INFORMATION PACK

**Student Intern**

**Hours**: 28 hours per week / 4 days per week

*Alternative hours will be considered.*

**Pay**: £1,237.60 (gross pay) for the full internship

**Location**: Royal College of Psychiatrists, 21 Prescot Street, London, E1 8BB

**Dates**: 1 August 2022 to 25 August 2022

**Free Lunches will be provided at our Head Office (Prescot Street) Cafe**

**Application Procedure**

In order to apply for the RCPsych Internship Programme, please complete the following forms and submit them to [learning@rcpsych.ac.uk](mailto:learning@rcpsych.ac.uk)

1. Application form
2. Diversity Monitoring form
3. Curriculum Vitae (CV)

The closing date for applications is:

**Friday 24 June 2022**

Please note, applications received after this date and time will not be considered.

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**Roles Available**

The following four roles are available for an internship placement. You should state your preferred placement on your application form.

* Project Management Office Intern
* College Centre for Quality Improvement Intern
* National Collaborating Centre for Mental Health Intern
* Publishing Team Intern

Whilst we will try our best to ensure you are placed in your preferred role, this cannot be guaranteed, and if successful, you may be offered one of the other available internships.

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| Information Pack |

At the College, we ensure that our recruitment process is objective and focussed on your ability to do the job. We want high quality, talented individuals to join our organisation and we assess this through your Application Form and the interview process.

The main purpose of your application is to move you to interview stage of the process where we get to meet you face to face. This **Information Pack** is designed to help give you the best opportunity to submit a successful application.

**Job Description and Person Specification**

The **Job Description** describes the key duties and responsibilities of the position. The **Person Specification** outlines the key skills and experience that is required to carry out this role. The application form should demonstrate how your ability and experience will enable you to deliver what is required to do the job.

**Your Application**

The application form provides you with an opportunity to tell us about your achievements, the things of which you are most proud and to show us how these experiences make you the best person for the job.

These are a few important points that you should remember:

* **Read** the job description and person specification carefully – it explains about what the role is and about what we are looking for from you
* Keep your application form **relevant** to the job that you are applying for
* Be **clear** and **concise**
* **Sell** your skills
* Highlight your **achievements** – tell us what you have done
* Complete the whole application form

We are a values-led employer and as such everyone applying to our roles needs to be able to commit to living our values. Our values booklet, included, will give you all the information you need to know about our values and our expectations.

**How to Apply**

To apply for this position, you must submit your application form, diversity monitoring form and a Curriculum Vitae (CV) to [learning@rcpsych.ac.uk](mailto:learning@rcpsych.ac.uk) by Friday 24 June 2022.

**What happens next?**

**Short listing**

After the closing date we will shortlist all application forms against the person specification. We aim to complete this exercise and inform successful candidates as soon as possible after the closing date.

If successful, use your time effectively to prepare for the next part of the process:

* Learn as much as you can about College; visit our website ([www.rcpsych.ac.uk](http://www.rcpsych.ac.uk)).
* Research the position, and list the skills and experience sought matching these to your own experiences.
* Consider questions we are likely to ask and prepare your responses – think of examples to demonstrate your experience and ability.
* Prepare a list of questions you would like to ask.

**Interview**

The interview process is an opportunity for you to highlight your skills, experience, and passion for completing the internship.

Interview panels will usually consist of two or three people, for example the intern line manager, a senior member, and a member of the HR department.

All candidates are asked the same core questions designed to test whether you have the skills and attitude to perform well in the internship. This is also an opportunity for you to ask any questions you might have and discuss and particular skills you’d like to learn.

We want you to give the best interview you can so if you require special facilities (e.g., a signer) you should inform us prior to the interview.

**About the Royal College of Psychiatrists**

**Background**

The Royal College of Psychiatrists (the College) are the professional medical body responsible for supporting psychiatrists throughout their careers from training through to retirement, and in setting and raising standards of psychiatry in the United Kingdom.

We work to secure the best outcomes for people with mental illness, intellectual disabilities and developmental disorders by promoting excellent mental health services, supporting the prevention of mental illness, training outstanding psychiatrists, promoting quality and research, setting standards and being the voice of psychiatry.

**Our Mission**

The College works to secure the best outcomes for people with mental illness, learning difficulties and developmental disorders by promoting excellent mental health services, supporting the prevention of mental illness, training outstanding psychiatrists, promoting quality and research, setting standards and being the voice of psychiatry.

**Our Values and Behaviours**

The College has a clear set of values which drive everything we do. They support our leaders and staff to make values-based decisions and they enable the creation and reinforcement of our positive, empowering and enabling culture.

We have worked in collaboration with our members and staff to define six core values that underpin our behaviours and how we operate at every level of the College.

