## Work Placement - Learner contract/ Code of good conduct

**Prior to Placement we require that you:**

* Read the work placement handbook and sign/type in name and submit online on Moodle the Learner Contract/Code of Good Conduct
* Meet all deadlines as indicated by the Work Placement Advisor.
* Provide a CV within the deadline as set by the Work Placement Advisor.
* To attend all Placement classes/appointments arranged or to notify the Work Placement Advisor beforehand of unavailability.
* To be available for work from January/February to July/August 2024
* Acknowledge that work placement is a joint effort – you will need to make sufficient number and variety of applications to ensure you achieve a placement by the required date.
* Ensure you properly researched the vacancies and companies before interview.
* To keep the Work Placement Advisor informed of any other work placement arrangements made directly by you and ensure the placement has been validated by the Work Placement Advisor.
* To attend all interviews arranged by and agreed with, the Work Placement Advisor.
* To accept the first firm offer of employment received on your behalf by the Work Placement Advisor.
* If you have any concerns about your proposed host employer, you should raise these in advance with the Work Placement Advisor.
* Before arriving at the host employer you must undertake any preparation offered by the College and attend pre-departure preparation or briefing meetings of which you are notified.

*In order to market work placement to prospective employers, the work placement advisors and National College of Ireland give an assurance in good faith that our students will act in a professional and conscientious manner at all times during their work placement. The expectation is that attendance will be regular and punctual and that grooming and dress will be appropriate. Every year, NCI students participating in work placement have demonstrated these qualities and attributes and indeed, have in many cases exceeded the expectations of employers. We hope that this tradition will continue long into the future. It is important to remember therefore, that throughout the process you are not only representing yourself, but also National College of Ireland and you are paving the way for future generations of work placement students.*

**ON Placement, You are required:-**

* To contact Siobhan Mockler the Work Placement Advisor at NCI to confirm that you have commenced your work placement. Contact byemail **Siobhan.Mockler@ncirl.ie** within 2 days of your start date with your placement contact details. Give your work phone and email as well as your work supervisor’s phone and email details.
* Students must act within all company policies and procedures of their employer.
* Please be aware of the company policy governing the use of email and the Internet. Your placement will be terminated for breaches of company policy in this regard.
* Please ensure you are aware of the company HR policies and have reviewed their handbook.
* Please be professional and respectful at all times in your communications with your work placement employer. Text speak, emails with slang terms or abbreviations are not acceptable in a work environment.
* Swear words are not acceptable within a work environment.
* Perfect time-keeping and attendance is expected by all employers and by NCI.
* Students are required to be well groomed and dressed appropriately for work.
* Every student is **A REPRESENTATIVE of NCI** within their employer’s workplace.It cannot be stressed strongly enoughto behave in an appropriate and professional manner at all times. One must also be aware that the availability of future placement positions by employers will depend largely on the impression left by you.
* Keep the Work Placement Advisor informed immediately of any problems that cannot be resolved at a local level or issues relating to the quality of the placement.
* It is best to discuss firstly with your work supervisor and then if needed with your Work Placement Advisor or academic staff member. They will talk things through with you and advice you on how best to proceed. The aim is to assist you in any way we can. **It is not acceptable to leave an employer without prior permission from your academic supervisor**. **If the student leaves the employer without NCI approval he/she will fail the Work Placement module.**
* Students who have to sit repeat exams are required to take time out of their company holidays. Please discuss any required time off with your immediate company supervisor.
* To attend college, on the first day of the first term of fourth year.
* Complete and return end of placement feedback questionnaires.
* The College does not accept liability for loss and/or damage to personal property, and students are required to make their own insurance arrangements in this respect.
* The College does not accept liability for third party claims arising out of the use by students of their own vehicles for course trips and travel to placements. Students must therefore inform their own individual insurance company/broker and have policies adjusted to reflect vehicle use outside the standard “social and domestic” cover.
* To monitor your progress the College will maintain contact with you (through email or other channels) during your work placement.
* Students will be required to submit their monthly learning reports and final work placement report on Moodle and organise a suitable time for site visit with the academic supervisor
* Upon return to the College you will be required to provide a brief practical report on the experience. You may also be required to attend an interview to provide feedback on your work placement or to share your experiences whilst on work experience with the next year’s students.

**What you can expect of us:**

* An initial briefing on the placement process, inclusive of guidelines, key dates and assessment.
* Presentation and advice on the production of CV’s
* Follow up CV’s clinics, to examine the structure, language and presentation of your CV and to highlight mistakes in grammar, punctuation and spelling. WE WILL NOT WRITE OR REWRITE CV’S.
* Presentation and advice on Interview Techniques.
* Mock Interviews where appropriate to support students with interview process.
* Appropriate support and guidance in students finding their own placements.
* Pre-placement talk on preparing students for placement.
* On-going support while on placement.
* The work placement advisor will act as point of contact with the student while on placement.
* Your academic supervisor will be assigned in March 2024 and the meeting with both student and industry supervisor will take placement between April and May 2024.

**I have read, understand, and agree to abide by the above conditions.**

**Student Name:** **…………Jane Keyes……………………**

**Student ID……x22121358..…………………………………**

**Course……BSHC3A…………………………………..………..**

**Date:………05/10/2023………………..……………………**