****

**Wicklow County Council**

**Unpaid Work Experience Placements**

**September 2025**

|  |  |  |  |
| --- | --- | --- | --- |
| **Status** | **Prepared by** | **Approved by** | **Date** |
| **Rev 1** | **HR Officer** | **Management Team** |  |
|  |  |  |  |
|  |  |  |  |

******

Contents

[Policy on Transition Year (TY) Students on Work Experience 3](#_Toc209684189)

[Capacity & Allocation 3](#_Toc209684190)

[Placement Duration & Type 3](#_Toc209684191)

[Application Procedure 3](#_Toc209684192)

[How to apply: 3](#_Toc209684193)

[Deadlines (applications to be received by): 3](#_Toc209684194)

[Required with application: 3](#_Toc209684195)

[Student Guidelines (TY) 4](#_Toc209684196)

[Staff Guidelines 4](#_Toc209684197)

[Appendix 1 – Student Induction Sheet 6](#_Toc209684198)

[Appendix 2 – Departmental Confirmation for TY Work Experience 7](#_Toc209684199)

# Policy on Transition Year (TY) Students on Work Experience

This policy sets out how Wicklow County Council manages **unpaid** Transition Year (TY) work experience placements to ensure a positive, structured and safe experience for students, and an effective, manageable process for Wicklow County Council.

The scope of the policy applies to **TY students only** seeking **unpaid** work experience within Wicklow County Council (including locations at County Buildings, Municipal Districts, Clermont Campus, and Libraries).

The **objectives** are to provide students with an insight into the range of services provided by the Council, to offer office-based, desk-based experience under appropriate supervision, and where possible, expose students to more than one section within the Council to broaden insight (this is subject to capacity and workloads of the department/section).

# Capacity & Allocation

* Wicklow County Council will accommodate a **maximum of 20 TY students** per term across Council locations.
* Placements are offered primarily on a **first completed application basis**, subject to section capacity and availability of a mentor/supervisor.
* WCC is committed to equal opportunities and reasonable accommodations will be considered to support participation.

# Placement Duration & Type

* **Option A** – 1 day per week for 5 consecutive weeks
* **Option B** – 1 block week (Monday – Friday)
* No site visits, lone working, hazardous tasks or driving as part of TY placements

# Application Procedure

## How to apply:

* Application Form: (insert link to website)
* By email: [wccrecruitment@wicklowcoco.ie](mailto:wccrecruitment@wicklowcoco.ie)
* By post: Recruitment Office, Wicklow County Council, County Buildings, Wicklow Town.

## Deadlines (applications to be received by):

* **Term 1 (Sept – Dec):** last Friday in July
* **Term 2 (Jan –** **Mar):** last Friday in November
* **Term 3 (Apr –** **Jun):** last Friday in February

## Required with application:

* Completed **Unpaid Work Experience Application Form**.
* **Letter of Indemnity** from the school, indemnifying Wicklow County Council covering the named student and placement dates.

# Student Guidelines (TY)

* Placements are **unpaid** and allocated to a section, where possible, which the student has indicated an interest.
* Work is office based and desk based; no site visits.
* Students report to their assigned mentor/supervisor and complete tasks assigned to them.
* Students may use the facilities in the canteen during their breaks.
* **Punctuality:** If unwell or delayed, students must contact HR before 10am on 0404 20159.
* **Confidentiality:** students must keep council information confidential and **not** discuss Council business outside the workplace.
* **Conduct:** Students should be courteous, follow instructions, and keep work areas tidy. Students must follow WCCs Code of Conduct and IT Acceptable Use (no personal downloads, external storage devices, or unauthorised email/sharing of files etc.).
* If unsure about a task, feel free to ask for assistance or advice from their mentor/supervisors.
* Any concerns a student may have should be raised with the mentor or HR.
* WCC may end a placement early where conduct, attendance or operational issues arise.

# Staff Guidelines

These guidelines apply to all sections hosting TY students:

**Prior to Placement**

* Department/Section to complete relevant form (see appendix 2).
* Confirm Capacity & Mentor – ensure the section can provide meaningful office-based tasks and identify mentor/supervisor throughout the work experience (including cover if the mentor is absent).
* Define Suitable Tasks – prepare an outline of low-risk, age-appropriate tasks (e.g. basic research, data entry, document preparation, filing, service overviews, attending internal meetings as an observer).
* Risk Assessment (Young Person) – complete a young person-specific risk assessment for the placement environment and tasks. Identify hazards, controls and prohibit any hazardous activities, site work or lone working.
* Desk, Access and IT – arrange suitable workstation, limited IT access if required, and ensure compliance with Acceptable Use and Data Protection rules.
* HR to confirm application form and letter of indemnity are on file prior to start date.
* HR to have Confidentiality/Code of Conduct Acknowledgement ready for signing on day one.

