wanting to pursue a career in the Civil Service.
- Demonstrable team working skills.
- Innovation and creativity.
- Flexibility in working with people at varying levels.
- Strong motivation to make an impact on major policy issues and service delivery.

You can apply for the SDIP if you are in your penultimate or final year at university. This can include postgraduate studies immediately following your first degree.

### Am I eligible?

You must be from one of the Black, Asian and Minority Ethnic (BAME) backgrounds listed below, and/or from a disadvantaged socio-economic background, and/or have a declared disability.

The eligible Black, Asian, and Minority Ethnic categories are:

- **Asian** – Bangladeshi/Indian/Pakistani/Chinese or any other Asian background.
- **Black** – African/Caribbean or any other Black background.
- **Mixed** – White and Asian/White and Black African/White and Black Caribbean or any other Mixed Ethnic background.

We define being socially or economically disadvantaged as indicating that the occupation of your highest earning parent or guardian (when you were 14) matches all four of the following:

- Their occupation fell into one of the below categories
  - Technical and craft occupations – Such as: motor mechanic – fitter – inspector – plumber – printer – tool maker – electrician – gardener – train driver.

- Semi-routine manual and service occupations – Such as: postal worker – machine operative – security guard – caretaker – farm worker – catering assistant – receptionist – sales assistant.
- Routine manual and service occupations – Such as: HGV driver – van driver – cleaner – porter – packer – sewing machinist – messenger – labourer – waiter/ waitress – bar staff.
- Unemployed, but seeking work.
- If they were in employment, they were an employee and not self-employed.
- They were not in senior management.

### Reasonable adjustments

All disabilities can be accommodated and reasonable adjustments will be organised in the workplace.

### Other requirements

You can apply for SDIP whether you have applied for a Fast Stream scheme or not. You can also apply for and undertake the EDIP and subsequently, the SDIP as well.

The programme is open to UK nationals and Commonwealth and EEA citizens.

All successful applicants will be required to pass security checks and your placement will be dependent on this.

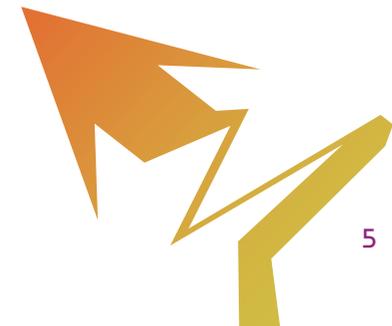


Jane Macpherson

The challenging work that I was given during the SDIP and the wonderful people I met (all in roles I never envisaged existing in the Civil Service) convinced me to apply for the Fast Stream.

I was pleasantly surprised by the level of diversity within the Civil Service. Working in the Fast Stream team, I had the opportunity to meet and work with civil servants and Fast Streamers from across different departments – they came from various backgrounds and all walks of life, which was great to see.

There is definitely a real commitment to the idea that diversity is a good thing – different experiences bring different ideas and perspectives.

