

# Quick Guide to Posting Student Work Experience opportunities online.

In order to have your work experience details posted online, please fill in the following form and forward it to [info@careersportal.ie](mailto:info@careersportal.ie)

## 1. General Details

**Company Name:**

(The following 3 fields are for administration only and are not displayed online)

**Contact Name:**

**Contact Phone No:**

**Contact Email:**

## 2. Company Profile

A company / organisation profile is used to introduce your business to students. It is a short summary that tells students what your company / organisation does, and gives some sense of how important it is.

Your profile will be displayed alongside any work placements that you offer. This provides a context for the placement.

Please keep in mind the age profile of the students (typically 16 – 19). They may not be familiar with the type of work you do, and the terminology you may typically use to describe your workplace. You can provide a link to your website if you have one, and direct them there if they want more information

A good rule of thumb might be to include in your profile as much information as you would expect the student should know about when they arrive in your door.



Some examples of information you might include are:

Where are you located?

How big is the company/organisation?

What types of building work do you get involved with?

How many people are employed?

What kind of occupations do you employ?

**Brief Company Profile:**

**Company website:**



### 3. Placement Details

Next we need a few details about the placement you are offering. If offering more than one position, or the same position in multiple locations, please fill in this section on separate forms.

**Placement Name:**

e.g. Building Site Work, Plumbing Work, etc

**Location / Address of Placement:**

**County:**

**Availability:**

Describe when your placement is on offer... e.g. Placements are available during November, February and May)

**Available to the following Course Programme(s)**

(Tick to indicate your preferences...)

Transition Year

Leaving Certificate

FETAC / QQI Level 5/6

**Application Details:**

(How to apply – by email / phone / post etc)



## 4. Placement Description

This is similar to the job description you would see on a jobs advertisement, and should provide a brief overview of what the placement will be like.

The following are some prompts on what to include in your placement description:

Mention their involvement with different aspects of the project(s) you are working on.

Focus on activities where possible – what they may be doing, e.g. working on or off-site, working with particular trades, professions etc

Refer to any equipment / machinery they may be observing or using.

Give them a sense of being looked after (especially TY students), for example, by saying that they will be assigned a supervisor(s) who will mentor them during the placement.

Mention if you are going to do any skills training with them, and if you will be issuing them with any certification.

Mention if they will be working alongside other students if this is the case – i.e. where you are taking on more than one student.

### **Brief Placement Description:**

