

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 completed, FÁS National Contact Centre (NCC) staff will register the details under your business account on our system. If your application is then accepted, your WPP vacancy will go live, on the FÁS Job Bank. If your application is not accepted you will be contacted to explain why.
2. Your Work Placement will be advertised on the FÁS Job Bank, which is accessible via the FÁS website, and in FÁS offices via electronic Kiosks, and will also be displayed in FÁS office windows.
3. 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.
4. Interested candidates will contact you directly, as per your instructions, to apply for the advertised placement.
5. After your placement is advertised you will be contacted by your local FÁS/Local Employment Office(LES) office that will assist you to fill the placement. They will also provide you with a **Commencement Form** for completion when you have successfully selected someone for the 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.
7. The Participant (successful candidate) and the Provider (nominee of your business) are required to complete two **Progress Reports** during the nine month 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.

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 forms will be returned to you for completion.**

PART A

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 with your business 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 with 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 employee (i.e. on your payroll and subject to tax and PRSI). It is a requirement for you to state the total number of employees in your business. Total number of employees should be given, regardless of whether some are part-time and others full-time. 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 employees you have:

Number of Employees	Number of WPP Placements
1-10 employees	1 Place
11-20 employees	2 Places
21-30 employees	3 Places
30 + employees	10% of their 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: Only full-time placements (i.e. standard working week of a minimum 30 hours) are acceptable.

PART B

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: This section should give an overview of 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. If the placement involves a form of rotation between different departments then this should also be clearly stated.

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.

Elements of experience offered: It is very important that this section is clear and unambiguous. 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 the nine month work placement in the role. This can be most clearly stated in the following way:

At the end of the nine month placement the participant will be able to;

- Operate the HR database and update records
- Write up performance development reports

Person Specification: You should specify the person skills required for this placement such as good communications skills, e.g. Good Interpersonal Skills with the ability to communicate in a clear manner etc. If the placement is for the WPP1 Graduate stream, you should give details of any education and training requirements, e.g. specify any level, named award, specific subjects required. Also, if relevant, you should specify any special requirements, e.g. good colour vision, ability to work at heights, etc.

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); BAgSc (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 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 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/Employers Liability insurance and Motor Insurance, if applicable, will cover any participants on this programme
- e)** The business is fully compliant with current workplace health and safety and all other legal requirements
- f)** The business is a legal entity
- g)** If Garda Vetting applies to this placement, the business will ensure that the vetting process is applied

An application form can be requested in Word format by calling 1800 611 116 or by e-mailing jobsireland@fas.ie Alternatively you can download a PDF version from www.fas.ie