

GSG Guidance on Badging, Level Transfer and Returning to the GSG

April 2016

Operating Procedures	Guidance on Badging, Level transfer and returning to the GSG
Policy the procedures support	GSG Recruitment policy
Other operating procedures include	<p>The following documents also support the GSG Recruitment Policy</p> <ul style="list-style-type: none"> • GSG Recruitment Guidelines • GSG Promotion Guidance • FAQs (GSG Recruitment, Promotion and Badging)
This policy has been authorised by	Head of GSS Professional Support
Policy Owner	Head of GSS Recruitment
Implemented	April 2016
Latest version	2.0 Reviewed November 2019
Next review date	April 2021

Guidance on Badging, Level Transfer, and Returning to the GSG

Who is this Guidance for?

This guidance is for those who are seeking information on:

- GSG level transfers (intra- and inter-departmental);
- The badging process for entry into the GSG; and
- The length of time allowed working outside of the GSG before 're-entry' is required. Information is also given on how to retain GSG membership when working in posts outside of the profession.

1. Level Transfer within the GSG - Statistical Officer through to G6

Level transfer within the GSG is a very straight forward process for all involved. Recruiting Managers are advised to produce a person specification and job description for the post and also to use the CS jobs portal (where possible) with the post opened out across the GSS to encourage inter-departmental moves. It is recognised, however, that some posts may start off as intra-departmental, only being opened out more widely when the post cannot be filled internally.

Since candidates will already be members of the GSG and at the required grade, the interview can be more informal. However checks should still be made to ensure that the candidate has the required skills for the post. Where there are gaps in a candidate's competencies and skills, the candidate may still be offered the post based on their ability to develop the required skills quickly with appropriate training and guidance.

Please note that some departments may need to undertake additional selection methods for level transfer, including a full assessment centre.

2. Badging into the GSG

Staff who have acquired the appropriate qualifications/experience and who are keen to apply for membership of the GSG, may do so via a 'badging board'. Badging boards are run on a quarterly basis at EO, HEO, SEO and G7 levels by the GSS Recruitment Team.

Badging follows similar principles as when recruiting directly into the GSG, i.e. the minimum qualification requirements and the requirements for the interview process are very similar.

All departments please contact the GSS Recruitment Team if you are planning to run any badging board exercises.

Requirements for a badging board

- Online multiple choice test
- Dissemination test
- Presentation
- Interview
- Assessment against the appropriate level of the GSG Competency Framework

NB – Please ensure that all tools are obtained from the GSS Recruitment Team

Please note: there is no requirement to assess candidates against the Civil Service Behaviours since they will have already been through an interview process to demonstrate the appropriate level competencies.

Minimum Qualifications/Experience

- A first or second class honours degree in a numerate subject (2:1 minimum for Assistant Statistician; 2:2 minimum for Statistical Officer) containing at least 25% taught statistical content (e.g. Statistics, Mathematics, Economics, Sciences, Business Studies, Psychology, Geography or similar); or
- A higher degree, e.g. an MSc or PhD, in a subject containing formal statistical training (e.g. Statistics, Mathematics, Economics, Sciences, Business Studies, Psychology, Geography or similar);
- Have worked in a statistical/data science field and are able to demonstrate continuous professional development (via a CPD Log Book) in statistics/data science at the same level as a foundation degree/HND (Level 5) or
- Have achieved or on track to achieve a level 4 apprenticeship including at least 2 years in a statistical/data analysis field in **government** and are able to demonstrate continuous professional development in statistics/data analysis (via a CPD log book signed off by a manager or mentor who are members of the statistical profession).

Assessors for Badging boards

The assessment panel must consist of at least two Statisticians/Statistical Data Scientists, one of which should be external to the department (an Independent Assessor) and one grade higher than the grade being assessed.

Independent GSG Assessors

An Independent Assessor will normally come from another government department or organisation, and it is vital that they have a good knowledge of the GSG. If a Department is unable to source an Assessor from another government department or organisation, they should contact the Head of GSS Recruitment for approval to use an Assessor from a different business area within their department.

Independent Assessors must ensure that:

- relevant standards of the GSG Competency Framework are met;
- CPD requirements are covered, where appropriate;
- candidates are judged on their *potential* to develop and perform against the GSG Competency Framework;
- a GSG approved test is used where required by this guidance; and
- this guidance is being observed.

The GSS Recruitment team holds a list of Assessors and will offer training for new Assessors and refresher training for existing Assessors.

Independent Assessors must:

- have been in the GSG for at least a year;
- be experienced within their own organisation on competency based recruitment and selection;
- complete civil service Unconscious Bias and Equality and Diversity training;
- attend a GSG briefing or training session before being placed on the list (a specific Fast Stream training session is required before an Assessor can participate in the recruitment of Assistant Statisticians);
- attend a refresher briefing if requested to do so by the GSS Recruitment team following significant changes to the recruitment procedures;
- agree to their names, email addresses and telephone numbers being made available through the GSS Website for Recruiting Managers to contact;
- agree that their performance may be evaluated, in order to ensure that standards are being maintained. Note that this is already a feature of fast stream assessment;
- have a good knowledge of the GSG; and
- be available for at least 5 days of interviewing a year. However a lesser commitment will not disqualify assessors from the list.

Staff wishing to return to the GSG

GSG staff are free to take up posts outside of the profession for up to five years, but are required to maintain their CPD Log books during this time so as to demonstrate their continuous professional membership.

Where GSG staff have worked outside the profession for more than five years, they are required to be 're-badged' on their return to the profession. This is to ensure that standards are maintained.