

# **Student Work Experience Placement Policy**

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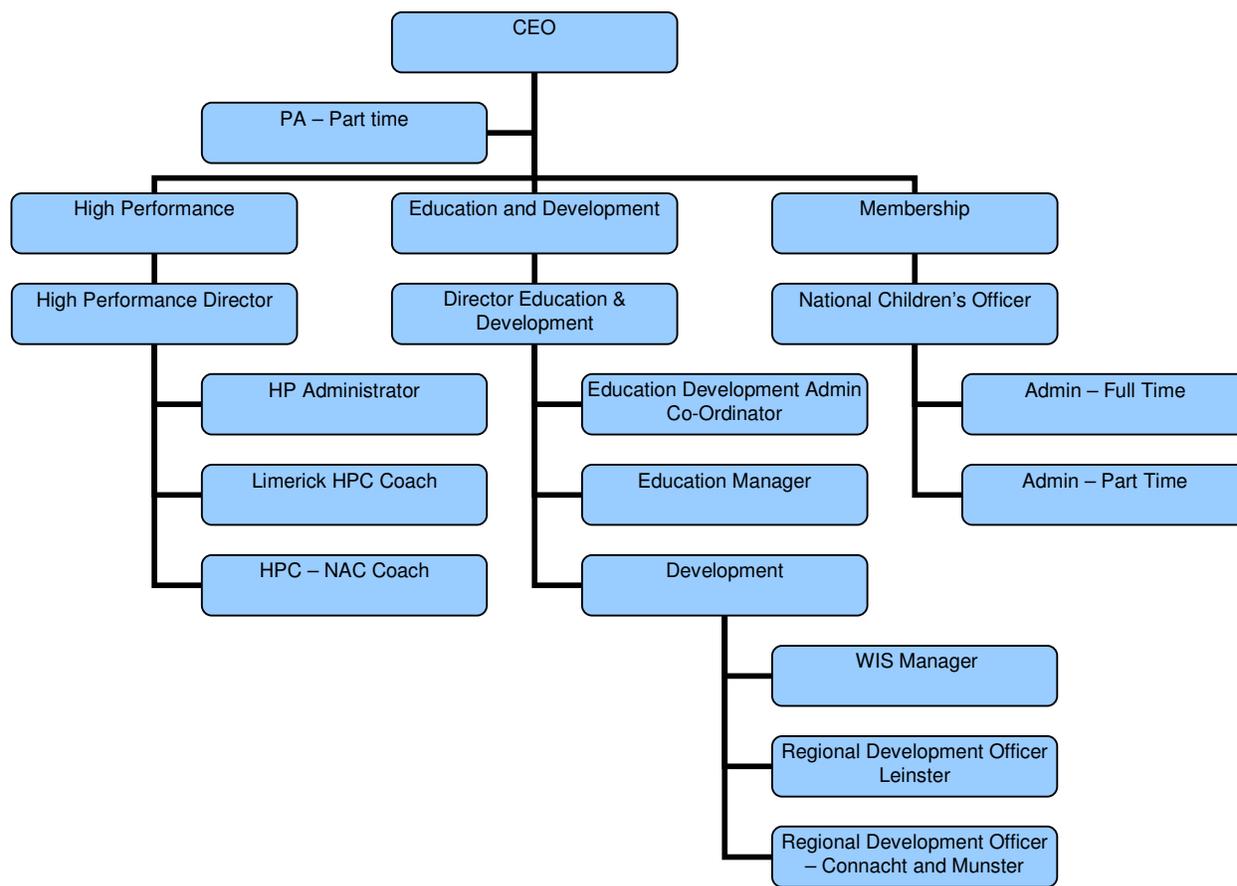
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**Introduction**

Swim Ireland (SI) is the National Governing Body (NGB) for swimming, water-polo, diving and associated aquatic disciplines in Ireland. It is a non-profit making organization, and is primarily funded through an Irish Sports Council Grant, Swim Ireland affiliation fees, and other various means such as competition fees and education initiatives. It aims to foster and develop the above disciplines, both competitive and otherwise, and to promote the development of physical and social qualities that come from swimming and associated sports.

