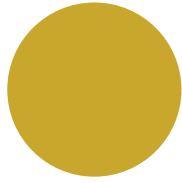


National College of Ireland

Work Placement Programmes

Guide for Employers



About the National College of Ireland work placement programmes

National College of Ireland has over five thousand full and part-time students in areas including Human Resources, Accounting, Business, Marketing, Psychology, Computing, Technology Management, Data Analytics, Web Technologies, Cloud Computing, Cyber Security and Fintech.

NCI is the largest trainer of CIPD professionals across Ireland and the UK

We have a strong tradition of providing professionally focused education for our students and place great emphasis on employability skills. Programmes are developed in collaboration with industry ensuring that they are relevant to the changing demands of employers.

The NCI Career Development & Employability team has won the AHECS Excellence in Employability award in 2018, 2016, 2014 and 2013.

Our students and graduates are highly sought after and **The Sunday Times Good University Guide** described NCI as having:

We are a progressive service, open to new ideas and are always looking for creative ways in which to engage our students with prospective employers.

We work with employers of various sizes, across all business sectors, whether they have previous experience of setting up student/graduate placements, or require assistance with developing their first opportunity.

NCI students are known for their strong work ethic. Most of our students' work part time throughout college, giving them professional experience outside of the classroom before starting in a graduate or work placement role.

“one of the most consistent and
best graduate employment records”.

What is a work placement?

Placement students bring real business benefits.

As well as a range of key skills, they bring ideas, energy and enthusiasm.

All School of Business and School of Computing undergraduate students have the opportunity to undertake high quality work based learning as part of their programme.

A placement is real work experience that will complement and support the student's degree and provide mutual benefit to both the employer and student.

It is more than work shadowing or a temping role. It offers a student the opportunity to develop their skills, to put theoretical learning into practice and also offers the employer a focused and a talented resource on a particular project or job role.

Many of our students make such a positive contribution, they are offered graduate positions by the employer on completion of their placement year.

The work placement can vary depending on your business needs. We are always the work can vary depending on your business needs. We are always happy to discuss potential roles with employers and advise of suitability etc.



Jill Coogan
Ryanair

“My work placement has developed my love for HR. I am the HR point of contact for 7 bases across Europe which has given me a exposure to all aspects of HR in Ryanair. Whilst developing my HR expertise I have also developed skills in strategic management, communication, planning and prioritising. I believe the experience I have gained on placement will benefit me greatly when I graduate.

Contact

Caroline Kennedy Careers Officer	+ 353 1 449 8526	ckennedy@ncirl.ie
Siobhán Mockler Work Placement Supervisor	+ 353 1 449 8558	siobhan.mockler@ncirl.ie
Kate Honan Careers Advisor	+ 353 1 659 9291	kate.honan@ncirl.ie
Helen Conway Careers Advisor	+ 353 1 449 8647	helen.conway@ncirl.ie



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School work placements

School of Business Undergraduate

- / Optional
- / 60 credits
- / 8 months minimum

- / BA Hons Business
- / BA Hons Accounting & Finance
- / BA Hons Marketing Practice
- / BA Hons HR Management

Work placement is an optional 60 credit module for students who are enrolled on one of one of the above modules.

The placement year comes between the second and the third (taught) years of the course.

The work placement is a formal and academically accredited element of the degree programme, is graded and is worth 60 credits. Those students who successfully complete the placement module graduate with a 4 year 240 credit award rather than a 3 year 180 credit award. The placement must be for a minimum of 8 months or 33 weeks.

School of Computing Undergraduate

- / Compulsory
- / 30 credits
- / 6 months minimum

- / BSc (Hons) Computing
- / BSc (Hons) Technology Management programmes

Students undertake a compulsory 30 credit work placement in the second semester of their third year.

The placement commences in January/February for 6 months minimum (full-time) and students return to their 4th and final year in September.

Students may be available to remain in employment until September if both parties are in agreement

School of Computing MSc Cyber Security

- / Compulsory
- / 25 credits
- / 12 weeks

- / MSc Cyber Security

Full time students undertake a 25 credit, 12 week work placement from May until August and a second cohort are available for work placement September – December.

