

THE STEPS TO BECOMING A SELF EMPLOYED GROUP LEADER

PHASE 1 – APPLICATION

- **Part 1 – Online Application Form** – www.inclusionproject.co.uk - If your online application was approved, then you will progress on to part 2.
- **Part 2 – Phone Interview** - you will receive a Phone Interview Request Form asking you for 3 dates and times that would be convenient for you for a 5 – 10 minute telephone interview with Head Office. A date and time will be confirmed with you for your telephone interview. If you pass the telephone interview then your application will be made available on The Inclusion Project's secure online server – here the Area Managers in your local area will have access to view your application form, and if they have a vacancy and if they chose to, they can further progress your application on to part 3.
- **Part 3 – In Person Area Manager Interview** – if selected for an interview, you will be notified by head Office and will be offered 3 interview dates and times, these are flexible of course. Post the interview you will be notified of the result and if you pass the In Person Area Manager Interview then you will be progressed on to the Documentation Phase.

PHASE 2 – DOCUMENTATION

- **Part 1 – Uploading your Documents to The Inclusion Project Secure Online Server** – you will be given a list of documents that are required to be a Self Employed Group Leader with The Inclusion Project. You will need to obtain all of the necessary documents and upload them via an online form that we will supply.
- **Part 2 – Shadow Day** – You will need to complete an unpaid shadow day with the relevant Area Manager before working your first paid Inclusion Project session.
- **Part 3 – Contracts** – You will be emailed your contracts to read and sign.

PHASE 3 – ORIENTATION

- **Part 1 – Watching the Company Wide Orientation Video** – you will be given access to The Inclusion Project online file network and must watch the Company Wide Orientation Video.
- **Part 2 – Completing your Area Specific Orientation** – you will arrange to have an in person Orientation meeting with the relevant Area Manager.
- **You can now start as a Group Leader and contract with The Inclusion Project** - You will have to complete the Care Certificate within the first 8 weeks of your first paid Inclusion Project session, this is a free online course.