To ensure development is maintained in all working areas, Swim Ireland welcomes both school and university students in their application for a work placement within the organisation. In doing so it aims to provide those students with a positive experience of working within sport. There will be several occasions that Swim Ireland work placements will be available: once during the first school term (end of November – beginning of December); once during the second school term (around the end of March); and finally once during the summer months (to facilitate University students). Swim Ireland, however, are willing to discuss timeframes to try and facilitate certain students.

Work placements will vary in duration according to the level of study the student is working towards. The length of a particular work placement will be determined by the students individual requirements and the necessary parameters required by the Swim Ireland office at that time. It is also worth noting that priority will be given to students who are both active swimmers within their clubs and who are members of Swim Ireland.



### **Application and Selection Process**

Selection for a work placement within Swim Ireland will depend on the availability of work placements, experiences of the individual either from sports participation or voluntary/paid work within a sports environment and the candidate's suitability as per the requirements below.

Should a student wish to carry out a work placement in the head office of Swim Ireland, Sport HQ, Dublin, the following procedure should be followed:

1. Students should submit a copy of their CV along with one reference from either their Form Teacher or their school Principal if they are a school pupil. From a University students should seek a reference from their Year/Department Head or Head of School (or equivalent) into the Swim Ireland CEO, marked clearly for their attention, either via email or post.
2. A preference of dates for the work placement should be indicated.
3. Applications must be made **at least** six weeks prior to the student's proposed commencement date.
4. The student's CV and reference will be reviewed by the Swim Ireland CEO within two weeks of receipt. At this time the CEO may liaise with the relevant department manager under which the student will work also, for the purposes of discussing work duties and suitability of the student.
5. Students will be notified by Swim Ireland normally no later than four weeks prior to the start of their work placement as to whether or not they have been offered a placement.

### **Student Requirements**

- Minimum Age for consideration of application is 15 years of age at the time of submitting an application.<sup>1</sup>
- Pupils/Students must have the permission of both their school and their parent/guardian to work for Swim Ireland.
- No preference is made during the selection process with regards to a student's gender or disability, however good behaviour, manners and punctuality is expected of all students and Swim Ireland members will be given priority over the placements where required.
- Students will be expected to present themselves in a professional manner for the duration of their work placement with Swim Ireland and a casual-business dress is required.
- Whilst it is not a requirement to have previous experience of either participation or work within the aquatics, it would be beneficial for a student to have an interest in this area.
- Typing skills and/or computer literacy skills are desirable skills for applicants.
- Students are reminded that while on their work placement they are representing themselves, their school and Swim Ireland and that they should project a positive and professional image at all times.
- Swim Ireland requires students on a work experience placement to keep a daily log book of the activities that they carry out. Sufficient time will be allowed for students to complete this at the end of each day.
- The student log book will be viewed by the Swim Ireland CEO and or relevant department manager so as to ensure that work placements are a useful and positive experience going forwards, for the organisation and for the student.

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<sup>1</sup> As advised by the Department of Education and Science.  
Swim Ireland

### **Key Areas of Work**

- Photocopying
- Answering and responding to telephone queries
- Typing, filing, binding
- Exercising communication, listening and observation skills
- Specific project work led by a Swim Ireland member of staff
- IT based projects such as online research
- Database inputting
- Filling out a daily work experience log

Please note this list is not extensive and will at times depend upon priorities of the department manager/director.