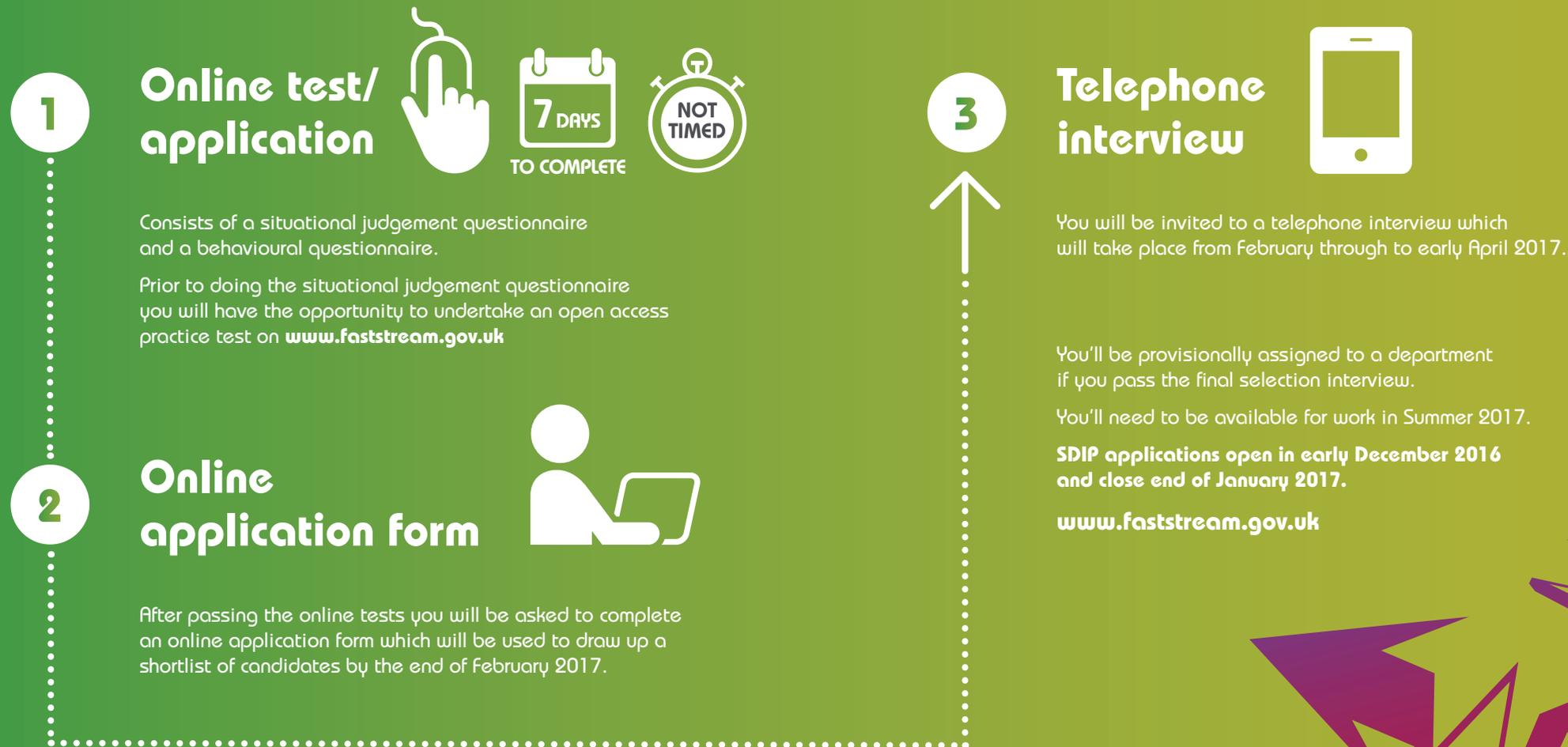


# SDIP Application process



The following steps describe the SDIP application process

The overall assessment process only takes a combined total of three hours for all the stages. You will be told if you have an offer by April 2017.





Duration	Expenses	Location
1 week	Paid	London

## The Early Diversity Internship Programme

The Early Diversity Internship Programme (EDIP) is a one-week spring placement programme for first year undergraduate students. It's your chance to spend time immersed in the world of the Civil Service and Fast Stream early on while at university. You'll be shadowing Fast Stream graduates, and enjoying networking sessions and skills workshops.

The programme is a fantastic way to learn about the Civil Service in a welcoming and supportive environment. In just a few days, we'll show you why the Fast Stream is a brilliant way to start your career. The Programme also acts as a stepping stone, preparing you for our longer Summer Diversity Internship Programme – and then the Fast Stream itself.

To apply please visit: [www.faststream.gov.uk](http://www.faststream.gov.uk)

### What can I expect from the Early Diversity Internship Programme?

- A chance to shadow one or two Fast Streamers and get a real insight into their role.
- A series of stimulating corporate networking and social events.
- An assessment survival workshop with all you need to know about applying for graduate vacancies.
- An allocated Fast Stream buddy.
- Opening and closing events with high level diversity champions in the Civil Service.
- Expenses for travel and subsistence.

### Who do we look for?

You will need to be on track for at least a 2:2 in any degree as well as:

- A real interest in wanting to pursue a career in the Civil Service.
- Demonstrable team working skills.
- Innovation and creativity.
- Flexibility in working with people at varying levels.
- Strong motivation to make an impact on major policy issues or service delivery.

### Am I eligible?

You must also be from one of the following Black, Asian and Minority Ethnic backgrounds and/or from a disadvantaged socio-economic background:

- **Asian** – Bangladeshi/Indian/Pakistani/ Chinese or any other Asian background.
- **Black** – African/Caribbean or any other Black background.
- **Mixed** – White and Asian/White and Black African/White and Black Caribbean or any other Mixed Ethnic background.

