

## 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 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 your local Employment Service Office, along with **evidence from your insurance broker that a candidate on the Work Placement will be covered during the placement**. Your local FÁS 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 by FÁS. These reports are to be completed and kept on-site and access given to them at the request of FÁS.
8. FÁS will conduct a monitoring visit 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.

For further information on applying for the WPP, please contact the FÁS National Contact Centre (NCC) on Freephone 1800 611 116 or go to [www.fas.ie](http://www.fas.ie)

## WPP Guidelines for Completing Provider Application Form

In this section are guidelines on how to correctly and fully complete 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.

Elements of experience offered: It is very important that this section is clear and unambiguous. When writing this section it is useful to begin by thinking about what skills you would be looking for in a person to fill a position in this specific role. 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 should be a list of skills that you are offering the person the opportunity to develop while they are on the placement. 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

Again, if the placement involves a form of rotation between different departments, then the skills that you are offering the person the opportunity to develop in each department should be stated.

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.

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.

**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 f) inclusive, are true and correct.



## Work Placement Programme Provider Application Form

*Please complete and return to:*  
**FÁS National Contact Centre, IDA Industrial Estate, Carrick Road, Edenderry, Co. Offaly** or  
[jobsireland@fas.ie](mailto:jobsireland@fas.ie)

**Please note that incomplete or incorrectly filled forms will be returned to you for completion. Please complete a separate form for each work placement. You can request a word version of this form by e-mailing [jobsireland@fas.ie](mailto:jobsireland@fas.ie)**

### PART A

<b>Name of Business*:</b>	
<b>Address of Business*:</b>	
<b>Business Type (Please Tick):</b>	
Private <input type="checkbox"/>	Public <input type="checkbox"/>
Community <input type="checkbox"/>	Voluntary <input type="checkbox"/>
<b>Description of the Business*:</b>	
<b>Name of Contact Person*:</b>	<b>Telephone Number*:</b> <b>Fax Number:</b> <b>Email Address*:</b>
<b>Preferred Methods for Candidates to Apply *:</b>	
<b>Employers Registered Number*:</b>	<b>Number of Employees*:</b>
<b>Number of placements offered*:</b>	<b>Hours per week offered*:</b>
<b>Location of Placement: (if different from above):</b>	

\* See Guidelines for Completing Application Form for further information.

## **PART B**

**Work Placement Title\*:**

**Area of activity in which placement is offered\*:**

*(Please indicate the name of the department and the occupational activity which best describes the experience to be given)*

**Elements of experience offered\*:**

*(Please list the activities and the skills areas in which participants will gain experience)*

**Person specification\*:**

*(Please describe the profile of candidates, including required qualifications, if applicable, who would most benefit from the placement you are offering)*

**Please indicate which stream of the Work Placement Programme you would like to express your interest in:**

**Work Placement Programme 1 (WPP1 Graduates)**

Graduates who have attained a full award at level 7 or above on the National Framework of Qualifications

**or**

**Work Placement Programme 2 (WPP2)**

All other persons who do not possess a full award at level 7 or above on the National Framework of Qualifications

***NB: If providing a WPP1 and WPP2 placement, please complete a separate application form for each stream***

## PART C

### Declaration of Intent

#### Work Placement Programme

I/We wish to register \_\_\_\_\_ (**name of business**) interest in becoming a provider under the Work Placement Programme and I/we confirm as follows:

- |  | <b>Please Tick</b>       |
|--|--------------------------|
| a) The business currently has no vacancies in the area of activity in which the placement is offered   | <input type="checkbox"/> |
| b) The placement will not be provided to displace an existing employee   | <input type="checkbox"/> |
| c) i) The business has not made any person redundant in the last three months  | <input type="checkbox"/> |
| <i>Or</i>  |                          |
| 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. | <input type="checkbox"/> |
| d) The business's Public/Employers Liability insurance will cover any participants on this programme   | <input type="checkbox"/> |
| e) The business is fully compliant with current workplace health and safety and all other legal requirements   | <input type="checkbox"/> |
| f) The business is a legal entity  | <input type="checkbox"/> |

\_\_\_\_\_  
**Print Name on Behalf of Business**

\_\_\_\_\_  
**Position in Business**

\_\_\_\_\_  
**Signed on Behalf of Business**

\_\_\_\_\_  
**Date**

**For FÁS Use Only: FÁS Ref:**

**For further information please contact:**

**FÁS National Contact Centre Freephone 1800 611 116 or [www.fas.ie](http://www.fas.ie)**