

GenerationQ: Cohort 9

Application and selection process

November 2018

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Application and selection process

1.1 Overview of application process

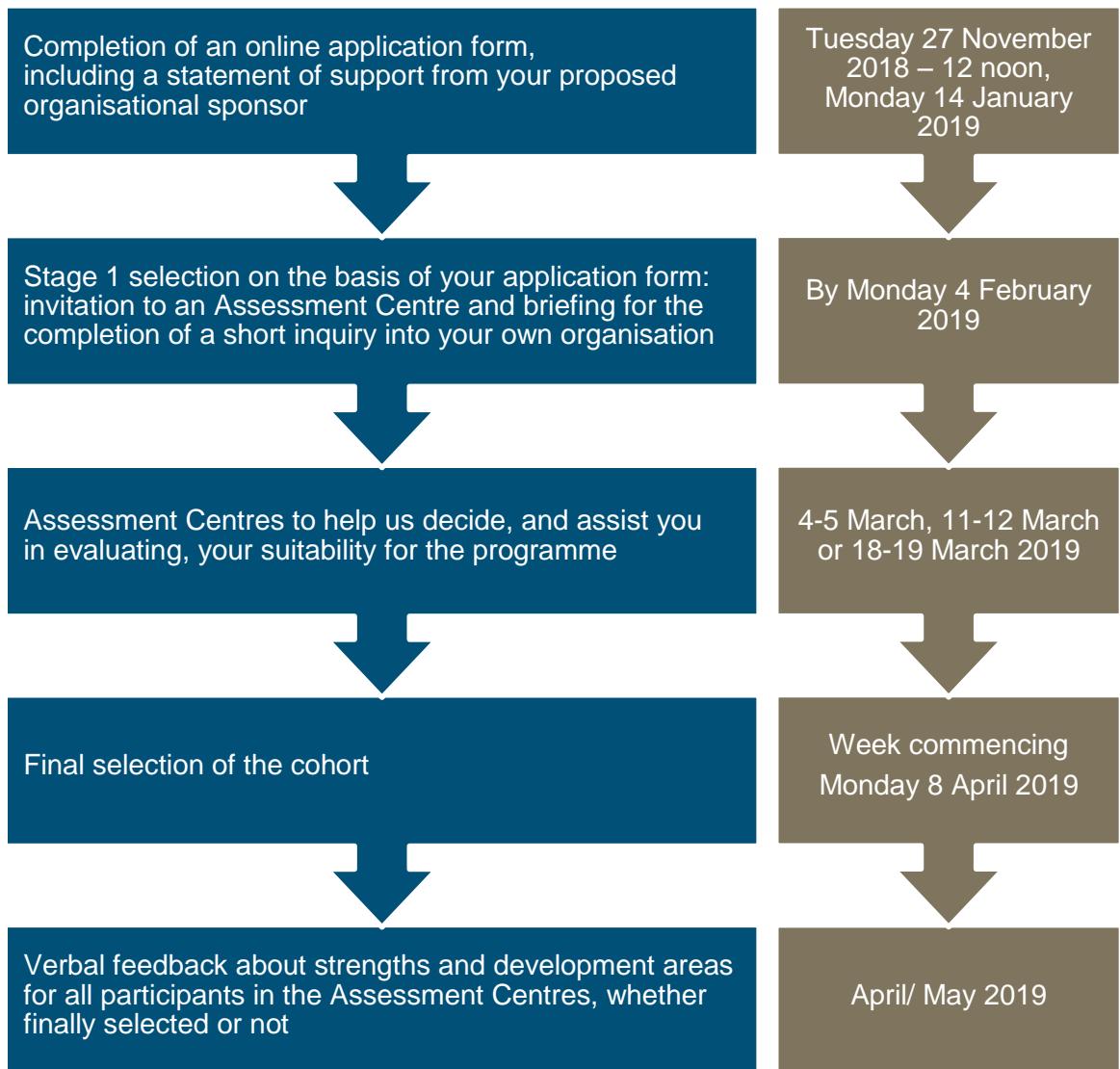
GenerationQ is a fully funded leadership development fellowship programme. We expect a high level of interest and have a maximum of 18 places in the cohort.

This document is designed to:

- Set out the different stages in the application process for the fellowship
- Suggest who is eligible to apply
- Explain how to apply

As part of the application, your organisational sponsor (see section 1.6 of the *Call for applications*) is asked to provide a supporting statement. This guidance document will also enable you to share with them what is involved in the process and discuss whether the programme is suitable for you and your organisation.