We define being socially or economically disadvantaged as indicating that the occupation of your highest earning parent or guardian (when you were 14) matches all four of the following:

- Their occupation fell into one of the below categories
  - Technical and craft occupations – Such as: motor mechanic – fitter – inspector – plumber – printer – tool maker – electrician – gardener – train driver.
  - Semi-routine manual and service occupations – Such as: postal worker – machine operative – security guard – caretaker – farm worker – catering assistant – receptionist – sales assistant.
  - Routine manual and service occupations – Such as: HGV driver – van driver – cleaner – porter – packer – sewing machinist – messenger – labourer – waiter/waitress – bar staff.

- Unemployed, but seeking work.
- If they were in employment, they were an employee and not self-employed.
- They were not in senior management.

## Reasonable adjustments and requirements

All disabilities can be accommodated and reasonable adjustments will be organised in the workplace.

The programme is open to UK nationals and Commonwealth and EEA citizens.

All successful applicants will be required to pass security checks and your placement will be dependent on this.



Emike Ahmed

I enjoyed my time shadowing a Fast Streamer in the Communications Stream at the **Ministry of Defence**, and it was rewarding to see that my opinions and contributions during this internship were valued. **I was asked for my input and ideas on projects to do with advertising, and with the department's media platforms.**

The work I did left me with valuable lessons. I learnt how to work in a fast-paced environment. **I also enjoyed having to work with the other interns as a team, for example during the practice tests for the Fast Stream assessments.**

I liked the structure of this programme. The talks from the Fast Streamers about the skills set required on the job, as well as the mindfulness exercises, were helpful, as they are applicable to everyday life. **The esteemed speakers added to the value of this programme, and I particularly enjoyed the inspiring talk Azi Ahmed gave at the closing ceremony about perseverance and resilience.**

I would **definitely recommend this insight to anyone who is interested in public service, or who is looking for a rigorous, demanding, and rewarding job.** It is a prestigious insight to have on your CV due to the rigorous selection process. Also, it provided a massive amount of support and insight into further applications to the Civil Service. The networking opportunities were valuable, and **the work we did was inspiring, thought provoking and exciting.**

**I applied for the EDIP because I wanted to know more about the inner workings of the UK government,** such as how political decisions are made and how Civil Servants co-operate to deliver policies. I found the EDIP particularly beneficial as it enabled me to meet many like-minded students in my first year of university.

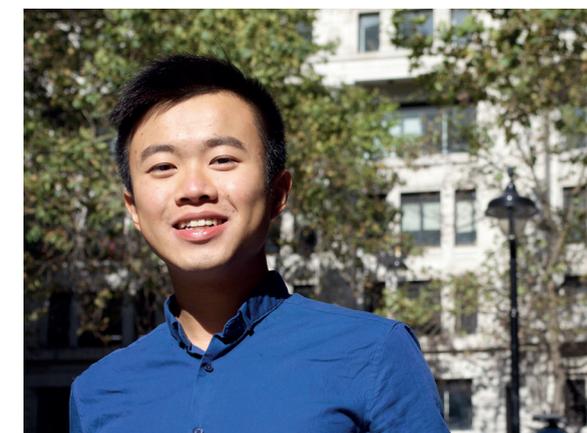
During the week of the programme, **I was entrusted with real responsibility and an array of deliverables to meet.** Therefore my week was a very busy but rewarding one. **I was delighted to have a Fast Streamer from the Department of Energy and Climate Change as my mentor.** Through shadowing her work on multi-national renewable energy co-operation and attending international telephone meetings, **I discovered the links between energy and my major subject international relations.** I also attended a meeting between representatives from the UK and Canada on low carbon innovation. **The EDIP was simply a fantastic eye-opening experience.**

I would highly recommend this programme to my fellow university mates and many other first year university students as I think that they can benefit from taking part in such a competitive internship programme as the EDIP. They will **have an understanding of what the assessment tests are like and develop transferable skills such as communication and problem solving.**



The EDIP helped me discover possible career paths and gave me a steer on my future plans. **The EDIP built my self-confidence.** I now understand that my major subject, international relations, can be linked with most of the things happening in society in a subtle way.

Moreover, I was impressed by the UK government's effort to promote diversity among Civil Servants. Improving mutual understanding among ethnic groups can ensure policies are well-designed.



