

General Guidelines for Work Placement Programme (WPP) Provider Applications



These guidelines give an overview of how to make an application to become a Provider of a Work Placement under the Work Placement Programme, and also explain what happens next with your application.

1. Where applications are received fully and correctly completed, FÁS National Contact Centre (NCC) staff will register the details on our system.
2. The details of your application will then be reviewed and assessed by FÁS management locally to determine whether it will be approved. If your application is approved, your local FÁS/Local Employment Office (LES) office, who will assist you to fill the placement, will confirm this in writing and also provide you with a copy of the **Commencement Form**. This is for completion when you have indentified the person to whom you intend to offer the placement.
3. Your Work Placement will be advertised on the FÁS Job Bank, which is accessible via the FÁS website, in FÁS offices via electronic Kiosks, on Facebook and Twitter and will also be displayed in FÁS office windows.
4. Your business should consider how you would like to handle applications from the public and give instructions in the *Preferred Methods for Candidates to Apply* section of the following application form.
5. Interested candidates will contact you directly, as per your instructions, to apply for the advertised placement.
6. When you have selected a successful candidate, you must complete the Commencement Form and return it to the designated office. Your local office will check that the candidate is eligible for the programme and, if eligible you will be notified by letter that the placement can commence. If for any reason the placement cannot commence, you will be notified. **A placement cannot commence without written approval from FÁS.**
7. The Participant (successful candidate) and the Provider (nominee of your business/body) are required to complete **Progress Reports** during the placement. Templates for these reports will be provided to you. These reports are to be completed and kept on-site and access given to them on request.
8. A monitoring visit will be conducted within two months of the commencement of the work placement, where both the Provider and Participant have the opportunity to discuss any issues that may arise during the placement. A subsequent monitoring visit may also be conducted either on a random sample basis or if considered necessary.

More information, tips and FAQs for Providers can be found on the Work Placement section of ww.fas.ie

WPP Guidelines for Completing Provider Application Form

In this section are guidelines on how to correctly and fully complete each section of the application form. **Please note that incomplete or incorrectly completed forms will result in delays in processing your application.**

PART A

Business Type: The WPP is open to the Public, Private, Community and Voluntary Sectors. Please note that all non-commercial public bodies who apply to FÁS to offer placements under WPP may do so only with the approval of their parent department. If you are a non-commercial public body, each application must be accompanied by written approval from your parent department for the placement(s), for which you apply.

Description of the Business: It may not be obvious from the name of your business what sector or work activity you are involved in. Writing a clear description here will make it easier for us to understand your core business.

Contact Person: A person should be nominated to be responsible for the Work Placement Programme and their contact details given, so that FÁS and prospective candidates can easily make contact regarding the placement offered.

Preferred Methods for Candidates to Apply: Your preferred method for candidates to contact **you** regarding the placement, should be clearly stated e.g. by fax, e-mail, phone, with CV and a specific contact name given, if different from the one above.

Employer's Registered Number: This number must be entered.

Number of Employees: In order to qualify for a placement a business, or a local branch, must have a minimum of 1 full time employee who is employed for 25 hours or more per week (i.e. on your payroll and subject to tax and PRSI).

It is a requirement for you to state the total number of full and part time employees in your business. If you are local branch office of a national organisation and are making an application, please only specify the number of employees in your local branch.

Number of placements offered: This is the number of individual placements that your business is offering. The maximum number of placements that you can offer varies depending on the number of full time employees you have:

Number of Full Time Employees	Number of WPP Placements
1-10 employees	1 Place
11-20 employees	2 Places
21-30 employees	3 Places
30 + employees	10% of your workforce to a maximum of 25 places whichever is the smaller

Local branch offices of national organisations will be regarded as an individual provider for the purpose of the programme.

Hours per week: Placements of a minimum of 25 hours a week and a maximum of 40 hours a week are acceptable.

Duration of placement: A placement can be a minimum of two months and a maximum of nine months.

PART B

If your placement is approved the information provided in this section will be used to advertise your placement.

Work Placement Title: The title given here should accurately describe the work placement given in the following sections e.g. HR Administrator, Programmer, etc.

Area(s) of activity in which placement is offered: Name the department or occupational area within your business where the participant will be placed, e.g. work placement in the HR Department, working as a HR Administrator in the staff development area or work placement in the IT Department as a Programmer.

Will Garda Vetting be required: Garda vetting is legally required in respect of personnel working in a full-time, part-time, voluntary or student placement capacity in a position in a registered organisation, through which they have unsupervised access to children and/or vulnerable adults. If Garda Vetting applies to the placement that you are offering, it is your businesses responsibility to ensure that the vetting process is applied.

Participants will gain experience in:

It is very important that this section is clear and unambiguous. To help you focus on what to write you can first draw up a list of skills you can offer a person to develop while on this placement. Then once you have this list of skills, it is important to state clearly what skills you would realistically expect a participant to have acquired at the end of their placement in the role.

Remember that potential participants will judge the placement you offer by the experience they will gain while on the placement. Potential participants will be attracted to a placement that offers them quality experience. Be sure to clearly outline the benefits to them of taking up the placement you offer.

Person Specification: In this section you may give details of the type of person that would be most suited to the placement, e.g. their occupational background and skills sets. For a graduate placement, you must state the relevant 3rd level qualification. As this is a work experience programme it is not however appropriate to request any number of years experience.

Work Placement Programme 1 (WPP1 Graduates): When stating that you would like to offer a graduate placement you are stating that you are looking for a graduate who has attained a full award at level 7, or above on the National Framework of Qualifications. As a general rule, a full award at level 7 is an Ordinary Bachelors Degree. Some examples of named awards that lead to an Ordinary Bachelors Degree at level 7 are: BA Hospitality Management (Level 7); BSc. in Computer Applications (Level 7); BAgrSc (Hons) Food & Agribusiness Management (Level 7) etc. **If no specific third level qualification is specified the placement will be advertised as a non graduate placement; WPP2**

Work Placement Programme 2 (WPP2): If the placement that you offer does not require someone to have attained a full award at level 7, or above, then you should instead select the WPP2 option. If no specific third level qualification is specified the placement will be advertised as a non graduate placement; WPP2.

Please complete a separate form for each type of work placement.

PART C

Declaration of intent: You must complete this section, then sign and date it without any amendment. By signing this declaration you are confirming that all items listed from a) to g) inclusive, are true and correct.

- a)** The business/public service body currently has no vacancies in the area of activity in which the placement is offered
- b)** The placement will not be provided to displace an existing employee
- c)** i)The business/ public service body has not made any person redundant in the last three months

Or

- ii) There have been redundancies in the last three months but there has been no direct displacement of an employee, and the level of redundancies in the last three months is less than 5% of the workforce.
- d)** The business's/ public service body's Public/Employers Liability insurance and Motor Insurance, if applicable, will cover any participants on this programme
- e)** The business/ public service body is fully compliant with current workplace health and safety and all other legal requirements
- f)** The business/ public service body is a legal entity
- g)** If Garda Vetting applies to this placement, the business/body will ensure that the vetting process is applied

PART D

Please fully complete the Provider Insurance Information. An application cannot be processed if this section is not completed. This section need not be completed where the placement is taking place in the Civil Service.