

PEOPLE POLICIES AND PROCEDURES

Graduate Fast Stream Programmes

- **ROLES AND RESPONSIBILITIES**

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Related policies:

[Recruitment Policy](#)

[Pay Policy](#)

[Secondments Policy](#)

ROLES AND RESPONSIBILITIES

Employees are responsible for:

- Applying for the Fast Stream Programme
- Identify and applying for Training and Development requirements.
- Booking a place on the Civil Service Learning Induction session.
- Attending Welsh Government Induction run by Elisha

Line Managers are responsible for:

- Approving Training and Development requests
- Completing the People Move Form.
- Providing induction regarding work of the particular department, and information regarding WG core policies and procedures, such as working hours, attendance management, leave and so on.

FCS Solutions Team is responsible for:

- Provide Posts for Fast Streamers
- Providing the Induction Pack
- Inform Shared Service Helpdesk of successful Faster Streamers (Internal & External)
- Notify Fast Streamers of Training and Development opportunities.
- Maintain Training and Development records for Fast Streamers.
- Allocating a Mentor.
- Supplying the Faster Stream induction pack

FCS Corporate Shared Service Centre – Shared Service Helpdesk is responsible for:

- Processing successful Fast Stream candidates (Internal & External)
- Processing Completed People Move Forms

1. The Fast Stream Programme

1.1 The Civil Service Fast Stream is a training and development programme co-ordinated by the Cabinet Office. The scheme aims to provide talented individuals with the skills and experience they need to merit rapid promotion initially to Executive Band 2 and thereafter to fulfil their potential to join the Senior Civil Service (SCS).

1.2 Although there are a number of Fast Stream Programmes (Economist, Statistician, IT etc) this policy relates to the Graduate Programme.

1.3 This policy is inclusive of all staff regardless of age, marriage (including equal/ same sex marriage) and civil partnership, disability, sex, sexual

orientation, pregnancy and maternity, race, religion or belief, or gender identity.

2. Application Process and Selection

- 2.1 There are two routes into the Programme - External and In-Service competitions, both administered by Cabinet Office. Applications are invited at different times for each of the routes; the selection process for each of the routes also differs. Details can be found on the Cabinet Office Fast Stream website:

<http://www.faststream.gov.uk/index.asp?txtNavID=54>

3. Postings

- 3.1 Fast Streamers are encouraged to play a central role in planning and organising their own careers. The Finance and Corporate Services Directorate (FCS) will ensure Fast Streamers have access to posts with the right content at the right stage in their career, and that they are deployed in priority areas of the Civil Service. Fast Streamers will be notified of suitable developmental posts by their Fast Stream Grade Manager when coming to the end of their current post.
- 3.2 Full time Fast Streamers are a mobile grade and posts can be located in locations across Wales and the rest of the UK [Part time Fast Streamers are non-mobile].
- 3.3 Fast streamers will be offered posts and will be encouraged to ensure that they select posts which are suited to their personal development needs and/or aimed at developing their skills in a particular area.
- 3.4 Most Graduate Fast Stream programme postings will last approximately 6-12 months, but there may need to be flexibility around this.
- 3.5 FCS may sometimes need to move a Fast Streamer from their post at short-notice in the event of an over-riding business priority. These urgent moves will however be kept to a minimum. In such an event the Grade Manager will discuss this with the line manager and provide the Faster Streamer with all the necessary support.
- 3.6 When Fast Streamers come to the end of a posting they, with their Line Manager, need to complete the process illustrated in Annex A in consultation with the FCS Fast Stream Grade Manager.

4. Secondments / Loans

- 4.1 Fast Streamers may benefit from a Secondment or Loan to another Organisation or Government Body. If a suitable Secondment or Loan opportunity arises, it should be discussed with the Grade Manager.

5. Induction

- 5.1 FCS will provide all Fast Streamers with an induction pack which will highlight their role in the Welsh Government (WG).
- 5.2 Within the first three months of initial appointment, Fast Streamers should attend a Fast Stream Induction Day run by the Civil Service Learning. External applicants should also attend the WG's Reception Course.

6. Probation

- 6.1 All Fast Streamers who enter through the External route are required to serve a probationary period of six months. If they do not demonstrate the potential for promotion within this period the WG may extend the probation period, terminate the appointment or offer an appointment at another level.
- 6.2 Fast Streamers who join through the In-service route will have already passed their probation. Progress towards Executive Band 2 will be monitored during the regular Development Reviews with the Grade Manager.

7. Training and Development

- 7.1 Fast Streamers have an individual Development budget of £3000 pa (2012-13).
- 7.2 Fast Streamers are responsible for identifying their own skill gaps and seeking out suitable training interventions. When a Fast Streamer wishes to attend a training course they need to complete a Training Request Form and complete the process illustrated in Annex B.
- 7.3 If attendance at a course is cancelled because of Divisional priorities, it's the responsibility of the Fast Streamer's Division is responsible for finding a replacement for the course or for paying the cancellation charges.
- 7.4 Fast Streamers are allowed an average of 15 working days per annum for Fast Stream Learning and Development.
- 7.5 The Grade Manager reserves a central Learning & Development budget to provide group activities and events, which is currently £2,000 per Fast Streamer This is reviewed annually.