Kuan Long Lam

# EDIP Application process



The following steps describe the EDIP application process

The overall assessment process will take just under three hours for the three stages. You will be told if you have an offer by late February 2017.

**1 Online test/ application**   

Consists of a situational judgement questionnaire and a behavioural questionnaire.

Prior to doing the situational judgement questionnaire you will have the opportunity to undertake an open access practice test on [www.faststream.gov.uk](http://www.faststream.gov.uk)

**2 Online application form** 

After passing the online tests you will be asked to complete an online application form.

**3**

## Telephone interview



You will be invited to take part in a telephone interview which will take place between January and late February 2017.

You'll take the same online tests as all other applicants to the Fast Stream recruitment schemes.

**EDIP applications open in early November 2016 and close early January 2017.**

[www.faststream.gov.uk](http://www.faststream.gov.uk)



# Black, Asian and Minority Ethnic (BAME)

In recent years, the Civil Service has made significant progress attracting and recruiting people from different backgrounds. The current workforce includes around 10% of employees who declare they are from BAME backgrounds.

In order to ensure we reflect the society we serve, the Civil Service has introduced various initiatives to ensure people from BAME backgrounds progress and excel.

## Diversity Champions

The most Senior Civil Servants in each government department have the role of Permanent Secretary. Some of these individuals have been nominated to act as champions across the Civil Service for each of the under-represented groups. They are directly responsible for making sure we work in an environment which is both open and inclusive.

## The Civil Service Race Forum

The Civil Service Race Forum is the umbrella body for Civil Service Race networks. It is a collaboration of staff networks working towards advancing diversity and equality for Black, Asian Minority Ethnic staff working within the Civil Service.

Their primary goal is to support the Senior Civil Service leadership team to deliver real changes within the Civil Service, with particular regard to the Race agenda.



Zebedee Nartey

I have worked in the Civil Service since 2001, and consider myself incredibly privileged to work in a dynamic, supportive and flexible environment. I have worked with many gifted colleagues on a broad range of issues, including economic appraisal of government policy. I am encouraged by the fact that the Civil Service has seen an improvement in the overall numbers of employees from a BAME background in recent years. I am eager to see more appropriately-qualified BAMEs and those from low socio-economic backgrounds appointed at higher staff grades in the next decade.

# Lower Socio-Economic Background

Every day, civil servants deliver for Britain and work on issues that affect all our lives. We do this best when our workforce is reflective of those that we serve – and that anyone who shows potential can begin their journey to the top, irrespective of their family income, personal wealth, community connections or any other aspect of social capital.

We are looking for individuals from disadvantaged socio-economic backgrounds who could be part of the next generation of future leaders: people with the potential to lead the Civil Service through an ever-changing landscape of policy and public service delivery. A diverse workforce, which respects and values differences, is crucial to ensuring that our policies meet the needs of the public we serve.

My background has helped to shape the way that I respond to issues and problems within my job. It has allowed me to see things from a different point of view to some of my colleagues, and bring something new to the table. For example, within my current role at Hackney Council where I am on secondment, I am working on economic and community development. This means that I am looking at how we can improve the community for everyone and ensure that everyone has access to fantastic opportunities. As a part of this work, I have thought back to my time at secondary school and about what services would have helped me to succeed. This has enabled me to come up with innovative ideas that could really make a difference to young people's lives.



Rosie Melville



# Disability

To be the most inclusive employer in the UK, the Civil Service needs to recruit, retain and progress the very best disabled civil servants.

The Civil Service is committed to:

- Providing disabled employees with workplace adjustments to enable them to progress and develop in their job roles.
- Making sure there are no barriers to prevent disabled people achieving their full potential.
- Arranging reasonable adjustments in the recruitment process and workplace adjustments for your placement.

## Workplace adjustments

The Civil Service employs at least 38,000 people living with disabilities or health conditions and serves millions of disabled citizens every day. We make workplace adjustments to remove barriers and to ensure employees are equipped to do their jobs to their full potential.