These **C.I.R.C.L.E**. values are:

* **C**ourage
* **I**nnovation
* **R**espect
* **C**ollaboration
* **L**earning
* **E**xcellence

Our values booklet, included, will give you all the information you need to know about our values and our expectations.

**Equality, Diversity, and Inclusion**

The College is opposed to all forms of prejudice and believes that everyone should be treated fairly, regardless of age, disability, gender reassignment, marriage and civil partnership status, race, religion or belief, sex, or sexual orientation (the protected characteristics).

We are committed to promoting equality, diversity and inclusion for our existing and future members, associates, affiliates, staff, and visitors in all our practices and arrangements. We actively advocate for, and support, equality of access, experience and outcomes for all College staff, all members and for all mental health patients and carers.

**Project Management Office Internship**

**Job Description & Person Specification**

**THE ROYAL COLLEGE OF PSYCHIATRISTS**

**JOB DESCRIPTION**

**JOB TITLE:** Student Intern

**The Student Internship Programme**

The RCPsych Student Internship Programme was created as it was recognised that some young people face a disadvantage when applying for higher education and employment, particularly in the fields of psychology and psychiatry. We created this internship to offer the opportunity to gain valuable experience to those who may struggle to access other opportunities for a range of reasons, for example not being able to take an unpaid internship due to financial responsibilities.

The successful intern will join a busy department at the College team for four weeks and will have the opportunity to work on a number of projects. The intern’s interests and preferences will be taken into account as we’re keen to make sure they are able to gain the most useful experience possible when working with us.

The opportunities are available in 4 departments across the College in 2022. See below for information on each department.

**Chief Executives Office, Project Management Team**

The RCPsych Project Management Team sit under the remit of the Chief Executive, delivering College projects to staff and members. The team is a small group of 4, including Head of Projects, Digital Project Manager, and 2x Project Managers. We work with all the College departments, supporting on a wide range of projects, from launching new eLearning platforms, successfully managing the building refurbishment, and the transition of events to online platforms in 2020 and back to face-to-face in 2022.

The Chief Executive team also manage our elected officers, internal communications and equality and diversity work.

Below is a list of tasks that interns may complete. You are welcome to list any activities that you have a particular preference to take part in when completing your application form.

**Key responsibilities may include:**

1. Shadowing meetings to discuss day-to-day project work
2. Assisting with diary management, preparing agendas and taking project notes and actions.
3. Shadowing meetings where teams and project managers develop and plan potential projects.
4. Writing up weekly summaries of project team activities and progress.
5. Researching best practises with project reporting and methodologies.
6. Develop a process for outlining a new project.
7. Develop a new reporting system for project progress and concerns.

 Training will be provided on all of the above tasks and team members will be available to support with any queries an intern may have.

**Person Specification**

1. Have an interest in mental health
2. Committed to living our values (courage, innovation, respect, collaboration, learning and excellence)
3. Confident in the use of computer programmes (e.g., Microsoft Word)
4. Excellent interpersonal and communication skills
5. Excellent timekeeping
6. Ability to commit to the duration of the internship
7. Ability to work to deadlines

**Project Management Office Student Intern Project**

**Project Set-Up and Reporting**

The project management team at the Royal College of Psychiatrists work across all departments, managing the launch of new systems, processes, or ideas. As part of your internship, we would like you to develop a new process for staff to tell us about upcoming projects, and create a new template that we can use for reporting on weekly progress.

Much of our role is to guide and help teams to complete the work needed, whilst also making sure that we’re delivering projects on time, within scope (not adding in additional work), and within the agreed budget. Both documents that you’ll develop will help with this by outlining the key information from the beginning, and then keeping us accountable week by week.

This will be a task that you will work on throughout your internship and will involve using a wide range of skills that will help you in the future.

**1. Collecting the information**

The best place to start would be speaking to each member of the project management team and find out about the project’s they’re working on, and any challenges they’re facing. It’s also a good idea to ask how long the project will last. This will give you a good understanding of the breadth of work we manage.

You’ll also need to ask about how they like to show project progress, as each project may have diverse needs.

You can also make a note of things that come up while you’re completing any of your tasks, shadowing meetings, speaking to staff members etc. Just make sure you’re storing this information in one place so you can look back at it later.

Lastly, you’ll need to do a small piece of research around Agile and PRINCE2 project methodologies, just enough to get the basics of how they function and can differ.

**2. Reviewing the current process**

You’ll have gathered a fair amount of information and done a bit of research on the processes we embed in each project.

We’ll share with you the current documentation and templates that we use for every project, its then up to you to organise a meeting with the team to understand what we currently like or dislike about them. You’ll need to arrange this meeting, prepare an agenda, and chair the discussion.

**3. Creating your new templates**

Once you have gathered your information, research, and the pros / cons of the current system, you’re ready to think of something new!

