

One Space



The Early Career Adjustments Passport

Structured onboarding support for
graduate schemes and early talent
programmes.

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What is OneSpace?

OneSpace is a structured digital transition tool designed to support graduate and early-career employees during onboarding and probation.



It enables individuals to record adjustments, strengths and working preferences in one secure, employee-controlled place.

In a labour market increasingly shaped by AI and automation, early-career employees face heightened performance pressure and uncertainty. Structured transition support strengthens confidence and clarity during this period.

Aligned with UK Government Adjustment Passport principles (DWP, 2024)

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What Does The Passport Contain?

1. Structured Adjustment Profile

- ▶ Support needs and working preferences in one place.
- ▶ Share before a first 1:1.

2. Strengths & Transition Planning

- ▶ Strengths and communication preferences.
- ▶ Use during probation and graduate rotations.

3. Secure Document Vault

- ▶ Encrypted storage for evidence and reports.
- ▶ Bring to Access to Work. Share with a new line manager.



Everything encrypted. Employee-controlled. Shared with permission.

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Strengthening Early Career Retention

Structured onboarding support for graduate and early talent programmes.

Why This Matters

AI-driven role change is increasing pressure on entry-level employees.
Attrition risk is highest during onboarding and probation.

Organisational Impact

- ▶ Reduces early attrition risk
- ▶ Strengthens graduate scheme consistency
- ▶ Supports confident disclosure
- ▶ Improves probation conversations

Strategic Insight

Anonymised engagement trends to inform early talent and inclusion strategy.
No personal data shared without consent.



How Employees Use The Passport

Staff use their Passport to explain their needs clearly and confidently.

- ▶ Share structured profile before first 1:1 meeting
- ▶ Use during probation review
- ▶ Prepare for graduate scheme rotation
- ▶ Bring to Access to Work conversation
- ▶ Share with new line manager after team move

The Passport gives employees a practical, portable way to communicate their needs quickly and safely.



Start with a Funded Pilot

We offer a funded 3-month pilot for graduate and early-career cohorts. Test structured onboarding support before committing to full rollout.

What the Pilot Includes:

- ▶ Access for a defined graduate / early talent cohort
- ▶ Onboarding and probation use cases
- ▶ Engagement and activation analytics
- ▶ Short impact summary focused on early retention

Low risk. Evidence-led. Time-limited.

After the Pilot

If successful, integrate OneSpace into your graduate and early talent

