



NATIONAL TRAINEESHIP

YOUR JOURNEY TO BECOMING A TRAINEE: STEP-BY-STEP GUIDE

Online Information Session

This is a relaxed opportunity to hear about everything the traineeship has to offer, ask any questions you may have, and learn how this programme can help shape your career.

Group Interview & Free Training

If your application is successful, you'll be invited to an in-person group interview with other applicants and our project support team. This is a great opportunity to meet like-minded people and to start getting a feel for the programme. Plus, you'll receive some free training to help you prepare!

Final Group Training Sessions

At this stage, you'll join other potential trainees for the final group training sessions. This is where we'll explore how well you fit within the peer group of trainees. The session will include a sample of the SVQ work you will be doing, and some additional training to give you a taste of what's ahead!

Pre-Employment Checks

We'll ask you to complete a confidential health questionnaire and discuss available placements in your area, ensuring that we meet your needs and aspirations. As you'll be working with vulnerable people, we will also support you through the process of applying to Disclosure Scotland to become a member of the Protection of Vulnerable Groups (PVG) Scheme. We are very used to employing people who have convictions, so will have an in-depth chat with you about any previous convictions you may or may not have.

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Apply for Employment

Submit your application to officially join the traineeship. Speak to people who can help you with the application but be yourself - we're excited to learn about your experiences and motivation! We want help you succeed, so tell us about any challenges and barriers.

One-to-One Panel Interview

If you do well in the group interview, you'll move on to an in-person panel interview. Here, you'll meet a familiar face with a member of our team, a current trainee, and someone from one of our placement partners. This interview is all about getting to know you personally and understanding how your unique experiences can shape your work. If you are unsuccessful at interview, you will have the opportunity to gain some feedback.

Offer of Employment

If all goes well, congratulations! You'll receive an offer of employment. This is always pending funding as we try to bring in as much financial support for the programme as we can prior to the project starts. We'll now start to ask you for references and begin the process of pre-employment checks.

Final Step: Induction Day

Your first day with SDF will be confirmed, and you'll be invited to meet your new colleagues, trainee support, and other staff. We'll make sure you have everything you need, from equipment to guidance, to get you ready for your first day at placement and to prepare you for training and SVQ.