Students are required to work four days per week in the company (e.g, Mondays to Thursdays) and attend classes one day a week in NCI (e.g, Fridays).

The work placement may be research oriented. If the placement is of a practical nature it is a requirement that the students apply research to the experience gained in the placement. Source code, results and/or generated/ processed data have to be made available to NCI academic examiners. A non-disclosure agreement can be put in place, if required by the company to cover the work placement.

Companies who have hosted work placement students from National College of Ireland in the last 12 months

EY, Ryanair, Telefónica,
The Central Bank, Syncreon,
GOAL, Citco, Citi, Jaguar
Landrover, Workday,
The Revenue Commissioner,
Irish Life, Irish Water,
ERS, Travelport Digital,
Smurfit Kappa,
Special Olympics Ireland,
Sandvik, McCann Fitzgerald,
ESB, Ergo, OpenJaw,
Arthur Cox, Kerry Group,
Primark, eshopworld,
Openet, Concern, Taxworld,
Fusio, Flowforma, SAP,
Ding, Fidelity International,
Grant Thornton, Glanbia,
Beaumont Hospital,
Mater Private



Sunil Bhattarai
GOAL

My work placement helped me to ground my theoretical knowledge in practice. I am enjoying working as a part of a highly efficient team and building my network. I have significantly improved my attention to detail, analytical, interpreting and critical analysis skills.

The placement has increased my understanding and awareness of the world of work and has accelerated my personal maturity. I am looking forward to training as an accountant after I graduate!

School of Business Programmes and Timelines

Programme Title	Length	Start Date	Contact
BA (Hons) Accounting & Finance	8 months	September (but can start from June and complete 8 — 12 month placement)	caroline.kennedy@ncirl.ie
BA (Hons) Human Resource Management	8 months	September (but can start from June and complete 8 — 12 month placement)	caroline.kennedy@ncirl.ie
BA (Hons) Marketing Practice	8 months	September (but can start from June and complete 8 — 12 month placement)	kate.honan@ncirl.ie
BA (Hons) Business	8 months	September (but can start from June and complete 8 — 12 month placement)	caroline.kennedy@ncirl.ie

School of Computing Programmes and Timelines

Programme Title	Length	Start Date	Contact
BSc (Hons) Computing	6 months	January/February	siobhan.mockler@ncirl.ie
BSc (Hons) Business Information Systems	6 months	January/February	siobhan.mockler@ncirl.ie
BSc (Hons) Technology Management	6 months	January/February	siobhan.mockler@ncirl.ie
MSc Cyber Security	12 weeks	May — August September — December	helen.conway@ncirl.ie

Step by step process

Employing a student on work placement

1

Contact us

To discuss your placement requirements, explore ideas, ensure the placement is appropriate or answer any questions you may have about the process.

2

Send us the job description

We will advertise the opportunity/opportunities to all relevant students. The selection criteria and interview format are determined by you.

3

Students apply for the role

Generally, students apply for the role through the Careers Office. We are also happy to facilitate employers who prefer direct applications.

4

Invitation to interview

The Careers team will contact students and schedule the interviews you wish to arrange on your behalf. Interviews can take place at the employers' premises or on site at NCI.

5

Offers

Work Placement offers are made through the Careers Team in NCI. Students accept the first offer of placement they receive through the Careers Team. Employers then liaise directly with the students regarding contracts. Students, employers and NCI sign a tri-party agreement before placement starts.

6

Placement preparation by NCI

All placement students receive pre departure training as they adjust from College life to professional employment.

7

Placement start and induction/training

Students should receive an induction and any required training once they start placement.

8

During the placement — Employer

It is recommended that you hold regular meetings with the student to review progress and set objectives. We ask that all employers facilitate a site visit performed by an academic staff member that will assess student progress and performance. The academic staff will meet both the student and the line manager.

9

During the placement — NCI

Students are required to complete a monthly and end of placement report. Each student will be allocated an Academic Supervisor near the start of the placement. This person will be a member of the teaching staff in NCI and will arrange to visit the student and employer at least once at a mutually convenient time during the placement.

10

Post placement

We welcome your feedback on the experience.