Think about the best way to display the information we need, for both the reporting template and the project brief, who is the audience for each document, and how we currently use them.

Use this time to bounce ideas of us and collaborate with your fellow interns as they may be writing similar reports or documents.

**4. Presenting the final information sheet**

Finally, we’d like you to present the new templates to the project team in your last week. You should cover:

* How you’ve gone about managing the task
* What decisions you’ve made about things like the layout
* How you think the document can help streamline project work
* What you think went well and what you think could be improved

You’ll need to put together a 10-minute presentation including some PowerPoint slides.

It would also be useful to trial the templates on a current project, we can help with this in the meeting.

**Tips!**

* Speak to staff and ask questions
* Listen out in meetings and keep a note of anything you think is important to include
* Note down any words or phrases you don’t understand and ask what they mean: do we have to include these, or can we explain difficult processes better?
* Think creatively about how best to present this information
* Put together a plan for how you’ll make sure this is done on time, what needs to be done by when?
* Use SharePoint to avoid working on different versions of the document

**Skills you’ll use**

You will develop and use a wide range of skills throughout this project which you can talk about in your personal statements and future applications. For example:

Time management – You’ll develop this by thinking ahead about what you’ll need to do by when and managing completing this project alongside the other tasks you’ll be doing for other projects.

Using computer software – You’ll need to use Microsoft Word, PowerPoint, and Outlook (as a minimum) as well as internet research, the GMS, and other programmes.

Facilitation skills – You’ll be facilitating a focus group with staff which will require you to lead the discussion, make sure you stick to your agenda and ensure all staff have the opportunity to contribute.

Presentation skills – You’ll have the chance to present your work to staff at the end of your internship.

Writing – You’ll need to think about how you can write for this particular audience, making sure it’s clear and concise. You’ll need to proofread your work and make sure it is accurate.

And plenty more! If there are particular skills you need to show for your personal statements, we can have a think about how best to use this project to show these skills.

**College Centre for Quality Improvement Internship**

**Job Description & Person Specification**

**THE ROYAL COLLEGE OF PSYCHIATRISTS**

**JOB DESCRIPTION**

**JOB TITLE:** Student Intern

**The Student Internship Programme**

The RCPsych Student Internship Programme was created as it was recognised that some young people face a disadvantage when applying for higher education and employment, particularly in the fields of psychology and psychiatry. We created this internship to offer the opportunity to gain valuable experience to those who may struggle to access other opportunities for a range of reasons, for example not being able to take an unpaid internship due to financial responsibilities.

The successful intern will join a busy department at the College team for four weeks and will have the opportunity to work on a number of projects. The intern’s interests and preferences will be taken into account as we’re keen to make sure they are able to gain the most useful experience possible when working with us.

The opportunities are available in 4 departments across the College in 2022. See below for information on the internship programme within the College Centre for Quality Improvement (CCQI).

**The College Centre for Quality Improvement (CCQI)**

The College Centre for Quality Improvement (CCQI) works with mental health services to assess and improve the quality of care they provide. We work with more than 90% of mental health service providers in the UK and focus on four key areas: quality networks, accreditation, national clinical audits, and research and evaluation. This opportunity would be working specifically with our quality and accreditation networks. Within these projects, we work with a range of mental health services to assess the quality of their service and support them to improve the quality of care they offer.

<https://www.rcpsych.ac.uk/improving-care/ccqi/what-we-do>

Below is a list of tasks that interns may complete. You are welcome to list any activities that you have a particular preference to take part in when completing your application form.

**Key responsibilities may include:**

1. Shadowing meetings to discuss day-to-day project work
2. Assisting with setting up meetings, preparing meeting documents and taking notes for a range of different meetings, including focus groups
3. Shadowing meetings where project teams develop and plan network activity
4. Booking catering and meeting rooms across projects
5. Writing up notes from project meetings
6. Assisting with data collection queries
7. Assisting with the development of data collection tools, data cleaning and analysis
8. Assisting with the planning and organisation of a series of webinars

Training will be provided on all of the above tasks and team members will be available to support with any queries an intern may have.

**Person Specification**

1. Have an interest in mental health
2. Committed to living our values (courage, innovation, respect, collaboration, learning and excellence)
3. Confident in the use of computer programmes (e.g., Microsoft Office)
4. Excellent interpersonal and communication skills
5. Excellent timekeeping
6. Ability to commit to the duration of the internship
7. Ability to work to deadlines

**CCQI Student Intern Project**

As part of your internship at the Royal College of Psychiatrists, we would like you to review data that has been collected across our quality networks and work with colleagues to put together a summary report about members’ performance against several key themes including equality, diversity and inclusion, and sustainability in mental health services.

This will be a task that you will work on throughout your internship and will involve using a wide range of skills that will help you in the future.

