# UNIVERSITY OF WARWICK GRADUATE SCHEME

# INTERNAL PLACEMENT BID FORM

Can you provide the experience to work on projects with an external organisation/local community, create a supportive environment and enable our trainees to put their project management skills into practice? In return, you get the opportunity to have a skilled graduate trainee work in your department for 3 - 4 days per week, for an 8- or 12-month period in the capacity of a Project Officer. This scheme is funded by the Higher Education Innovation Fund (HEIF). This means that the placement will need to adhere to the HEIF funding requirements for it to be considered as a placement.

**Placement dates**

* Placement two: 1st June 2022 - 31st January 2023
* Placement three: 1st February 2023 - 30th September 2023
* Placement four: 1st October 2023 - 30th September 2024

**Next Steps**

**Step 1:**

* Consider if you have the capacity to support a graduate trainee for 8 or 12 months and offer them the opportunity to work in a Project Officer role
* Ensure you can offer a project (or projects) involving working with another organisation and which includes a knowledge exchange element? This is essential due to the criteria for funding for the scheme.

**Step 2:**

* Read the University of Warwick Graduate Scheme Guide
* Complete this Internal Placement Bid Form for placement two and email it to [gradscheme@warwick.ac.uk](mailto:gradscheme@warwick.ac.uk) by Friday 7th January 2022. Expressions of interest welcomed for placement 3 and/or 4. Dates will be open for bids for these placements later in 2022.

**Step 3:**

* We will work with the graduate trainees to select their placement choices, and the successful bids will be confirmed by March 2022.

|  |  |
| --- | --- |
| *Internal Department Information* | |
| Department name­­­­­­­­­­­­­­­­­­­­ |  |
| Name and job title of person submitting the bid |  |
| Key contact details |  |
| Day-to-day Manager (assigned for the placement) |  |
| Administration buddy (assigned for the placement) |  |
| *Placement overview* | |
| Please provide us with a brief description of the project(s)s the trainee would be working on including how it will involve working with another organisation (250 words) |  |
| The Graduate Scheme is funded by Higher Education Innovation Fund (HEIF). It is essential that the placement and the project(s) the graduate trainee is involved with.   1. Involve working with another organisation (external partners) and knowledge exchange/sharing between these organisations 2. Bring an economic or social benefit to the UK or beyond   Please detail how the placement would meet the above criteria |  |
| Does the project involve any of the following elements? If so, please detail all that apply   1. Benefits to the public sector 2. Benefits to social and community groups 3. Wider cultural benefits 4. Wider economic and social benefits | *E.g., innovation, development of technology, increased competitiveness, productivity growth, sales, development of services, increased visitor numbers, greater understanding of local cultural identity, greater social cohesions, local community knowledge exchange, regional partnerships, innovation, enterprise support, labour market supplier linkages* |
| Key outcomes of the project(s) the graduate trainee will be working on |  |
| Is there potential for the graduate trainee to undertake any work from home? |  |

The scheme aims to develop the following skills of each trainee over the 3 year scheme. Please select the skills areas that could be covered during your proposed placement. Note: we do not expect every area to be covered in one placement (refer to the scheme guide for more details)

|  |  |  |  |
| --- | --- | --- | --- |
| Project Management Areas | Any areas covered in this placement | | |
| **Not at all** | **To some degree** | **Fully covered** |
| * Governance |  |  |  |
| * Business Case & Benefits * Stakeholder Management |  |  |  |
| * Scope Management * Teamwork and Collaboration |  |  |  |
| * Quality Management * Leadership |  |  |  |
| * Risk and Issue Management |  |  |  |
| * Schedule Management * Communication |  |  |  |
| * Procurement and Contract Management * Resources Management |  |  |  |
| * Budgeting and Cost Control |  |  |  |
| * Consolidated Planning * Drive for Results |  |  |  |
| * Integrity, ethics, compliance |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Skills Areas | Any areas covered in this placement | | |
| **Not at all** | **To some degree** | **Fully covered** |
| Skill 1: Leadership |  |  |  |
| Skill 2: Delivering Results |  |  |  |
| Skill 3: Overcoming Challenges |  |  |  |
| Skill 4: Dealing with Change |  |  |  |
| Skill 5: Analysis and Decision Making |  |  |  |
| Skill 6: Innovation |  |  |  |
| Skill 7: Teamwork |  |  |  |
| Skill 8: Communication |  |  |  |

|  |  |
| --- | --- |
| ***Preferred placement date*** | |
| * Placement two: 1st June 2022 - 31st January 2023 * Placement three: 1st February 2023 - 30th September 2023 * No preference |  |

Once completed, please submit this form to: [gradscheme@warwick.ac.uk](mailto:gradscheme@warwick.ac.uk)