Summary of the application process:



1.2 Application eligibility

The Health Foundation expects a high level of interest in this programme, and the selection process is designed to explore whether candidates are eligible.

There are three elements that we take into consideration for GenerationQ; these are the applicants' **impact**, **readiness** and **contribution**. Please refer to section 3.1 of the *Call for applications*.

1.3 Selection process



Online application form

Applications will be assessed and shortlisted by a review team consisting of representatives from the Health Foundation and Ashridge Executive Education.

All applications will be assessed against the same criteria and judged competitively. Please note that we will not take into account previous knowledge we have of individuals; we will base decisions only on the information provided in the application form.

We will inform all applicants of the outcome of the shortlisting process by email.

Assessment Centre pre-work

36 shortlisted applicants will be invited to attend an Assessment Centre at Ashridge, which will inform the final decision.

Prior to attending, all shortlisted candidates will be expected to complete a personal and reflective written inquiry into their own organisation (maximum 1,500 words). This will involve a conversation with their organisational sponsor and will cover themes such as organisational readiness for change and existing opportunities for improvement. Full details will be provided to shortlisted candidates. Candidates will be invited to discuss their inquiry at the Assessment Centre with other candidates.

Assessment Centre

The Assessment Centre is a fair and transparent process and will be a developmental experience for those invited to attend. Everyone participating will receive individual feedback on their strengths. Candidates (both successful and unsuccessful) often reflect on the positive experience of taking part, both in terms of identifying areas to focus on for development and in making valuable connections with other candidates.

The assessment process will include exercises designed to assess suitability for the fellowship programme. The focus of these exercises will be on a range of different leadership attributes that are critical to improving quality, to identify those who will

benefit most from participating in the programme. We will inform invited applicants which leadership attributes are the focus, ahead of participation. We will also be interested to hear more about applicants' passion for quality improvement, as well as their ability to critically reflect on both their strengths and weaknesses.

There will be three Assessment Centres held for three groups of 12 shortlisted candidates. Each Assessment Centre will last 24 hours, from 14.00 on the first day to 14.00 on the following day. These are held at Ashridge in Hertfordshire, and an overnight stay will be necessary. Shortlisted applicants will be randomly allocated to **one** Assessment Centre; however, we will try to ensure there is a diverse spread of applicants.

- Monday 4 - Tuesday 5 March 2019
- Monday 11 - Tuesday 12 March 2019
- Monday 18 - Tuesday 19 March 2019

The dates for the Assessment Centres are fixed and applicants must be able to attend in order to be considered for participation in the programme. Please keep the dates for all three Assessment Centres free, as it is unlikely we will be able to accommodate individual requests.

Final selection

We will notify all candidates on the outcome of the final selection during the week commencing **Monday 8 April 2019**. We realise that applicants will be anxious to hear from us but ask that you wait for us to notify you.

Feedback

All candidates who attended an Assessment Centre will be offered the opportunity for verbal feedback on their performance. Further details will be provided once the final decisions are announced.

Please note that if you are selected for the programme, this will be compulsory.

1.4 How to apply: completing the application form

Once the GenerationQ Call for applications and this Application and selection process guidance have been read in full, please use our website at www.health.org.uk/funding-and-partnerships/fellowships/generationq to access our online application portal, AIMS.

Please note that all applications must be submitted via this process as only applications submitted through AIMS will be considered.

The deadline for applications is 12 noon, Monday 14 January 2019 - please note that we will not accept submissions after this date. Please ensure you have checked all information provided in all sections of the form before confirming final submission, as applications cannot be retracted to add further information.

The application form has been designed to help you think through your suitability for the fellowship and motivation for applying. Please read the notes on the application form carefully before and whilst completing your application form.

We recommend that you save the AIMS online application system address into your favourites so it is easy to access, and use the latest version of Firefox or Chrome.