This could include for example:

- Making physical changes to office accommodation where that is practicable, e.g. installing a ramp for a wheelchair user or an audio-visual fire alarm for a deaf person.
- Enabling an employee to work in a different location or to amend their working pattern.
- Adapting or changing equipment or job role, objectives or targets.
- Encouraging employees to complete the Workplace Adjustment Passport with their line manager to record the support they need.
- Allowing a phased return to work where appropriate.
- Where there is a tricky or complex case employees are also able to seek independent and expert advice from the cross-government Central Workplace Adjustment Service via their Review Route ([cswat.reviewroute@dwp.gsi.gov.uk](mailto:cswat.reviewroute@dwp.gsi.gov.uk) or 0114 294 8902).

## Some reasonable adjustments at Assessment Centres

If you require reasonable adjustments during assessment, we will work with you to agree these. Examples from our work with previous candidates include:

- Extra time (e.g. 25% equivalent to 15 minutes extra per hour)
- Use of Ergonomic chair
- Coloured paper (pink, yellow, green, off white and blue)
- Specialist software (Read and Write \*Gold version 11, Jaws, Dragon, Zoom Text)
- Readers/scribes
- Enlarged font size
- Different font style
- Sign language interpreters
- Speech to text reporters
- Specialist keyboards
- Tailored assessments for candidates with special circumstances (e.g. organised group exercise with team acting as role players).

## Guaranteed interview scheme

Most government departments operate the Guaranteed Interview Scheme (GIS). In the Fast Stream and Fast Track, this means that if you are disabled you only need to meet the minimum qualifying criteria for your chosen scheme, to then progress in the competition and may opt to skip the first stage of the assessment process.



Tia Shafee

I have Asperger Syndrome and I am very sensitive to light. I use a screen filter to adjust the colour of the screen, as well as changing the colours in my computer profile. Additionally, too many phone calls or emails can make me anxious, so I intersperse these with other work. The Civil Service constantly encourages you to succeed without viewing disability as a barrier. I've only ever had positive reactions to my disability, so I've been happy to be open about it to several colleagues. There's also a strong movement to support those with mental illnesses across the Civil Service, which is incredibly gratifying.



## Disability networks

The Civil Service has disability networks which are dedicated to ensuring that people with a disability have immediate access to all relevant information, resources and advice.

The networks aim to:

- Be the first port of call for advice and support about disability issues in the Civil Service.
- Look at the barriers facing people with disabilities and to suggest ways in which these and related concerns can be addressed.
- Improve the levels of attainment and working conditions of people with disabilities in the Civil Service.
- Increase the proportion of people with disabilities working in the Civil Service at all levels.

## Fast Stream orientation session

In the Fast Stream selection process specifically, we make sure every disabled candidate has the same opportunities as their non-disabled counterparts. This is why we offer disabled candidates:

- A tour of the assessment centre, where you will have the opportunity to familiarise yourself with the physical layout of the rooms and other facilities.
- The opportunity to discuss with a member of the Fast Stream team the reasonable adjustments required before and during your assessment.
- An opportunity to ask questions about the assessment centre – although this is not an opportunity to ask questions about the assessment exercises.

## Sexual Orientation

We recognise that staff who can be open about their sexuality at work are more likely to enjoy going to work. They can be themselves, form honest relationships with their colleagues and be more productive. Equality at work makes good business sense irrespective of how people identify or express their sexual orientation.

## The Civil Service Rainbow Alliance

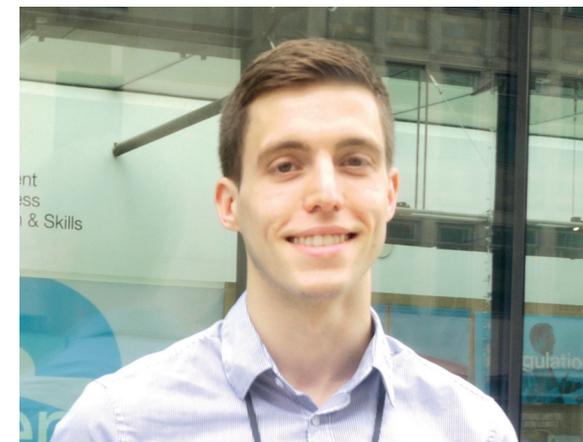
The Civil Service Rainbow Alliance, known as CSRA, is the UK-wide organisation for Lesbian, Gay and Bisexual Civil Servants. The CSRA works with individual government departments and is committed to:

- Supporting departmental Lesbian, Gay and Bisexual networks.
- Increasing membership.