**1. Data sorting and cleaning**

You will start with learning from several members of the team about our methods of data collection and the key themes to include in the report. You will then be provided with the raw data that has been collected.

Once you have access to the data and an understanding of the themes, the data will need to be sorted, cleaned and analysed. You should end up with a clear picture of what the data shows so that you are ready to report on it.

**2. Collaborating with colleagues**

We collaborate in everything we do and often work with colleagues to test out ideas. After the data analysis is done, you’ll meet with the CCQI internal working groups that focus on equality, diversity and inclusion, and sustainability. You’ll need to arrange this meeting, prepare an agenda and chair the discussion.

**3. Putting the report together**

The report will include information about the data collection and analysis, as well as the reasons why the data has been collected and the themes that are being considered. It will also include an overview of the data and the findings that have come out of the analysis. As part of this, you’ll be reviewing other reports in the department to get some ideas about how to design the report, but there is flexibility in how this is presented so lots of room for creativity!

**4. Presenting the final report**

Once you have the final report, you’ll have the opportunity to share this piece of work with the department. This will include putting together a presentation outlining the process and talking through the findings from the report.

**Tips!**

* Speak to staff and ask questions
* Have a look at the website for more information
* Listen out in meetings and keep a note of anything you think is important to include
* Note down any words or phrases you don’t understand and ask what they mean
* Think creatively about how best to present this information
* Put together a plan for how you’ll make sure this is done on time, what needs to be done by when?
* Use SharePoint to avoid working on different versions of the document

**Skills you’ll use**

You will develop and use a wide range of skills throughout this project which you can talk about in your personal statements and future applications. For example:

Time management – You’ll develop this by thinking ahead about what you’ll need to do by when and managing completing this project alongside the other tasks you’ll be doing for other projects.

Using computer software – You’ll need to use Microsoft Word, PowerPoint, and Outlook (as a minimum) as well as the internet and other programmes.

Facilitation skills – You’ll be facilitating a working group with staff which will require you to lead the discussion, make sure you stick to your agenda and ensure all staff have the opportunity to contribute.

Presentation skills – You’ll have the chance to present your work to staff at the end of your internship.

Writing – You’ll need to think about how you can write for this particular audience, making sure it’s clear and concise. You’ll need to proofread your work and make sure it is accurate.

And plenty more! If there are particular skills you need to show for your personal statements, we can have a think about how best to use this project to demonstrate these skills.

**National Collaborating Centre for Mental Health Internship**

**Job Description & Person Specification**

**THE ROYAL COLLEGE OF PSYCHIATRISTS**

**JOB DESCRIPTION**

**JOB TITLE:** Student Intern (NCCMH)

**The Student Internship Programme**

The RCPsych Student Internship Programme was created as it was recognised that some young people face a disadvantage when applying for higher education and employment, particularly in the fields of psychology and psychiatry. We created this internship to offer the opportunity to gain valuable experience to those who may struggle to access other opportunities for a range of reasons, for example not being able to take an unpaid internship due to financial responsibilities.

The successful intern will join a busy department at the College team for four weeks and will have the opportunity to work on a number of projects. The intern’s interests and preferences will be taken into account as we’re keen to make sure they are able to gain the most useful experience possible when working with us.

The opportunities are available in 4 departments across the College in 2022. See below for information on the internship programme within the National Collaborating Centre for Mental Health.

**The National Collaborating Centre for Mental Health (NCCMH)**

The NCCMH is a collaboration between the Royal College of Psychiatrists and University College London. The department works on various projects such as developing guidelines for mental health care and quality improvement programmes to improve safety and quality of care in mental health services. It is a well-known and respected department that exists to improve mental health care outcomes for everyone by addressing mental health inequalities and improving care in partnership with people who use services and their friends and families.

The NCCMH were the first department at the College to welcome Student Interns in 2019. As a department, we’re keen to make sure the interns that work with us develop skills and experience that will be useful to them, and enjoy their time with us. We’re happy to try and accommodate any particular skills our Student Intern would like to gain and will work with them to make this the best experience possible.

Below is a list of tasks that interns may complete. You are welcome to list any activities that you have a particular preference to take part in when completing your application form.

**Key responsibilities may include:**

1. Shadowing meetings to discuss day-to-day project work
2. Assisting with setting up meetings, preparing meeting documents and taking notes for a range of different meetings, including focus groups
3. Shadowing meetings where researchers and project managers develop and plan new research projects
4. Booking catering and meeting rooms across projects
5. Answering queries via phone and email from various people and organisations with involved in the projects
6. Writing up notes from project meetings
7. Assisting with data collection queries

Training will be provided on all of the above tasks and team members will be available to support with any queries an intern may have.

