



*Transitions*

## **Set-Up Guide and Checklist**

**Short-term (3-6 month)  
positive action placements**

**Supported by Transitions**

**Enabling employers to access and  
develop skills and experience.**

**Levelling the playing field for refugees  
to access UK professional experience.**

**Accessing the Skills of Refugee Professionals**

## Getting Started

### Role Description

Co-developing a role description for a 3-6 month positive action placement.



### Candidate Selection

Transitions carefully matches a candidate for the role and puts forward their CV and a portfolio.



### Interview

We co-arrange an interview for you and the candidate.



### Placement Offer

If the fit is good, the candidate is offered a placement.



### Transitions' Support

Transitions supports the placement throughout, with:

- ✓ Set-up of mutual candidate/manager objectives and workplan
- ✓ Regular scheduled meetings for staff and candidates
- ✓ Facilitating written employer feedback on skills and achievements
- ✓ Provision of guided reflective learning journal & support
- ✓ Facilitating engagement with professional bodies
- ✓ Jobsearch support.

## Financials

### Pay For Candidate

It's good practice to pay interns the London Living Wage. (Jan 2017 £9.75 per hour)

### Employment Status

Many employers deem placements (often called 'interns') to be 'workers'. In that case, the placementee is an employee during the placement.

### After The Placement

Permanent/fixed term hire if there's a vacancy, skills match & after interview. There is no obligation to hire the candidate once the placement is complete. That depends on availability of vacancies and match with candidate skills.

## A Note About Transitions' Fees

As a regulated CIC social enterprise, Transitions provides quality business services with high social value. Income from placement & experienced hire services are all retained in the business to provide careers advice and guidance, workshops and assist with core business costs.

Positive action 3-6 month placement fees:	£600 flat rate fee
Experienced Hire after 3-6 month placement:	15% fee (of gross salary)

Please see separate terms & conditions for details.

## Good Practice Guides On Internships

<https://www.gov.uk/government/publications/providing-quality-internships-code-and-guidance-for-employers>

<https://www.gov.uk/employment-rights-for-interns>

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