

BRIATHAR DE MO LÓCHRANN



MIC

MARY IMMACULATE COLLEGE
COLÁISTE MHIURE GAN SMÁL



Faculty of Arts

Guidelines for Work Placement Providers



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INTRODUCTION

Work Placement is a standout feature, fully embedded in all [Faculty of Arts](#) degree programmes here at Mary Immaculate College (MIC), Limerick. Through their placement semester/s, students get to apply the skills and knowledge gained from their studies to the workplace and to sample various career paths. Placement hosts, in turn, benefit from the students' academic knowledge and understanding, as well as from their broader, transferable skills.

Whether you are considering participating in one of our placement programmes, are new to hosting a student, or perhaps you are an experienced placement provider seeking clarity on some aspect of the role, we hope that you find this handbook useful.

Placement should be a mutually beneficial experience for the student and the placement host organisation and we aim to fully support both parties through the process.

If you have any queries or if you need advice or assistance in relation to placement, please contact the [Placement Office](#).

The Placement Team



BENEFITS OF HOSTING STUDENTS

- Students can be recruited from a range of degree programmes, including the Bachelor of Arts (BA) Liberal Arts, Bachelor of Science (BSc) Psychology, and, in the near future, from our new BA programmes in Drama & English and English Language & Literature.
- Our students are typically highly motivated, flexible and capable of learning quickly.
- A student can offer the placement host a focused and talented resource for a particular project or role.
- Provides organisations with a strategic and unique opportunity to nurture future talent and develop students' skillsets.
- Placements also provide an opportunity to assess a student as a potential future employee.
- Allows providers to achieve strategic Corporate Social Responsibility (CSR) goals, in particular in the areas of educational outreach and community engagement.
- Working with MIC gives organisations increased visibility across the college for future recruitment drives.
- Placement Providers are welcome to advertise job vacancies to final year students and graduates via the College's [Careers Service](#).

Placement Timelines

Placements are normally arranged for a single semester (minimum duration 15 weeks) or a full academic year (minimum duration 30 weeks) depending on the degree programme:

BA Liberal Arts*/BA Drama and English/BA English Language and Literature

Placements take place in Year 3 and coincide with the academic year – the usual periods being:

- September to December (Autumn semester)
- January to May (Spring Semester)
- September to May (Full academic year)

*Note students taking Psychology as one of their main degree subjects on the BA Programme undertake placement for the Autumn semester only.

BSc Psychology

Placements take place in the second half of Year 2 and the first half of Year 3:

- Year 2 - January to May (Spring Semester)
- Year 3 - September to December (Autumn semester)

Placement start and finish dates should be agreed upon directly with the student bearing in mind the minimum placement requirements of 15 weeks (single semester) and 30 weeks (full academic year). Placement start and end dates normally broadly align with the academic semesters but are also dependent upon the placement sector/organisational needs.

Placement Duties

Placement Duties are dependent upon the economic sector and needs of the organisation as well as on the academic subjects, skills and talents of the student/s being hosted. Students may be assigned to special projects requiring specific skills or time commitment and/or they may perform regular day-to-day duties, helping to alleviate pressure or adding value in a particular area of the business. Placement duties and responsibilities should be agreed upon with the student and the Placement Office prior to the commencement of the placement role. Any queries in this regard can be addressed with the [Placement Office Manager](#).

Garda Vetting

Garda Vetting is arranged through the College for all students undertaking placement in any role which may involve working with children and/or vulnerable adults. The placement student is required to provide their placement host with a copy of their vetting disclosure letter prior to commencing the placement.



Steps to Hosting a student on a Work Placement

1. Contact the Placement Office

To discuss your placement requirements, the suitability of our programmes to your needs and to answer any initial questions.

2. Complete a Placement Request/Information Form

This form will include details of the role and the skills required + any additional requirements such as Garda Vetting or any role-specific training. You are also asked to provide details regarding terms and conditions, insurance and Health and Safety provisions. The information on the form will be used to match potential candidates (subject to availability) to your requirements.

3. Candidates identified

CVs are matched to your requirements and sent via email for consideration.

4. Interviews are arranged

The Placement Team will contact shortlisted candidates and will arrange for interviews to take place either on campus or at the Placement Providers' premises.

5. Placement Offers made

Placement offers are made through the Placement Team. Students are advised to contact the Placement Provider to formally accept the offer and to agree upon a start and finish date and other practicalities.