**Person Specification**

1. Have an interest in mental health
2. Committed to living our values (courage, innovation, respect, collaboration, learning and excellence)
3. Confident in the use of computer programmes (e.g., Microsoft Word)
4. Excellent interpersonal and communication skills
5. Excellent timekeeping
6. Ability to commit to the duration of the internship
7. Ability to work to deadlines

**NCCMH Student Intern Project**

As part of your internship at the Royal College of Psychiatrists, we would like you to put together an information sheet that we can use to explain to future interns, new project expert reference group members and the general public what we do.

This will be a task that you will work on throughout your internship and will involve using a wide range of skills that will help you in the future.

1. **Collecting the information**

You should start by making a note of any information about the department that you think is important or interesting for anyone external to know. For example, if you hear about a project we’re running, make a note about it and follow-up with staff members to find out more.

You can make a note of things that come up while you’re completing any of your tasks, shadowing meetings, speaking to staff members etc. Just make sure you’re storing this information in one place so you can look back at it later.

1. **Putting the document together**

When you have made a start collecting the information, think together about how you could best present this to an external audience. Should it be a poster, booklet, web page, video etc?

Start designing the layout and adding the content to the document.

1. **Facilitating a focus group**

At the NCCMH, we try to make all of our work collaborative and involve the voice of experts in anything we develop. In this case, the NCCMH team are the experts! We’d like you to set up a meeting with some of the staff which you will lead.

You can use this meeting to explain what you’ve done so far and get their feedback on what else could be added, what might need changing and to gather more details to include in the final document.

You’ll need to set up this meeting, create an agenda and facilitate the discussion.

1. **Presenting the final information sheet**

Finally, we’d like you to present your final piece of work to the team during your last week with the NCCMH (23rd August 2022).  We’d love to hear about:

* how you’ve gone about managing this task
* what decisions you’ve made about things like the layout
* how you think the document could be used
* what you think went well and what you think could be improved

You’ll need to put together a 15-minute presentation.

**Tips!**

* Speak to staff and ask questions
* Have a look at the website for more information
* Listen out in meetings and keep a note of anything you think is important to include
* Note down any words or phrases you don’t understand and ask what they mean: maybe we need to avoid using these in the information sheet, or maybe we need to include a glossary?
* Remember who your audience is: young people and people who may have limited knowledge about mental health or the College
* Think creatively about how best to present this information
* Put together a plan for how you’ll make sure this is done on time, what needs to be done by when?
* Use the GMS to avoid working on different versions of the document

**Skills you’ll use**

You will develop and use a wide range of skills throughout this project which you can talk about in your personal statement and future applications. For example:

**Time management** – You’ll develop this by thinking ahead about what you’ll need to do by when and managing completing this project alongside the other tasks you’ll be doing for other projects.

**Using computer software** – You’ll need to use Microsoft Word, PowerPoint and Outlook (as a minimum) as well as internet research, the GMS and other programmes.

**Facilitation skills** – You’ll be facilitating a focus group with staff which will require you to lead the discussion, make sure you stick to your agenda and ensure all staff have the opportunity to contribute.

**Presentation skills** – You’ll have the chance to present your work to the NCCMH staff at the end of your internship.

**Writing** – You’ll need to think about how you can write for this particular audience, making sure it’s clear and concise. You’ll need to proofread your work and make sure it is accurate.

And plenty more! If there are particular skills you need to show for your personal statement, we can have a think about how best to use this project to demonstrate these skills.

**Publishing Internship**

**Job Description & Person Specification**

**THE ROYAL COLLEGE OF PSYCHIATRISTS**

**JOB DESCRIPTION**

**JOB TITLE:** Student Intern

**The Student Internship Programme**

The RCPsych Student Internship Programme was created as it was recognised that some young people face a disadvantage when applying for higher education and employment, particularly in the fields of psychology and psychiatry. We created this internship to offer the opportunity to gain valuable experience to those who may struggle to access other opportunities for a range of reasons, for example not being able to take an unpaid internship due to financial responsibilities.

The successful intern will join a busy department at the College for four weeks and will have the opportunity to work on a number of projects. The intern’s interests and preferences will be taken into account as we’re keen to make sure they are able to gain the most useful experience possible when working with us.

The opportunities are available in four departments across the College in 2022. See below for information on the internship programme within the Publishing team.

**RCPsych Publishing Internship (Strategic Communications Department)**

We produce high-quality mental health publications and information through a wide range of books and journals published on behalf of the College by Cambridge University Press. Join us and find out about the Publishing Team, academic publishing, and how our activities fit in with the wider work of the College.

[Publications and books | Royal College of Psychiatrists (rcpsych.ac.uk)](https://www.rcpsych.ac.uk/about-us/publications-and-books)

Below is a list of tasks that interns may complete. You are welcome to list any activities that you have a particular preference to take part in when completing your application form.