8. Mentoring / Buddy

- 8.1 All Fast Streamers will be allocated a Mentor, with whom they will form and maintain a relationship throughout their programme. These

mentors will be members of the Senior Civil Service or senior managers in WG.

- 8.2 A mentor and [mentee guide to the Fast Stream](#) can be found on the WG Intranet site.
- 8.3 All new Fast Streamers will be allocated a buddy, who is currently on the Fast Stream Programme. Their function is to befriend the individual and help them with practical day-to-day issues that they may not be comfortable asking others. It is usually a short term relationship to help you find your way during the early days of your new experience. There are no rules for Buddying but the guide on the following link may help you make the most of the opportunity:

<http://intranet/English/MyEmployment/DuringEmp/Recruitment/Solutions/Pages/solutionsfaststream.aspx>

9. Performance Management Report (PMR)

- 9.1 The Fast Streamer's Performance Management Report (PMR) should be built around the competency framework that can be found on the WG intranet and the 9 box grid.
- 9.2 Line Managers should agree a PMR with the Fast Streamer to highlight the skills and competencies they should achieve during the placement. Line Managers should conduct mid and end of placement reviews to track progress.
- 9.3 Fast Streamers must keep a record of their PMR to share with their Grade Manager during their mid and end of year review. This should also be shown to new Line Managers when changing posts so that skill gaps can be addressed.

10. Pay and Allowances

- 10.1 The Current (2012 -13 starting salary is £25,700. Fast Streamers start at the first point of the Management Band 2 pay scale and are paid an additional Fast Stream Allowance of £1300 per annum (payable on a monthly pro rata basis). These are paid from Central Departmental Running Costs (DRC) Budget – 391 FS.
- 10.2 Successful In-Service candidates at Management Band 1 are not eligible for the Fast Stream Allowance.
- 10.3 The Fast Stream Allowance is awarded in recognition of the additional responsibilities expected of Fast Streamers. Further allowances are not payable as posts will have been identified as suitable Fast Stream posts. In the event that a host Department decides to pay a TDA to Executive Band the FSA will cease. It will be re-instated at the end of the TDA period.

11. Promotion

- 11.1 Promotion is not guaranteed. However, if Executive Band 2 is reached, either on a temporary or permanent basis, the Fast Stream Allowance will cease and the employing Department will be responsible for payment of salary at the appropriate point on the EB2 pay band. When the promotion is on a temporary basis, the Fast Streamer will be suspended from the programme for the period of the TDA. At the end of the TDA, the Fast Streamer will be reinstated at the appropriate salary level and the FSA will resume.
- 11.2 On successful promotion the Grade Manager will arrange for an exit interview to take place. Any outstanding relevant training will be agreed and included in a PMR for discussion with the new Line Manager in their Executive Band 2 post.

12. Failure to Reach Executive Band 2

- 12.1 Fast Streamers who have passed probation but no longer satisfy the Fast Stream criteria will be posted at an appropriate level. Consideration will be given to their entry mechanism and grade and performance and experience gained during their Fast Stream postings. If mainstreaming to Management Band1 is to be considered they will need to obtain a Positive Assessment Centre Evaluation (PACE) Internal appointees who no longer satisfy the Fast Stream criteria will be downgraded to their previous grade or, if appropriate, be regarded to any other grade for which they meet the normal standards of entry.

Fast streamers can elect to leave the fast stream and mainstream to Management Band 2.

- 12.2 Only in exceptional circumstances should a Fast Streamer continue to be graded and managed as a Fast Streamer for more than five years after completion of probation.

13. Terms and Conditions

- 13.1 Fast Streamers have the same terms and conditions as all other staff below the SCS. More information on HR policies can be found on the WG Intranet pages.

14. Further Information and contacts

- 14.1 Additional Information on the Fast Stream Programme can be found on the Fast Stream website or Intranet: www.faststream.gov.uk

Contacts

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

CHANGING POST PROCESS

People Moves/Temporary Allowance Form

The purpose of this form is to notify Finance & Corporate Services Department (FCS) of any moves that are taking place outside of open competitions, such as Fast Stream Posts, lateral transfers and out of grade working.

The form must be completed in full by the New Line Manager

The form and guidance notes can be found on the WG Intranet site at:

<http://assemblyapps/hr/pmoves/default.asp>

Completed electronic forms are submitted to the Shared Service Helpdesk where they are allocated to an appropriate desk officer for processing.

NEW STARTER PROCESS

Internal

The Grade Manager will provide successful candidates with details of Fast Stream Posts. When a post is secured, the Grade Manager will inform the Shared Service Helpdesk to arrange any changes needed on the HRIT system.

The New Line Manager will complete the Peoples Move form as above.

External

The Grade Manager will informally interview candidates who were successful in the External Cabinet Office competition. On approval, the Grade Manager will inform the Shared Service Helpdesk of the formal offer of a Fast Stream Post in WG and the Shared Service Helpdesk will then start the appropriate security checks and employment references etc. This usually takes around 6 weeks although may take longer. Details of Fast Stream Posts may be issued during this time however a start date cannot be agreed before all checks are completed satisfactorily. When a formal offer is made and a post accepted, the appropriate Help Desk officer will complete the contracting and HRIT processes. The Grade Manager will need to provide details of the post, salary, allowance etc.

Annex B

Process when requesting training