**Induction on Day 1 (HR Team or Mentor)**

1. **Welcome & Overview –** introduce the mentor/team and outline the section’s work and the week/day plan.
2. **Health & Safety –** WCC provide a safe working environment, students must comply with all instructions and must not operate equipment unless trained and authorised. Local health and safety rules, emergency exits, fire assembly point, first-aid arrangements to be outlined.
3. **Boundaries & Conduct –** professional behaviour, dress expectations, punctuality, breaks, canteen use, no photos/recordings.
4. **Data Protection & Confidentiality:** Students will not access or process personal/sensitive data unless necessary for the learning task and under supervision. Explain confidentiality, no removal of documents or data. Student to sign confidentiality/code of conduct acknowledgement.
5. **Workplan and Support:** Provide a simple work plan and explain how to ask for help (*to be provided by the relevant section prior to commencement*). Give contact details for HR for absence etc. 0404 20159.

**During Placement (Supervision & Support)**

1. **Appropriate Supervision –** students are inexperienced; provide regular check-ins, and clear instructions. Avoid placing students in sole charge of phones, counters or sensitive interactions.
2. **Task Management –** Break tasks into small, clear steps; confirm understanding and demonstrate if needed. Rotate simple tasks to keep engagement and learning value.
3. **Welfare & Inclusion –** Be alert to fatigue or discomfort; adjust pace and workstation as needed. Provide a respectful and inclusive environment and address any issues promptly.
4. **Incidents, Absences –** Report any incident, accident, near miss or concerns immediately to HR on 0404 20159 / [wccrecruitment@wicklowcoco.ie](mailto:wccrecruitment@wicklowcoco.ie). If the student is absent or leaves early, notify HR the same day.

**End of Placement (Closure & Feedback)**

1. **Feedback and Verification –** provide brief verbal feedback and complete any school feedback form supplied by the student. Complete a short completion note (dates, section, general duties) if required.
2. **Return and Housekeeping –** Ensure all Council materials are returned by the student and IT access is removed. HR to ensure the confidentiality/code of conduct acknowledgment is on file.

# Appendix 1 – Student Induction Sheet

|  |  |
| --- | --- |
| 1. **Student Name:** |  |

|  |  |
| --- | --- |
| 1. **Department:** |  |

|  |  |
| --- | --- |
| 1. **Mentor Name:** |  |

|  |
| --- |
| 1. **Daily Schedule and Breaks (*can be discussed with mentor/supervisor*):** |

|  |  |
| --- | --- |
| **Commence:** | 9am each morning |
| **Morning Break:** | Approx. 15 minutes between 10.30 and 11.30 |
| **Lunch:** | Between 12.30pm & 2.30pm (must take minimum of 30 minutes for lunch) |
| **Finish:** | Finish same time as school |

|  |  |
| --- | --- |
| 1. **Who to call if sick:** | HR on 0404 20159 (before 10am) |

|  |  |
| --- | --- |
| 1. **Who to call if concerned about anything:** | HR on 0404 20159 (or mentor) |

# Appendix 2 – Departmental Confirmation for TY Work Experience

|  |  |
| --- | --- |
| 1. **Department/Section:** |  |

|  |  |
| --- | --- |
| 1. **Mentor Name:** |  |

|  |  |
| --- | --- |
| 1. **Sub-Mentor Name:** |  |

|  |  |  |
| --- | --- | --- |
| 1. **Capacity to accept work experience student:** | Yes | No |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Term Time** *(tick all that apply)***:** | Sept - Dec | Jan - Mar | Apr - Jun |

|  |
| --- |
| 1. **Work Plan (what the student will do)** |
| Outline the tasks the will perform. Tasks must be office-based, desk-based, and low risk. No site visits, no hazardous tasks, no lone working. |

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |

|  |
| --- |
| **Learning goals / exposure (e.g., overview of services, observing internal meetings):.** |
|  |

|  |
| --- |
| 1. **Risk Assessment (Young Person) - Summary:**   *Prohibited during TY placement: site visits, manual handling, machinery use, driving, cash handling, public counter alone, handling sensitive cases/data without supervision.* |

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Risk to Student** | **Controls in Place** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| 1. **Safeguarding and Supervision** |

|  |  |  |
| --- | --- | --- |
| **Supervision Approach** | Close supervision with regular check ins |  |
| Open-door policy for any 1:1 |  |
| **Two-adult visibility** | Where possible, meetings in visible spaces/glass-panel rooms |  |
| **Public / customer interaction** | Limited (observing only) |  |
| Limited (scripted, supervised) |  |
| None |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Student will process personal data?** | | No | Yes | |
| ***If Yes, record tasks and controls.*** | | | | |
| Redaction | Pseudonymised samples | | Mentor Present |
| Read Only |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **IT & Access (complete only if required)**   *Limit access to what is necessary. Arrange start/end dates for any temporary accounts before placement. Access request form to be sent to IT prior to commencement.* | | | |
| Yes | No |

|  |
| --- |
| 1. **Any other relevant information:** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Recommended by:*** |  | Date: | Choose date |
|  | ***AO/ASO*** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Approved by:*** |  | Date: | Choose date |
|  | ***DOS / Head of section*** |  |  |