**Key responsibilities may include:**

* 1. Shadowing meetings to discuss the day-to-day management of journals, bookings and general publishing activities
  2. Writing up notes following meetings
  3. Assisting with manuscript submissions and the peer review process
  4. Answering queries via email from authors,  reviewers and editors
  5. Researching COPE guidelines and working with the team to plan and conduct a best practice audit
  6. Conducting a competitor analysis
  7. Assisting with content development and journal promotion
  8. Developing a comms plan to promote our high standards

Training will be provided on all of the above tasks and team members will be available to support with any queries an intern may have.

**Person Specification**

1. Have an interest in mental health
2. Committed to living our values (courage, innovation, respect, collaboration, learning and excellence)
3. Confident in the use of computer programmes (e.g., Microsoft Word)
4. Excellent interpersonal and communication skills
5. Excellent timekeeping
6. Ability to commit to the duration of the internship
7. Ability to work to deadlines

**Publishing Student Intern Project**

**BJPsych Portfolio Best Practice Audit**

The RCPsych Publishing team produce five of the world’s leading psychiatric journals and together they form the prestigious BJPsych Portfolio. Published on behalf of the College by Cambridge University Press, our journals are of the highest quality and we achieve this by following the latest trends and best practices within Scholarly publishing. Periodically, we carry out a best practice audit to help us identify journal policies, processes or practices that may need to be improved, as recommended by the Committee on Publication Ethics (COPE). We would like your help with this important job as part of your internship with the Publishing team at the Royal College of Psychiatrists.

This will be a task that you will work on throughout your internship and will involve using a wide range of skills that will help you in the future.

**1. Collecting the information**

You should start by having a chat with the team to find out more about the journals and the task we would like you to do.  You will need to research the publishing guidelines detailed in COPE and check that these are all listed in the basic template we have provided.

We will help you to put together a list of useful resources (website links, webinars, podcasts etc) and identify documentation across various platforms that we will need to update (eg instructions for authors etc).

You can make a note of things that come up while you’re completing any of your tasks, shadowing meetings, speaking to staff members etc. Just make sure you’re storing this information in one place so you can look back at it later.

**2. Completing the template**

Have a look at our basic template before you start and if you feel an alternative format or package would work do feel free to talk to us about this. You can then start adding content to the document.

Don’t worry if things are not clear, your expertise is being a non-expert! We need to explain our policies and procedures in a way that authors will understand and welcome your advice on this.

**3. Collaborating with colleagues/facilitating a focus group**

We collaborate in everything we do and often work with colleagues to test out ideas. Once you have gathered all the information, you will meet with the team to discuss your findings and facilitate a focus group. You’ll need to arrange this meeting, prepare an agenda, and chair the discussion.

You can use this meeting to explain what you’ve done so far and get feedback from the team on what else could be added, what might need changing and to gather more details to include in the final document.

**4. Putting the report together**

The report will include full information about the audit you have carried out for us. It will identify journal policies, processes or practises that might need to be improved and a recommended course of action.

**5. Presenting the final report**

Finally, we’d like you to present your final piece of work during your last week at the Publishing Team huddle. We’d love to hear about:

* How you’ve gone about managing the task
* What decisions you’ve made about things like the layout
* How you think the document could be used
* What you think went well and what you think could be improved

You’ll need to put together a 10 minute presentation including some PowerPoint slides.

**Tips!**

* Speak to the Publishing team and ask questions
* Carefully read through the resources we have given you
* Think about how to store all the information you find
* Listen out in meetings and keep a note of anything you think is important to include
* Note down any words or phrases you don’t understand and ask what they mean
* Think creatively about how best to present this information
* Put together a plan for how you’ll make sure this is done on time, what needs to be done by when?

**Skills you’ll use**

You will develop and use a wide range of skills throughout this project which you can talk about in your personal statements and future applications. For example:

Time management – You’ll develop this by thinking ahead about what you’ll need to do by when and managing completing this project alongside the other tasks you’ll be doing for other projects.

Using computer software – You’ll need to use Microsoft Word, PowerPoint, Excel, Teams and Outlook (as a minimum) as well as internet research, and other programmes.

Facilitation skills – You’ll be facilitating a focus group with staff which will require you to lead the discussion, make sure you stick to your agenda and ensure all staff have the opportunity to contribute.

Presentation skills – You’ll have the chance to present your work to staff at the end of your internship.

Writing – You’ll need to think about how you can write for this particular audience, making sure it’s clear and concise. You’ll need to proofread your work and make sure it is accurate.

And plenty more! If there are particular skills you need to show for your personal statements, we can have a think about how best to use this project to demonstrate these skills.

