

# NHS Finance Insights Placement Scheme

Application guidelines



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## Application guidelines

Thank you for your interest in the NHS Finance Insights Placement Scheme, designed to provide people from lower socio-economic backgrounds with access to a paid NHS finance placement for 12-months. We are thrilled that you are considering joining our programme, and we look forward to reviewing your application.

This scheme is focused on helping you make the strongest start to your career, providing you with the tools and experience that you need to join NHS finance at entry level.

### How to apply for the programme

- Follow the application form link on the [Insights placement scheme web page](#).
- Please ensure that you enter all your personal information into the form correctly.

### Eligibility for the programme

To apply for the NHS Finance Insights Programme, it is necessary that you meet the three eligibility criteria outlined below.

- You have the right to work within the UK and will be able to prove this if offered employment within an NHS organisation
- Attending state school or college, or have been in full-time education within the past three years, minimum Grade C / 4 in GCSE Maths is desirable but not essential
- You have not attended university and are not planning on attending
- The main person who earns money in your household has a job that is classed as lower socio-economic background. And or; you have been eligible for free school meals at any time in the last 6 years.

What this means:

- » Lower socio-economic background usually means the main earner in your household has a lower income, fewer qualifications, or works in a lower-paid or less secure job.
- » Free school meals are a government benefit for pupils whose families receive certain benefits.

This does not include meals provided in other ways, such as boarding school.

You can find out more about how parental occupations are classified: <https://socialmobilityworks.org/toolkit/measurement/>

Please note that if you do not meet 1 or more of the criteria above then your application will not be considered.

### Application hints and tips

Please note that once you begin completing the application form, you will be required to answer all questions in one go. Once you submit your application, you will not be able to make any amendments or changes. Therefore, we recommend that you carefully consider your responses before submitting your application.

The application form will require you to provide personal details and answer a series of questions. Below are some tips on how to submit the best application possible.

- When entering your address details make sure you enter - House name/number, Street, Town/City, County and postcode.
- When answering question please ensure that you proofread your work and that all questions have been answered fully.
- Q19 has a word count, we are looking for a minimum of 200 words and a maximum of 700 words. We would recommend aiming for 500 words when answering this question.
- Q18 and Q20 ask you to list qualifications, hobbies and activities. It is important to include as much detail as possible in these questions.

### AI

We recognise that people use a wide range of tools and supports when preparing applications, including AI. This application is an opportunity for you to share your own skills, experience, and personality in your own words. Applications that appear to rely heavily on copied or unedited AI-generated content may be rejected by host organisations. If you have used AI or other tools to support your application (for example, to help structure your thoughts or check clarity), please let us know how and why you used them.

### References

If you are successful in securing a place in an NHS organisation you will be expected to provide 2 references before you can be onboarded into your new role. It is important that you provide credible references who we are able to contact once interviews have taken place in July.

See below some guidance on gathering references successfully:

- It is recommended that you source your references when you submit your application, so that they are aware that we will be in touch.
- Please advise your referees that we will be seeking references between June – August
- Please get permission from your referee's before sharing their details, in line with data protection laws.
- Have 2 or more referees in case we cannot reach one of them. Preferably, one of your references will be a teacher.
- If they are a teacher, ask for their personal email as they may not have access to their work one over the summer.
- Ensure there are multiple ways to contact them e.g. email and phone.

We recommend that you take your time to carefully consider your responses and provide us with as much detail as possible to ensure your application stands out.

We are looking for individuals who are passionate about their career and committed to growing and developing their skills within the NHS Finance sector. **Good luck with your application!**