

*** Work Placement Experience Programme Terms & Conditions: ***

A formal agreement will be entered into by the Host and the successful Participant on commencement of the work experience placement to comply with the Work Placement Experience Programme Guidelines along with the terms and conditions of the programme. Full details are available [here](#). In order to create a vacancy the follows terms are important:

- A work experience placement should provide a Participant with a broad and meaningful range of practical workplace experience within the organisation as a whole, the opportunity to learn new and practical skills and access to formal and/or informal training.
- The work experience placement should genuinely enhance the Participant's potential ability to obtain future fulltime work.
- The Host must commit and actively demonstrate their commitment to support the Participant and provide learning, training and work experience to achieve this.
- Prospective work experience Participants should not work unsupervised or unsupported for any extended period of their daily work experience placement.
- Remote working is permitted where the Participant can access good training, learning and work experience and is supported and supervised by the Host.
- The Host may not state that previous experience is required when advertising a work experience placement.
- The Host cannot seek to fill work placements in trade related roles.

Please ensure that the work experience placement vacancy title and vacancy description reflect these requirements.

By submitting this work experience placement vacancy, you agree that:

- The Host currently has no job vacancies in the area of activity in which the work experience placement is offered.
- The work experience placement may not displace an employee who has been made redundant in the previous 6 months or where they have staff on temporary lay-off because of Covid-19 (e.g. on Pandemic Unemployment Payment and awaiting a return to work).
- The Host will not provide a work experience placement opportunity to an individual that they have an existing employment relationship with.
- A mentor will be appointed by the Host to support the Participant for the duration of the placement and support their skills development and career progression.
- The Host has the capacity to support and develop the Participant's skills.

- The work placement experience programme is not open to those who are following a professional/educational accreditation and need to gain relevant work experience to achieve their award (e.g. nursing, teaching, accountants).
- The Host will not substitute Participants for existing Community Employment and TUS places.
- The Host must ensure that the Employer's Liability Insurance (and Motor Insurance, where applicable) covers any Participants on this programme.
- The Host is fully compliant with current workplace health and safety and all other legal requirements.
- The Host is a registered business and/or a charity (with a valid registration number) recognised by the Revenue Commissioners.
- The Host holds a Current Tax Clearance Certificate.
- If Garda Vetting applies to this work experience placement, the Host undertakes to ensure that the vetting process is applied.
- The Host will complete the monthly compliance checklists for all placements and return all completed compliance checklists to the work placement unit.
- The Department of Social Protection may contact you using the contact details you have provided for matters related to the Work Placement Experience Programme.
- The Department of Social Protection reserves the right to undertake monitoring visits, at suitable times over the duration of the Work Placement Experience Programme to ensure compliance with the programme.