**APPLICATION FORM**

Please complete both sections of this form and return it along with your Diversity Monitoring form and CV to [learning@rcpsych.ac.uk](mailto:learning@rcpsych.ac.uk).

|  |  |
| --- | --- |
| **Position applied for:** |  |
| *Note: Although the shortlisting team will consider your application for the department you apply for, you may be invited to interview for a different department.* | |

**Section One**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **First name:** |  |
| **Surname:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Contact number:** |  |
| **E-mail address:** |  |

**WORKING HOURS**

If you require alternative working hours, please specify below, including the days and times you are available to work (e.g., part-time) (note the normal working hours for the internship are Monday to Thursday, 9-5 on those days, if you able to commit to these hours, please leave the below box unfilled):

|  |
| --- |
|  |

**HEALTH & ADDITIONAL REQUIREMENTS**

If you have any additional needs, or health requirements, such as needing specific reasonable adjustments to be put in place to support you, please do let us know using the box below:

|  |
| --- |
|  |
| *Note: A disability or history of ill health does not preclude applicants from the process. Rather this question is asked to allow the College to fully support applicants with disabilities.* |

**RIGHT TO WORK**

(This will be if you are a British Citizen, or have a right to live and work in the UK)

|  |  |
| --- | --- |
| Are you legally entitled to work in the UK? (Proof will be required if successful) | **YES / NO** |

**PERSONAL CHARACTERISTICS**

The RCPsych Internship Programme offers opportunities to young people who may face a disadvantage in accessing higher education and employment. In order to assess your application fully, please mark which of the below characteristics you meet.

This information will be used along with your answers in section two to assess your application, prioritising those who face multiple barriers to education and employment.

|  |  |
| --- | --- |
| Are you legally entitled to free school meals as defined by the Tower Hamlets Council criteria listed below?  Parents are in receipt of any of the following:   * Income Support * Income-based Jobseeker's Allowance * Income-related Employment and Support Allowance * Support under Part VI of the Immigration and Asylum Act 1999 * The Guarantee element of State Pension Credit * Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income of £16,190 or less * Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit. * Universal Credit (provided their annual net earned income does not exceed £7,400, as assessed by earnings from up to three of the most recent monthly assessment periods). | **YES/NO** |
|  | |

**Section Two**

**ANSWER THE FOLLOWING QUESTIONS:**

Why are you interested in this internship opportunity with us? (max 500 words)

|  |
| --- |
|  |

What skills and experience do you have that would make you the right candidate for your preferred internship at the College? (max 500 words)

|  |
| --- |
|  |

What do you hope to gain from this internship programme? (max 500 words)

|  |
| --- |
|  |

**DECLARATION**

The information you have supplied in connection with your application will be kept in strict confidence and will be subject to the provisions of the Data Protection Act 2018.

I consent to the processing by the College of the information contained in this form and any related forms, by any means, for the purposes of my application and possible employment with the College.

I understand and agree that any misrepresentation by me on this Application Form and/or any other information I have supplied in connection with my application will be sufficient cause for cancellation of the application and/or termination from the College’s service if I have been employed.

|  |  |
| --- | --- |
| **Date:** |  |
| **Signature:** |  |

Diversity Monitoring Form

|  |  |
| --- | --- |
| **JOB APPLIED FOR** |  |

The Royal College of Psychiatrists is committed to the active promotion of equal opportunities in employment. It is committed to recruiting, retaining and developing a workforce that reflects the diverse communities we serve.

The College’s core values, **C**ourage **I**nnovation, **R**espect, **C**ollaboration, **L**earning and **E**xcellence aims to foster a working environment that respects and values diversity; and ensures equal opportunity for all.

It is therefore important that we monitor and analyse diversity information so that we can ensure that our HR processes are fair, transparent and promote equality of opportunity for all types of staff, whether they are employees or workers.

We appreciate that providing this information is voluntary, however it will always be treated in confidence, and will allow us to run more successful recruitment exercises in the future and ensure that they are fair for all. Please refer to our [Human Resources Privacy Notice](https://www.rcpsych.ac.uk/about-us/legal/data-protection/human-resources-privacy-notice) for further guidance on why we ask for the information we do and your rights.

Any information you provide in this form:

* Will be used by the human resources department for statistical purposes only
* Will **not** influence the assessment of your application and will not be seen by anybody directly involved in the selection process
* No information will be published which allows any individual to be identified.

We would therefore be very grateful if you could complete and return this diversity monitoring form along with your Application Form, and CV to by email to [learning@rcpsych.ac.uk](mailto:learning@rcpsych.ac.uk) quoting the job title in the subject line.

