



### Polasaí agus Nósanna Imeachta/Policies and Procedures

<b>Code</b>	QA144
<b>Title</b>	Work Placement Guidelines
<b>Policy Owner</b>	-
<b>Date</b>	18 July 2011
<b>Approved By</b>	-

#### **1.0 Introduction**

University of Galway welcomes and support requests from individuals and/or agencies that seek to place individuals on placements in University of Galway.

#### **2.0 Purpose of Guidelines**

These guidelines were developed to provide for a fair, consistent and transparent approach to work placements in the University.

#### **3.0 Guidelines governing Work Placements in University of Galway**

- 3.1** The placement must be in an identified work area of University of Galway with defined learning outcomes. The individual can expect to receive training and a named contact support person.
- 3.2** The placement must be in an identified work area of University of Galway with no current vacant or advertised posts.
- 3.3** The period of the placement must be agreed in advance. At the end of the placement, the individual can expect where appropriate to receive an open reference from University of Galway.
- 3.4** The attendance times of the individual for the duration of the placement must be clearly stated prior to the commencement of the placement. The College, School, Research Institute, Support Services Unit facilitating the placement is responsible for monitoring the individual's attendance and timekeeping.
- 3.5** The placement will be unpaid.
- 3.6** The individual will be expected to comply with the University's policies and procedures including confidentiality, Data Protection, Intellectual Property, Research Ethics, Grievance, Disciplinary, Computer Usage, Health and Safety, Garda Vetting, Dignity and Respect, and other relevant policies.
- 3.7 Insurance:** Proof of insurances with specific indemnity to University of Galway must be supplied by the agency seeking the work placement; such policies should carry a limit of indemnity not less than €2.6m for any one accident.
- 3.8** At the end of the placement, the individual must: return any keys or security cards belonging to the University.

#### **4.0 Procedure for applying for a placement**

- 4.1** Submit request to the HR office with following details:
  - Background or reasons as to how the placement position has arisen
  - Complete application form (below) including training plan
- 4.2** On receipt of approval from the HR office, proceed with appointment of work placement position.
- 4.3** On the appointment of an individual to the work placement position, forward up-to-date curriculum vitae and a completed HR work placement form to the HR office (below).
- 4.4** HR will issue work placement agreement for the placee's signature.



## 5.0 Orientation

The responsibility for the orientation of the individual on placement into the area of work is with the line manager or their nominee to ensure that a local induction is arranged within the first week of commencing.

### Local Orientation is important and designed to help understanding:

- Overall vision, mission and values of the university
- role and responsibilities within their work area
- function of the school, support service, research institute and how the intern 'fits in'
- opportunity to meet new co-workers
- practical issues such as office space, keys, photocopier location, etc.

## 6.0 Development Opportunities for Work Placements

Individual placements will be contingent on a training plan submitted for each work placement request; this is agreed with HR at the approval stage and must be adhered to by the line manager.

### Appendix 1- Forms

Relevant Forms:

- [Work Placement Application Form](#)
- [HR Work Placement Form](#)