**Request to approve the process of Exception 10: Conversion to permanency of suitable candidates appointed under Exception 1.**

**Once the request form has been through all internal processes, please send the completed form to** [**info@csc.gov.uk**](mailto:info@csc.gov.uk)**.**

| This form should be used by departments who have made appointments under Exception 1 at AA or AO grades and wish to make those individuals permanent after 12 months of the original appointment.  You can expect to hear from us with our decision in 5 working days from the date **all** information is received.  If converting individuals appointed via an accredited Exception 2 Going Forward into Employment life chance recruitment pathway[[1]](#footnote-0) in line with the scheme’s pre-approved process, further permission is not required. For any specific queries about converting individuals appointed under Exception 2, please contact the Going Forward into Employment team ([GFIE@cabinetoffice.gov.uk](mailto:GFIE@cabinetoffice.gov.uk)). |
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1. Department making the request (civil service department/organisation)

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1. Number of individuals you wish to convert to permanency:

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1. Role title(s) of the individual(s)

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1. Grade(s) of the individuals (civil service grade only - see below)[[2]](#footnote-1):

| *(AA or AO only)[[3]](#footnote-2)* |
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1. Please confirm that the individual(s) was(/were) appointed under Exception 1 (temporary appointments)[[4]](#footnote-3) (Yes / No)

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1. Original start date of appointment(s)

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1. How were they identified and selected for the original role?

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1. Description of the fair and merit-based process you intend to apply in order to convert to permanency:

*There are a number of different**possible processes to apply in order to convert to permanency. For example, you may allow an individual to compete in an internal competition or it could be on the basis of consideration of performance appraisal assessments. There may be other valid approaches. The Commission cannot advise on which method to use, this is a decision for the department.*

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* 1. I can confirm that the following has been approved by a senior official;

(Yes / No *- If no, please explain*)

* + 1. the conversion to permanency; and
    2. all information submitted in this form.
  1. Please provide the name and grade of the senior official signing-off the exception appointment.

*When the grade for the proposed exception appointment is at SCS PB2 and above, the Commission stipulates that the senior official must be the Permanent Secretary or equivalent. At grade SCS1 and below, including where the* ***salary*** *is at or above the SCS PB2, the level of senior official needed for sign off is at the department’s discretion.*

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**Once all requested information has been completed and the request form has been through all internal processes, please send the completed form to** [**info@csc.gov.uk**](mailto:info@csc.gov.uk)**.**

1. You will find a list of GFiE schemes at h[ttps://www.civil-service-careers.gov.uk/gfie-schemes/](https://www.civil-service-careers.gov.uk/gfie-schemes/) [↑](#footnote-ref-0)
2. Where the prospective role does not follow CS grades, please provide the equivalent CS grade [↑](#footnote-ref-1)
3. Please note that EOs can only be made permanent under Exception 10 if they were initially appointed under Exception 2. AAs and AOs may be made permanent under Exception 10 if they were initially appointed under either Exception 1 or 2. [↑](#footnote-ref-2)
4. (please see ‘[Recruitment Principles’](https://civilservicecommission.independent.gov.uk/wp-content/uploads/2019/03/02a_RECRUITMENT-PRINCIPLES-April-2018-FINAL-.pdf) Annex A for Exception definitions) [↑](#footnote-ref-3)