Text

Description automatically generated with medium confidence

Graphical user interface, text, application

Description automatically generated

**AGE**

**AGE**

What is your age? Please mark ‘X’ in one box only

|  |  |  |  |
| --- | --- | --- | --- |
| 15-19 |  | 55 - 59 |  |
| 20-24 |  | 60 - 64 |  |
| 25-29 |  | 65 - 69 |  |
| 30-34 |  | 70 - 74 |  |
| 35-39 |  | 75 - 79 |  |
| 40-44 |  | 80 - 84 |  |
| 45-49 |  | 85 - 89 |  |
| 50-54 |  | 90 - 94 |  |

**NATIONAL IDENTITY**

How would you describe your national identity? Please mark ‘X’ in one box only

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English

Welsh

Scottish

Northern Irish

British

Other, write in.

Prefer not to say

**ETHNIC ORIGIN**

|  |
| --- |
| **A. Asian, Asian British**  Bangladeshi \_\_\_\_\_\_ Pakistani \_\_\_\_\_\_ Indian \_\_\_\_\_\_  Indian \_\_\_\_\_\_ Any other Asian background, please describe \_\_\_\_\_\_ |
| **B. Black, African, Caribbean, Black British**  African \_\_\_\_\_\_ Caribbean \_\_\_\_\_\_  Any other Black/African/Caribbean background, please describe \_\_\_\_\_\_ |
| **C. Mixed, Multiple ethnic groups**  White and Black African \_\_\_\_\_\_ White and Black Caribbean \_\_\_\_\_\_  White and Asian \_\_\_\_\_\_  Any other Mixed/Multiple ethnic background, please describe \_\_\_\_\_\_ |
| **D. White**  English/Welsh/Scottish/Norther Irish/British \_\_\_\_\_\_ Gypsy or Irish Traveller \_\_\_\_\_\_  Roma \_\_\_\_\_\_ Irish \_\_\_\_\_\_  Any other White background, please describe \_\_\_\_\_\_ |
| **E. Other ethnic group**  Arab \_\_\_\_ Prefer not to say \_\_\_\_\_  Any other ethnic group, please describe \_\_\_\_\_\_ |

**DISABILITY**

Please indicate by marking ‘X’ in the appropriate box, mark all that apply.

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Chest or breathing problems, asthma, bronchitis

Depression, bad nerves or anxiety

Diabetes

Difficulty in hearing

Difficulty in seeing

Epilepsy

Heart, blood pressure or blood circulation problems

Mental illness or other nervous disorders

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Problems or disabilities connected with arms and hands

Problems or disabilities connected with back and neck

Problems or disabilities connected with legs and feet

Progressive illness

Severe disfigurements, skin conditions, allergies

Severe or specific learning difficulties

Autism

Stomach, liver, kidney or digestion problems

Other problems, disabilities.

Prefer not to say

**MARRIAGE OR CIVIL PARTNERSHIP**

Which of the above best describes your relationship status? Please mark ‘X’ in **one** box only:

|  |
| --- |
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Living in a couple: married or civil partnered

Living in a couple: cohabiting, never married or civil partnered

Living in a couple: cohabiting, previously married or civil partnered

Not living in a couple: never married or civil partnered

Not living in a couple: previously married or civil partnered

Prefer not to say

**PREGNANCY AND MATERNITY**

Which of the below best describes your pregnancy/maternity status? Please mark ‘X’ in **one** box only:

|  |
| --- |
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|  |

Pregnant

Recently given birth

Neither ‘pregnant’ nor ‘recently given birth’

Prefer not to say.

**SEX**

What sex are you? Please mark ‘X’ in **one** box only:

Male

Female

Prefer to self-describe

Prefer not to answer

**GENDER**

To which gender do you most identify? Please mark ‘X’ in **one** box only:

|  |  |
| --- | --- |
| Female |  |
|  |
| Male |  |

Transgender Female

Transgender Male

Non-binary

|  |  |
| --- | --- |
| Prefer to self-describe |  |

|  |  |
| --- | --- |
| Prefer not to answer |  |

**SEXUAL ORIENTATION**

Which best describes your sexual orientation? Please mark ‘X’ in **one** box only:

Bisexual

Gay man

Gay woman/lesbian

Heterosexual/straight

Not listed above (If not listed above, please specify)

Prefer not to say.

**RELIGION OR BELIEF**

What is your religion or belief (including non-belief)? Please mark ‘X’ in the box below as appropriate.

Buddhist

Christian (including Church of England, Catholic, Protestant and

all other Christian denominations)

Hindu

Jewish

Muslim

Sikh

No religion

Not listed above (If not listed above, please specify)

Prefer not to say.

**Thank you for completing this form.**

The College will process the personal data that you have supplied on this application form in accordance with the terms of the [privacy notice](https://www.rcpsych.ac.uk/aboutthecollege/dataprotection/humanresourcesprivacynotice.aspx) for job applicants, which has been made available for you to download from the website as part of this recruitment process. The College will only process your personal data where it has a lawful basis for such processing.