

MEASURES OF SUCCESS

The DPO Centre's purpose is not to compete for being the 'best', 'biggest' or the 'most successful'. We seek to 'inspire and develop one remarkable team that delivers the extraordinary.'

Our #ONETEAM philosophy encourages every member of our team to have respect, adapt and deliver. To support one another, grow, and enjoy the journey.

We pride ourselves in offering expert and professional advice to our large portfolio of clients and expect the same standards of excellence from our Academy trainees. You will be provided with all the support you need to complete the Academy Programme, including a mentor, course and guest lecturers.

To be successful, you will need to:

- Work within the parameters of our Competency Framework:
 - The Framework provides a set of behaviours, underpinned by our core values of Respect, Adapt and Deliver, which we expect our employees and trainees to demonstrate in their role and their general approach to learning
- Complete all 6 programme modules:
 - Each 4-week module includes summative and formative assessments with a two-stage exam
 - An assessment specification outlines the due dates of all quizzes and other tasks required to complete each module
 - Trainees are expected to deliver course work within the indicated timeline, with extensions considered only for exceptional circumstances
 - A pass in all modules is compulsory
- Fully comply with our attendance requirements, including online study, face-to-face/virtual workshops (Inset Days), and tutoring sessions across a 37.5-hour 5-day working week:
 - Compulsory Inset Days, with facilitated learning, either virtual or face-to-face
 - Compulsory attendance to all face-to-face Inset Days on the 1st and 3rd Thursday of the month at a location in Leicester
 - 1 day assessment/project work
 - 3 days self-study
 - During the 3-month shadowing period, meeting minimum shadow billing thresholds and successfully completing exams form the basis of passing the programme

CONTRACT TERMS

The DPO Academy Programme offers a fixed term 9-month employment contract with a 37.5-hour week and salary of £25,000 p.a. FTE paid monthly.

Module requirements during the 6-month learning period include: online guided learning, self-study, project work, formative and summative assessments, compulsory bi-weekly Inset Days in Leicester, East Midlands, and final exams. The cost of all exams is included with the Programme.

Applicants must be able to demonstrate suitable English proficiency in listening, speaking, reading and writing. In most cases, previous academic qualifications (which should prove at least two years' recent study at a UK/English speaking institution) will be sufficient. If applicants are unable to supply suitable evidence, they will have the opportunity to take the IELTS test to prove capability. Students will need an IELTS score of at least 7.0 overall, with a score of at least 6.5 in each part. This will need to be funded by the student.

We cannot accept applications from individuals on a student visa as we are not a licenced student sponsor.

Holiday

The fixed term contract includes a holiday allowance of 19 days (25 days per year pro rata). To ensure you meet the attendance requirements for success in the programme, holiday can be booked during the Academy programme termly break periods.

Holiday requests that fall on an Inset Day or during the last week of a module cannot be approved.

Sickness and other absences

We do understand there may be times when you might fall ill or need to attend a medical appointment during programme hours. In such circumstances, our sickness absence policy will apply. We will endeavour to support your swift recovery so you can resume the programme with minimal impact on your learning journey.

However, if absences are frequent and impact on your ability to successfully complete the training, we will review your attendance based on these trigger points:

- 3 absences in 3 months
- 4 absences in 6 months
- And/or a total of 5 or more days in 9 months

Any reasonable adjustments required in relation to any disclosed disabilities will be considered and implemented appropriately.

APPLICATION PROCESS

There is a three-stage process to apply to The DPO Academy:

1. Complete the application form and attach your CV, including any additional information/documents as necessary
2. Short-listed applicants will be invited to complete a virtual assessment on our recruitment platform
3. A final face-to-face interview will take place in either Leicester or Ipswich

Please note: each programme intake has a limited number of spaces and successful applicants may be placed on a waiting list for a later start date. In the event of non-attendees, waiting list candidates may be contacted up to week two of the programme's commencement.