**Julia Anderson Training Programme – Frequently Asked Questions**

## Is the programme only open to people from underrepresented backgrounds in academia? i.e., people from Black, Asian and ethnic minority backgrounds.

The programme is open to all early career professionals (e.g., current undergraduate and postgraduate students) who have not completed an internship/training programme before. Applicants will not be shortlisted based on protected characteristics such as race, ethnicity, gender, religion, etc. On the application form, there is a section titled “Equality and Diversity” but the information from this section will not be visible to the shortlisting team. We only collect such data to improve our marketing strategy to ensure we share this opportunity with people from underrepresented backgrounds in academia.

## Is the programme only open to current students or recent graduates from Imperial?

No, this opportunity is open to anyone who meets the eligibility criteria outlined in the “Who are we looking for?” section of the programme website.

## What if I have completed an internship/training programme either as part of my course or through another institution or company?

This opportunity is currently aimed at people who have never completed an internship or training programme before. This would be defined as a paid formal or structured role which takes place over at least two months. This would often have a job description or role responsibilities attached, or production of certain deliverables or outputs. If you have undertaken a paid internship or placement of this nature previously you would not be eligible to apply.

We would still welcome applications for trainees who have undertaken an unpaid internship or work experience assignments. We would define work experience as something which is short term in nature, e.g., 1-2 weeks. The aim of such work experience would be to gain exposure to a role or type of business. This could involve job shadowing different teams or individuals within an organisation or undertaking ad hoc assignments depending on the need of the organisation or your own personal development.

We appreciate that some courses include a mandatory internship/placement. However, in line with the aim of this programme, we will accept applications from trainees who have undertaken a professional structured training or intern experience provided that this was in line with the course curriculum and unpaid.

If you believe you still have a justifiable reason to be considered for this opportunity, or are unclear about eligibility, please contact ighi.training@imperial.ac.uk.

## Can I apply for more than one training post?

Yes. You are more than welcome to apply to and interview for more than one training post. You will need to submit an application form for each of the placements that interest you. However, if you are offered more than one training post, you will need to choose one to pursue.

## Can I apply if I have a PhD?

The programme is aimed at current students and graduates from undergraduate and master’s level or equivalent courses. The responsibilities of the training posts have been designed for people who are at that stage in their career and educational journey. We therefore would not encourage applications from anyone who is currently undertaking or has completed a PhD. If you believe you still have a justifiable reason to be considered for this opportunity, please contact ighi.training@imperial.ac.uk. Please note, we at IGHI advertise other roles throughout the year that are more suitable for those with a PhD and/or clinical training. These posts are advertised [here](https://www.imperial.ac.uk/global-health-innovation/opportunities/jobs/) on our website.

## Can I apply if I have clinical training?

The programme is aimed at people who have limited prior work experience at a university or organisation related to health, science, technology or business management. Therefore, clinical training as a doctor, nurse, or allied healthcare professional would exclude you from being eligible for this training programme. Please note, we at IGHI advertise other roles throughout the year that are more suitable for those with a PhD and/or clinical training. These posts are advertised [here](https://www.imperial.ac.uk/global-health-innovation/opportunities/jobs/) on our website.

## How do I complete the application form and improve my chances of getting an interview offer?

Each training post has a link to a tailored job description, person specification and the online application form on the Imperial Jobs page.

When preparing your application, we recommend you review the job description and person specification in detail. Think through all your experiences to date including your studies, part-time jobs, volunteer roles, club membership, or even your role within your family structure (e.g. caring responsibilities). We advise that you aim to provide an example and evidence of how you meet each of the essential criteria in the person specification. It can help to apply [the STAR model](https://nationalcareers.service.gov.uk/careers-advice/interview-advice/the-star-method) for each criteria, focusing on:

* Situation - the situation you dealt with
* Task – the task given to you
* Action – the action you took
* Result – what happened as a result of the action and what you learned or a reflection.

The person specification will be used in the shortlisting process to identify how people demonstrate in their application that they meet the essential criteria (E). Desirable criteria (D) are not essential to the role, therefore please do not be put off if you do not meet all of these.

To help you prepare for the online application form, we have created a template application form available to download. You can use this to prepare your answers, and get feedback from your university’s career service, local job centre, friends and family before completing the online application.

## How long is the training?

All advertised posts will state how long the training is last. Usually, full-time training posts will last between 8 – 12 weeks. The expectation is that you would complete the training post for the duration advertised.

## Can I do the training part-time or work flexible hours?

In order for all trainees to get the maximum benefits of the training opportunity and participate in the mentorship, trainees will be expected to work full-time.

To support your work/life balance all flexible working requests and reasonable adjustments will be considered as per Imperial policy.

## Where will the post be based? Is this open for remote applicants?

The safety and wellbeing of our staff and incoming trainees is our top priority. We continue to follow the UK Government and College guidelines regarding working on site. We hope that we will be able to welcome trainees in-person to ensure they feel supported throughout their placement. We therefore advise applying for the training programme only if you would have the capacity to commute to our offices in St Mary’s Hospital in Paddington for at least three days per week. Travel may also be required to our South Kensington campus.

## Can I apply if I am an international student or based outside of the UK?

Please note that all trainee applicants must have the right to work in the UK. Unfortunately, it is currently challenging to arrange VISAs for short-term placements at this level.

## Where can I find additional information about the training post I want to apply to?

Each time we advertise a new cohort of traineeships, we will host a webinar with the project teams that are advertising training positions. This event will give you the chance to ask specific questions to help write your application or regarding what it is like to work with the project team and at IGHI.

Details of the event will be listed on the training programme website under “How to apply”. To register your interest, please sign up [here](https://mailchi.mp/e6542f114cab/juliaandersonsignup).

## I am not available at the start date of the training post, will there be a chance to apply for future training posts?

Yes! Future training posts will be advertised on this webpage. To register your interest in the training programme and be the first to know when training post are advertised, sign up [here](https://mailchi.mp/e6542f114cab/juliaandersonsignup).

## I don’t have a professional reference yet. Can I apply without references?

If you are offered a place on the training programme, in line with Human Resources policies, you will be asked to provide references that can cover the last three years. Please note the following Information about referees:

* You should have referees who can comment on your personal, educational and/or professional experience and achievements.
* One of these references must be from your secondary school or university (i.e. tutor or a lecturer) (If applicable)
* One of these references could be a current or most recent employer (if applicable).
* Alternatively, suitable referees can include managers and/or leaders from voluntary work, clubs, sports, place of worship etc.

## I am currently claiming welfare benefits / universal credit can I apply?

Yes, you are welcome to apply. However, we strongly recommend that you investigate/research the impact that this paid role will have upon your welfare benefits.

## If I apply for a training post this year, can I apply for another one in the future?

If you apply for a training post in the Julia Anderson Training Programme and are unsuccessful at the application or interview stage, you are more than welcome to apply for another training post advertised in the future.

However, if you have undertaken a training post as part of the Julia Anderson Training Programme before, you will not be eligible to apply for another training post in the future.