6. Placement preparation by MIC

Students are provided with information and advice on orientating themselves for the workplace. A series of Education Specific seminars (Child Protection, Special Needs, Education Disadvantage, Classroom Management) are provided for students undertaking placement in an Education setting.

7. Placement Start and Induction

It is the responsibility of the Placement Provider to provide any organisational or placement-specific induction or training at the start of the placement.

8. During the Placement – Placement Provider

It is recommended that the student is assigned a workplace supervisor or mentor who will hold regular meetings with the student to assign tasks, agree upon objectives and review progress.

9. During the Placement – MIC

The College assigns each student a Faculty Placement Tutor/Contact whose role is to visit the student at least once during the course of the placement to assess the student's performance via a meeting with both the student and their workplace supervisor. This visit takes place approx. mid-way through the semester of placement.

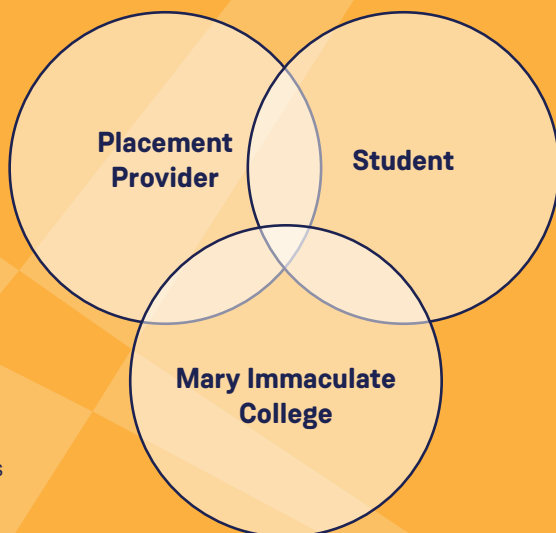
10. Post-Placement

Placement Providers are asked to complete an end-of-placement evaluation form for each student on placement with their organisation and are also invited to provide general feedback on the programme.

The Placement Partnership

Placement is a three-way partnership between the placement provider, student and MIC, working together at the before, during and after placement stages.

The roles and responsibilities of each of the three stakeholders is outlined in the following section.



The Placement Provider's Role

- To agree the duties, timeline and terms & conditions of the placement such as hours of work, payment (if applicable) in advance with the College and the student;
- Ensure provision of an appropriate work space for the student;
- Provide reasonable accommodations for students with disabilities, if disclosed;
- To insure students on placement against accidents in the workplace in accordance with national law (usually arranged at no additional cost);
- To explain relevant organisational policies and procedures to the student at the start of the placement, e.g. regarding break times, leave-taking, supervision, and health and safety;
- To assign a supervisor / mentor to the student to provide instruction, guidance and assistance as required, to monitor placement progress and provide feedback to both the student and the College;
- To facilitate the student in fulfilling their placement learning objectives;
- To notify the College's [Placement Office](#) of any problems relating to the student placement, including any absences from work occurring on a regular basis or for a period of more than one week;
- To inform the College's Placement Office of any changes to the placement programme or period;
- To complete an end-of-placement evaluation form based on the student's work performance and on the Placement Programme;
- To endorse the student's Placement Report.



What is expected of the Student?

- Professional conduct;
- Satisfactory performance of placement duties;
- Compliance with the organisation's regulations, policies and procedures;
- Full and punctual attendance at work;
- Provision of a medical certificate to both work placement provider and the College's Placement Office for any sick leave in excess of two consecutive days;
- Achievement of personal learning objectives which are likely to include:
 - developing personal and professional skills, e.g. communication, teamwork, problem solving, decision-making and initiative,
 - applying relevant aspects of prior academic learning,
 - acquiring new knowledge and skills of relevance to the BA degree,
 - clarifying career plans;
- Completion and submission to the College of a placement report endorsed by work placement supervisor / mentor.

The College's Role

- To assign a placement tutor to each student on placement;
- To monitor the student's performance during placement through liaison with both the student and the work placement provider;
- To conduct a placement visit and / or to obtain feedback by other means;
- To assist as appropriate in resolving any placement difficulties;
- To provide a placement information and advisory service to work placement providers and students;
- To assess the student's placement (Pass / Fail) based on the work placement provider's evaluation and the student's placement report;
- To advertise employment opportunities to final year students and graduates via the College's Careers Service;
- To facilitate ongoing recruitment of placement students.

College Contact Details

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