## Stonewall Workplace Equality Index

Many government departments have featured in Stonewall's Top 100 Employers. It highlights our achievements and progress on LGBT equality in the workplace including policy, staff engagement and career development.

The Home Office repeatedly demonstrated their commitment to creating inclusive workplaces by ranking in the top ten of the Stonewall Top 100 Employers' list five times in the last seven years. In recognition of their unwavering and consistent efforts to create workplaces where Lesbian, Gay and Bisexual staff can bring their whole selves to work, they have graduated to Star Performer status.



Sam Weinberg

I'm proud to work for the Civil Service and I've always felt comfortable being out and proud at work. I count myself lucky to work for an organisation that has been closely involved in implementing some of the recent LGBT legislative triumphs and which encourages me to bring my whole self to work each day.

# Gender and Gender Identity

We have historically monitored the gender of civil servants in a binary way and this is how we know there are more women than men in the Civil Service. However, we know this has precluded people who do not identify within a simple binary classification. The Fast Stream has changed the process, after listening to transgender and non-binary applicants and now encourages applications from people expressing their gender identity as they wish. In addition, we have worked with people across the gender spectrum to ensure we are well-informed in making changes in our systems and processes.

## Transgender

If you're transgender, transitioning or making a change to your gender self-concept, the Civil Service is a good employer for you to consider. People will be here to listen – and support you in total confidentiality.

## Gender non-binary

Diversity within our organisation is something we are extremely passionate about. We don't want to create a culture where people feel they have to conform. We are proud to work in an environment which recognises an individual's uniqueness. So you'll be welcomed whatever your gender identity.

## a: gender

We have a great support network called a: gender. It's for staff who have changed, or need to permanently change their perceived gender, and those who are intersex. Our aim is to provide confidential and mutual support within a safe environment for members to share experiences of working in government departments, agencies and associated offices.



Nyasha Joseph-Mitchell

Although progress was slow to begin with, the Civil Service has now made significant developments to ensure that we feel like an integral part of the workforce. The fact that you are reading this profile now is a sign that things are changing – I didn't have this when I started and I was worried that I would feel lonely. Our diversity team is working with people like me who don't fit into the gender binary.



## Fast Stream Opportunity Network

FSON champions social mobility, bringing together individuals from diverse backgrounds to celebrate and support them on the Fast Stream and beyond. Socio-economic diversity in the Civil Service is essential for strengthening policy making and the delivery of public services.



## Additional Fast Stream Networks

Fast Stream applicants can use employee networks for support. We have networks for BAME, LGBT, Women, Disability, Older Fast Streamers, Carers and the Fast Stream Opportunity Network for people from different backgrounds.



# Fast Stream Diversity Partners

## RARE

RARE provides expert career advice and introduces bright university students to some of the best companies in the world.

This year, Rare will be working to promote the EDIP, SDIP, Fast Stream and Fast Track Apprenticeship to students from Black, Asian and Minority Ethnic and disadvantaged socio-economic backgrounds.

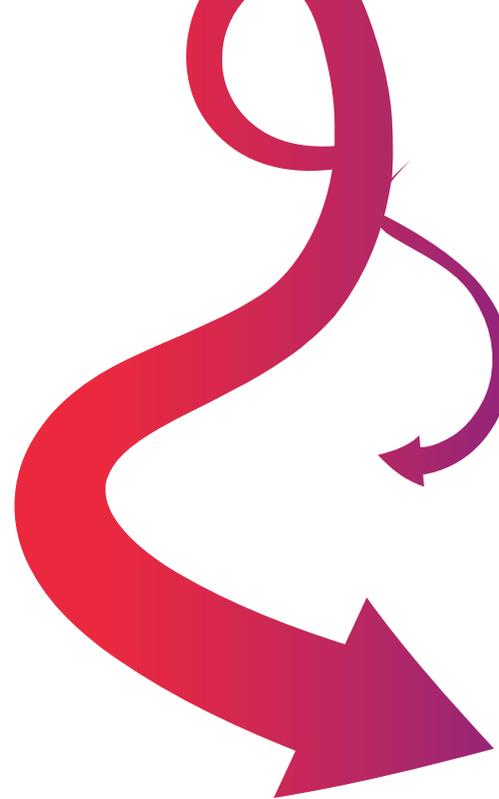
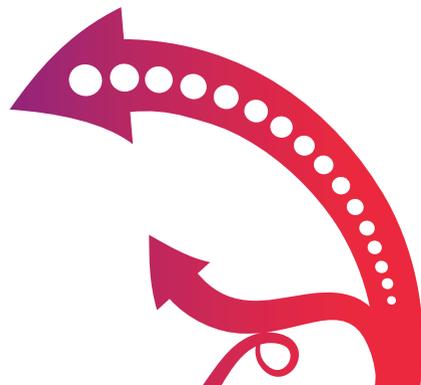
All of Rare's candidates that apply to the Civil Service receive one-on-one tailored support. This helps them to maximise their potential and go on to secure a permanent offer.



