



Stepping Up Programme

Application guidance

2020/21





Due to the number of applications the Stepping Up programme has received historically, the application process has been revised to make access to the programme as fair, equitable and transparent as possible. Applications will open for all cohorts on the **Monday 18 May 2020** and will close automatically once cohorts are full, or six weeks prior to the first day of module 1 for the chosen cohort – whichever happens first. There are a maximum number of 42 places available on each cohort and we expect these will fill quickly; we recommend promptly submitting your application to avoid missing out.

During your application, you will be asked to select a preferred cohort and your application will be considered for this cohort only. Please do not submit an application for a cohort where you know you cannot attend all module dates – if you have missed out on your preferred cohort, please wait until the programme runs again to apply.

Before starting your application, it is important to discuss potential module dates with your line manager to ensure you are able to take study leave to attend the residential dates (in line with other NHS Leadership Academy programmes). If, once you have submitted your application you can no longer make your preferred programme dates, please let us know immediately as you will be unable to make amends to your application once submitted. We will move your application to a preferred cohort, depending on available space.

Please ensure you have a hand-signed copy of the terms and conditions submitted with your application; without these your application will not be considered. If you think you will struggle to get a fully signed version to us at time of submission, please contact us in advance so we can help resolve this.

Applications will be reviewed on a first come first served basis. If we have already allocated the 42 available spaces on your preferred cohort when we receive your application (and your application has been successful), we will hold your application on a waiting list should a place become available and make you aware via email.

Places on the programme will be awarded based on the following:

1. **Eligibility** - you must meet our programme criteria to apply for the Stepping Up programme. The programme is for BAME staff working in the NHS in England at AfC Bands 5-7 (or equivalent).
2. **Application questions response** – there will be two questions asked as part of your programme application that will be assessed internally. Whilst there is no minimum word limit, we recommend you do make good use of the available word count (400 words, +/- 10%) to address the questions as fully as you feel able to.

In the first instance, places on the Stepping programme will always be awarded on the merit of the response to the assessed questions. If we have an excess of 42 applications recommended for a single cohort, then we will award these places on a first come, first served basis.

You will be contacted by the Stepping Up programme team regarding the outcome of your application no later than six weeks before the beginning of your selected cohort, however we will endeavour to contact you as soon as we can to ensure you have the time to make the necessary arrangements. Should your application be unsuccessful, we will be happy to give feedback on request. This will be supplied by our Senior Programme Lead for Inclusion.