



Civil Service
Local



Exchange to Change Programme

Interchange Application Pack



The Exchange to Change Programme

The Exchange to Change programme will provide civil servants in the North West with a range of development opportunities lasting up to five days. Civil servants will be able to exchange their skills, knowledge and expertise with others, whilst developing themselves.

Two-Day Interchange

The two-day Interchange will provide civil servants with the opportunity to spend one-day with a colleague from another Civil Service department that they have a business or personal interest in. In return, they will then host this colleague their department for one-day.

Eligibility Criteria

The two-day Interchanges are open to civil servants up to Senior Executive Office grade (or equivalent) who work in the North West. They must be positive, proactive and enthusiastic about their own development and willing to share their knowledge and skills with others.

Restrictions

Civil servants will only be eligible to participate in one of the following opportunities during 2015:

- Two-day Interchange
- Five-day Exchange
- Five-day Specialised Exchange

Civil servants who participated in the North West Exchange Pilot or the Opportunity Hub Pilot during 2013, you will not be eligible to apply for an Interchange.

How to Apply

If you would like to apply for an Interchange, you will need to complete the application form and ask your line manager to provide endorsement. You should then send your completed form directly to the Exchange to Change Team at the following email address: CSNWExchange2Change@gmail.com

Interchange Application Form

Full name	
Job title and grade	
Department and work address	
Work email address	
Work telephone number	
Please specify the department(s) that you would like to Interchange with	
Please provide details of any special requirements or support needed to participate in the Exchange to Change programme	
Candidate's signature	
Date	
Line Manager's Endorsement	
As the candidate's line manager, I will support them by (please x the boxes):	
- Releasing them to participate in an Interchange within another Civil Service department.	
- Covering all Travel and Subsistence costs	
- Providing opportunities to utilise their knowledge and practice newly developed skills following their Interchange	
- Encouraging them to take part in the Exchange to Change evaluation; identifying successes, business benefits and learning achieved	
Line Manager's name	
Line Manager's email address	
Date	