**MtW Cohort Approach**

**What is Movement to Work?**

Movement to Work is a charity that was founded in 2014, with the Civil Service as one of its founding members. It aims to give unemployed young people (aged 18 – 30) work experience to help them get back into work. The MtW team within the Civil Service sits within DWP, but this team works with all government departments to deliver work experience opportunities. This civil service has committed to delivering 4,200 work experience opportunities this year.

**Why host a Movement to Work Participant?**

The Civil Service has made a commitment to deliver work experience opportunities to fulfil their corporate social responsibility, but there are many other reasons to host a MtW participant.

* **Benefits for Business**
1. Practical leadership training for existing employees.
2. Get the word out about opportunities in the department/business area.
3. Attract people that may not have considered a career in the department/business area.
4. Find talented people who can add to the diversity of your work place.
* **Benefits for Employees**
1. Opportunities for employees lacking line management experience to develop their leadership skills.
2. Enhance knowledge by adding the unique insight that young people have to offer.

**What is it the Cohort Approach?**

The Cohort Approach involves Participant Managers working together to host a group of MtW Participants in one location at the same time.

**Why should we do it?**

There are many positives to using a Cohort Approach to deliver Movement to Work. Here are our top 5:

1. **Time and resource efficiency**

By working together, Participant Managers can share the workload, making the process more time and resource efficient. For example, one Participant Manager can deliver a CV workshop to the entire group rather than having ten different CV workshops being delivered. This means that can opt in or out of sessions that might clash with their work.

1. **Support network for Participants**

As Participants are enrolled in a group, it means that they have people on the same programme who they can share their experience with and use as a support network. This also opens up more opportunity for genuine team work.

1. **Support network for Participant Managers**

Working together, Participant Managers have the opportunity to share best practice and get advice from each other. This is particularly important when encouraging colleagues who do not have previous line management experience to get involved.

1. **Allows Participant Managers to focus on their particular strengths or development needs**

As a group, Participant Managers agree their timetable and who will deliver what aspect of the Work Experience Opportunity. This gives Participant Managers freedom over what they do, allowing them focus on their strengths or development needs so they see fit. This also gives some Participant Managers the opportunity to step into the role of Lead Participant Manager and coordinate the opportunity, thus developing their leadership ability further.

1. **Adds structure for onboarding**

Taking Participants in cohorts means that offices can be made aware of a group that’s starting at a specific time or in specific intervals (e.g. 4 weeks out of every 3 months) which means that reception staff can be aware. It also means that all the admin can be processed together (e.g. requesting proof of right to work, requesting pseudo staff numbers etc).

All of these points create the opportunity for more Work Experience Opportunities to be offered by a variety of Participant Managers. Colleagues aren’t able to use the excuse of being too busy to host a MtW Participant as the process is time and resource efficient and the timescale would have been agreed with plenty of notice.

**The Process**

Below is the process with an example timeline, but this timeline is largely subject to the Participant Manager’s agreement. The process is flexible and can also be applied for overlapping cohorts.

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| --- | --- | --- |
| Timescale  | Action | Responsibility |
| Week 1 | Communications for Potential Participant Managers involvement in cohort.  | Lead PM or SPoC |
| Week 2 | Colleagues express interest in programme | Potential PMs |
| Week 3 | Meeting to clarify dates, activities, training, timetable etc. | Lead PM/SPoC |
| Week 4 | LPM or SPoC drafts timetable that is agreed by PMs | LPM/SPoC |
| Week 5 | Opportunities form submitted. | LPM/SPoC |
| Week 5 - 10 | Opportunity is advertised, Participant names are passed on to SPoC and LPM.  | MtW Team |
| Week 11 | Work Experience Opportunities start. PMs follow agreed timetable | PMs |
| Week 11 -14 | Process continues as usual. | PMs |
| Week 15 | Process starts again.  | SPoC / LPM |

 **Further Development**

We are also exploring the idea of partnering the cohort approach with other leadership development programmes. For example, current Fast Streamers could host a cohort across the HR hubs, which would feed directly into their development and would be particularly useful for those who do not get line management experience through their placements. We will use Caxton House as a pilot to test this in the New Year.