## Elevation Networks

Elevation Networks work with students and young people who are passionate about changing policies – and influencing the government to address the issues that affect society. Many of them are unaware of amazing initiatives such as the Fast Track Apprenticeship Programme, EDIP and the SDIP. To help with this, Elevation Networks will be delivering programmes and initiatives with the Civil Service Fast Stream to improve inclusion and diversity.

The Civil Service Fast Stream is an associate sponsor for Elevation Networks' flagship Black, Asian and Minority Ethnic campaign, 'The Great Debate Tour'. This is the UK's largest debate forum for engaging students from Black, Asian and Minority Ethnic backgrounds.



## upReach

upReach support undergraduates from less advantaged backgrounds who are referred to as 'upReach Associates'. upReach help them to secure internships and top graduate jobs.

They provide tailored careers support, helping Associates understand the range of career opportunities open to them, and how best to access them. upReach provide expert help with applications, CV reviews, mock interviews and free practice online tests.

upReach have partnered with the Civil Service Fast Stream for three years, during which time they have supported hundreds of Associates in their applications.



## SEO London

Sponsors for Educational Opportunity (SEO) London is a charity that provides access, training and mentoring for outstanding young people from under-represented and under-served communities. They have two platforms for those in education – one for students at university and one for students at secondary school.

SEO London focuses on helping students to secure places on some of the most rewarding and competitive internship and graduate programmes. SEO London has partnered with the Civil Service to introduce its young people to the Civil Service Fast Stream and the Diversity Internship programmes.



## MyKindaFuture

MyKindaFuture offers a unique and innovative approach to connecting young people with employers. They help young people develop employability skills, while supporting employers with their specific recruitment needs.

MyKindaFuture is assisting the Civil Service Fast Stream to target Black, Asian and Minority Ethnic groups and students from disadvantaged socio-economic backgrounds from universities across the country. The aim is to substantially increase the amount of applications from these groups for Fast Track and Fast Stream.

MyKindaFuture will run online industry challenges, which are designed and delivered to a mass audience via MyKindaFuture's online platform. Innovative workshops, which help change perceptions and dispel myths about the public sector, are effective for this. In addition, MyKindaFuture will harness student-led Bright Futures Societies, which operate in partnership with over 52 universities across the UK.

## Graduate Promotions

Since its inception in 2002, Graduate Promotions has helped graduate employers to formulate and execute marketing to attract the interns and graduates they need. Graduate Promotions serve many of the UK's (and the world's) foremost employers, such as the Civil Service Fast Stream, and help them to fulfil many different marketing objectives such as building and maintaining their graduate brands and improving the quality and diversity of the applications they receive.



## Diversity in the Civil Service

Today's Civil Service looks more like the country it serves – and it's undoubtedly all the better for it. We have implemented changes to encourage a more diverse socio-economic mix in our intake. The number of applicants from Black ethnic minority backgrounds or identifying as openly Lesbian, Gay, Bisexual and Transgender, or those with disabilities have risen too.

Being the government's flagship graduate recruitment programme, the Fast Stream is one of the top choices for graduates looking to become future leaders.

Visit our new website – [www.faststream.gov.uk](http://www.faststream.gov.uk) – for more information, or check Facebook or Twitter at Fast Stream UK and @FastStreamUK

[www.faststream.gov.uk](http://www.faststream.gov.uk)

 @faststreamuk

 [facebook.com/faststream](https://facebook.com/faststream)

 [linkedin.com/company/civil-service-fast-stream](https://linkedin.com/company/civil-service-fast-stream)

 [youtube.com/user/theFastStreamUK](https://youtube.com/user/theFastStreamUK)

 [FastStream@parity.co.uk](mailto:FastStream@parity.co.uk)

 Fast Stream Help Desk number: 01276 400 333