### **Structure of Swim Ireland**

Swim Ireland is operated by a voluntary board of Directors who are democratically elected by the club members making nominations to, and voting on, the candidates at the Swim Ireland Annual General Meeting each year. The operational side is managed overall by the Chief Executive Officer. There are also three additional senior members of staff. These individuals include the National Performance Director, who over sees High Performance administration, future and present Performance Centres, and the proposed regional co-coordinators. In addition there is a Director of Education and Development and a National Children's Officer, all with responsibility specific to their areas of expertise and work areas. There is also a membership manager who looks after the general day to day running of the Swim Ireland office. There are also growing numbers of administration staff and education and development officers working within each of the identified areas of work.

### **Financial support and remuneration for the work placement**

For applications from pupils based in a school environment, there will be no remuneration packages made available by Swim Ireland. The placement will be carried out in good faith with the school and the pupil must at all time take responsibility for their own travel too and from the Swim Ireland Headquarters (or alternative yet agreed base). In addition the pupil must be prepared to bring their own refreshments and food to the main offices and no expenses will be paid to the student. Remuneration for University students will be decided on an individual basis depending on the student's duties and their requirements with the University. Any remuneration is dependent on Swim Ireland's general financial circumstances at the relevant time.

### **Best Practice**

Swim Ireland will be aware of and observe best practice in relation to working with under 18 young people e.g. avoid being alone, respectful of young people's rights and dignity.

### **Differentiation**

Students will come from Secondary and Tertiary education, and procedures and codes of conduct will be conducted according to this difference.

### **Working hours**

The working hours will be Monday to Friday with a 45 minutes lunch break. The number of hours conducted however will vary between secondary and University students.

Secondary – Monday to Friday – 9.30am to 4.30pm

University – Monday to Friday – 9pm to 5.30 pm

### **Insurance**

#### **Secondary Level Students**

Swim Ireland does not need to provide any insurance requirements in this regard. Secondary level students in the Republic or Ireland are covered by the VEC, and in Northern Ireland, this issue will be dealt with by the relevant 'Education and Development Board'. Contact with these entities will be made prior to any placement with Swim Ireland, to ensure all protocols are respected.<sup>2</sup>

#### **Tertiary Level Students**

In all cases Swim Ireland will be requesting that students will be covered through their university's insurance to work within our organisation. Discussion with the student's University will take place before any work placement is begun to ensure the relevant documentation is processed.

### **Garda Vetting and Access NI**

Swim Ireland is a registered company in the Republic of Ireland and are based in Dublin. This ensures therefore, that any member of staff working with the individual will have completed the relevant Garda Vetting and Access NI clearance before any student under 18 commences work placement with the organisation.

### **Travel and Residence**

Swim Ireland requires that any student from the Republic of Ireland must be able to travel to and from the Swim Ireland offices on a daily basis. Northern Ireland students can stay with relatives or friends within travelling distance of the Swim Ireland office, but any such arrangement must be signed off by their parents.<sup>3</sup>

### **Expenses**

No work placement student will be entitled to expenses.

### **Final Report**

Swim Ireland will complete any necessary documentation required by the school or University for completion of the student's work placement. In addition Swim Ireland will receive copies of all reports sent by the student, which will be kept on file, and used to monitor and review work experience placements to ensure high standards are maintained.

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<sup>2</sup> Please see appendix 1 for details on VEC and 'E & L Board' insurance details

<sup>3</sup> As advised by the Education and Library Board, Belfast

## Appendix

### Secondary Level Students

**R.O.I.** – Students are covered by 24 hour VEC insurance which includes work placements.

**Northern Ireland** - Insurance within schools is conducted with their local 'Education and Library Board'. Depending on where the school is located this will be:

Belfast: +44 (0) 28 905 6400

North East: +44 (0) 28 2565 3333

South East: +44 (0) 2890 566 200

South: +44 (0) 28307 512200

Western: +44 (0) 2882 411 411

Council for Catholic maintained schools: +44 (0) 2890 426 972

Insurance can vary across schools within Northern Ireland and are broken down into the following:

Controlled Schools – these schools use indemnity rather than insurance

Catholic Maintained Schools and Integrated Schools – these use Insurance cover.