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CITY OF CORK VOCATIONAL EDUCATION COMMITTEE

Policy Governing Work Experience Programmes

Introduction

City of Cork VEC (hereinafter CCVEC) is an equal opportunity employer and individuals who seek to gain experience of the world of work with CCVEC are offered work experience on the basis of the relevance of the course they are participating in, and for which they are required to obtain work experience, and their general suitability to fill a post or undertake specific duties with the City of Cork VEC. It is recognise that work experience is an essential part of the Education process and at all times CCVEC will endeavour to provide such experience.

CCVEC is committed to equality of opportunity and operates in full compliance with all legal and statutory requirements. At all times, students undertaking work experience will be treated in a fair and consistent manner, and discrimination will not be tolerated in respect of age, gender, race, disability, family status, marital status, religion, sexual orientation or membership of the Traveller community.

Applications

Students applying for work experience should submit their Curriculum Vitae to the CCVEC marked for the attention of the Human Resource Manager in order that an appropriate location for the work experience may be determined.

Conditions of Placement

- All students undertaking work experience will be assigned to a specific area / areas and will be expected to follow the instructions of the manager/supervisor within that / those areas. In order to ensure a general rounded experience is obtained, students may be assigned work in more than one area.

- There is no facility in CCVEC for the payment of students on work experience.

- Students undertaking their work experience with CCVEC are expected to follow lawful instructions of management and to adhere to acceptable codes of dress and conduct.

- CCVEC will endeavour to facilitate students seeking work experience with whatever duration of placement is required by their course, up to to a maximum

period of 6 months. At the end of this period the work experience programme for the individual will cease.

- In order to ensure all students are given an opportunity no more than two work placements will be awarded to an individual student. It must be noted however that consecutive work experience programmes will not be awarded.

- Students on work experience programmes are not employees of CCVEC.

Induction

When a new student undertaking work experience commences, they will undergo an induction process with their manager/supervisor that will include details of the work that they will be assigned, work and safety instructions particularly in relation to the layout of the building/centre as well as emergency exits, the importance of dignity and respect in the workplace as well as an introduction to the staff members in the area.

Vacant Posts

Students undertaking Work experience may apply for relevant vacant positions that arise during their placement.

All CCVEC positions, other than casual short notice positions, are filled following advertisement in accordance with arrangements specified by Department of Education and Science.

Posts that are open to both internal and external candidates will be advertised on a Friday in one national newspaper and on the CCVEC website.

Advertisements will make clear, both in wording and illustration, that the positions are open to all suitably qualified candidates, regardless of gender, marital or family status, sexual orientation, religious belief, age, disability, race or membership of the traveller community.

All advertisements will carry the statement "City of Cork VEC is an equal opportunities employer".

Only official application forms will be processed.

Records

The organisation will retain, for three years, all records arising through the work experience programme.

Signed: _____ Date: 10/2/09

Mr. T. Owens
Chief Executive Officer