Registering with AIMS

- Before you can apply for a programme with the Health Foundation, you must register as a new user with AIMS. You only need to do this the first time you use the system. After that, you can log in with your email address and password. To register as a new user, please go to <https://AIMS.health.org.uk> and click on the 'Register' button at the bottom of the page, as shown below. **Please register with the contact details of the person who should receive all the information regarding your application.**



About AIMS

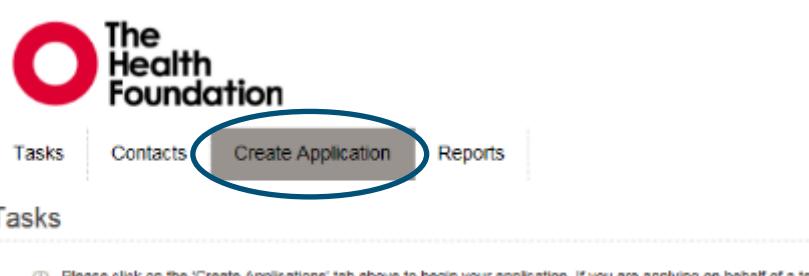
A screenshot of a web page titled 'About AIMS'. It features two main sections: 'Existing Users' and 'New Users'. The 'Existing Users' section contains fields for 'Email' and 'Password', a 'Remember my login on this computer' checkbox, and a 'LOG IN' button. Below these fields is a link 'Forgotten your password?'. The 'New Users' section contains a link 'Please register with us to create your account.' and a prominent blue 'Register' button. The 'Register' button is circled in red in the screenshot.

- This takes you to the new user registration screen. Please enter the information requested, noting that if a question has a red asterisk at the end, this is a mandatory field and you will not be able to continue until you have entered this information. Please **do not** tick the 'Register with Organisation' box as this programme only accepts applications from individuals.

- Once you have entered the information, click on the 'OK' button. You will be directed to the page below which asks you to verify your email address; follow the instructions in the email to verify your email address and complete registration.



- Once you have completed your registration, you will be directed to the AIMS home page. Please click on 'Create Application' to begin your application, as shown below.



- Select the scheme you would like to apply for by clicking on the relevant tile; you will then be directed to the application form landing page.
- You can click on any of the headings to go to a section, but we recommend starting with section one and proceeding section by section. You can review your document at any time in Microsoft Word or as a PDF by clicking on the links at the bottom of the application contents page. If using Microsoft Word please remove any formatting by clicking on the button.

Tips on completing the application

We would particularly highlight the following:

- When registering for an account in AIMS **please ensure you register as an individual rather than as an organisation**, to enable you to access the GenerationQ application form. The email address you register and apply with will receive all communication regarding the application, so please ensure you enter an address to which you will have access throughout the application period.
- The form does not need to be completed in one session; it is possible to save your progress and return to the form at a later point.
- Mandatory questions are indicated with a star at the end of the question; unless the question guidance states otherwise, all sections or fields of this question will be

mandatory. If you try to submit your form without having completed all the mandatory questions then you will be prompted to return to one or more sections.

- Many questions have a character limit, for which we have provided an approximate word limit; please adhere to the word limit. If you are unsure about the length of your response, we suggest initially drafting your response in a Word document so that you can check the word count and make edits before copying and pasting it into the application form.
- Applicants are required to provide a supporting statement from their organisational sponsor. This needs to be completed by the sponsor and should be uploaded by the applicant as an external document; the Organisational sponsor statement and declaration form can be downloaded from the Health Foundation website: www.health.org.uk/funding-and-partnerships/fellowships/generationq
- Please do not send any additional application information to the Health Foundation unless asked to do so.

You may find it useful to speak to current or former Fellows about their experience on the programme. Please feel free to contact GenerationQ Fellows at this early stage so you can start making connections. We would be happy to provide more details on how to do this if you contact us.

If you have any questions regarding the application form, or any part of the process, please contact a member of the team at GenerationQ@health.org.uk or on **020 7257 8000**.

1.5 Key dates and deadlines

Please note these dates are mandatory for all applicants.

Activity	Date
Open for applications	Tuesday 27 November 2018
Application deadline	12 noon, Monday 14 January 2019
Shortlisted candidates invited to an Assessment Centre and briefed on the organisational inquiry process	By Monday 4 February 2019
Deadline for the return of organisational inquiries	Friday 22 February 2019
Assessment Centre 1, 2 or 3	Monday 4 – Tuesday 5 March 2019
	Monday 11 – Tuesday 12 March 2019
	Monday 18 – Tuesday 19 March 2019
Final selection of the cohort	Week commencing Monday 25 March 2019
Verbal feedback about strengths and development areas for all participants in the Assessment Centres, whether finally selected or not	April/May 2019

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