Shauna Lawlor
Telefónica

This placement has given me a fantastic insight into a multinational HR environment and recruitment in particular. The quality of work I have been exposed to is far beyond my expectations. I have recently been given responsibility for a much larger region and am now resourcing for 35 stores in Greater London and covering all levels from tech experts to managerial roles. My team leader is so supportive and I am moving specialism next month to broaden my HR exposure. This has opened my eyes to the opportunities available to me after graduation and I have benefitted both personally and professionally through the work placement.

Responsibility of the Employer

Prior to placement

- Provide each student with a contract which includes the terms of employment, remuneration details, start date, duration and types of leave
- Sign the NCI tri-party agreement — between you, NCI and the student
- Ensure you have a work space and appropriate supervision for the student

During placement

- Provide an induction and any required training for the student at the start of placement
- Provide reasonable adjustments for students with disabilities if disclosed
- Assign students with professional tasks and responsibilities
- Ensure the work supervisor or line manager meets regularly with the student to review progress and set goals
- Sign the monthly feedback report
- Meet with the academic supervisor on your premises to discuss in person the student's progress
- Facilitate the student in attending one event per semester in NCI
- Report any absence, disciplinary or performance issues promptly to the Careers Team in NCI

End of placement

- Complete the work placement feedback form
- Arrange an exit interview or final meeting with the student
- Discuss any opportunities you may have to collaborate with a computing student for the final year project
- Discuss graduate employment opportunities for the student if relevant!

FAQs

Does a placement have to be paid?

Yes, work placements are remunerated. There is no fixed salary for placement — placement students receive salaries at or above the minimum wage. As a guide the average salary for School of Business placements last year was between €18,000 — €23,000 pro rata'd. The average salary for School of Computing Placements was between €19,000 — €27,000.

How many hours a week should the placement be?

Placements are full time between 35 — 40 hours per week. The exception to this is the MSc Cyber Security placement which is a 4 day per week placement as students attend classes in NCI one day per week.

Can we employ more than one student?

Yes, many employers recruit multiple work placement students.

Do companies have to be a certain size to offer a placement?

No. We work with a wide range of employers, from both the public and private sectors, varying in size from large multinationals to small, indigenous businesses and charities.

Are there any fees associated with recruiting a student through NCI?

There are no fees associated with recruiting a student from NCI. We are happy to advertise, advise, send CVs, arrange interviews and provide support throughout the process. We are committed to seeing our students engage in work placements and work based learning.

Can I recruit an international student for a work placement?

Yes. Students enrolled on a level 7 and above programmes are permitted to undertake an internship where this forms part of their course.

This is subject to the following rules:

/ The work placement component of the course cannot exceed 50% of the duration of the course. In addition, the employment cannot be in a self employed capacity.

/ Work placements as part of an academic programme must form an integral part of the course and their completion contribute to the final award.

/ Educational establishments must also ensure that the placements are appropriate to the nature and level of the academic programme being pursued.



“I now have a true insight into business practices and understand how a multinational finance department is organised and run”

Dominika Rutkowska
Syncreon

BA (Hons) Accounting & Finance

Year 1

Financial Accounting
Fundamentals of Management
Economics in the World
Managing Your Learning
Business Law for Accounting and Finance
Mathematics for Business & Finance
Introduction to Financial Markets
Quantitative Methods
ICT in Accounting and Finance
Marketing for Accounting & Finance

Year 2

Financial Accounting
Management Accounting
Corporate Finance
Taxation
Quantitative Methods in Finance
Company Law for Accounting and Finance
Business Economics
Corporate Governance and Ethics
Collective Investments
Management Accounting
Corporate Finance

Year 3

Law and Regulation
Portfolio Analysis
Derivatives & Risk Management
Law and Regulation
Entrepreneurship
Contemporary Issues in Finance and Accounting
Financial Statement Analysis
Financial Reporting
Management Accounting

Electives

Retirement Financing
Introduction to Strategy
Taxation 2
International Financial Management
Life Assurance
Loans
Auditing and Assurance
Law and Regulation
Taxation
Business Analytics & Research
Retirement Benefits

BA (Hons) Human Resource Management

Year 1

Human Resource Management
Economics in the World
Managing your Learning
Fundamentals of Irish Law
Financial Accounting
Quantitative Methods
Individual Organisational Behaviour
Marketing in the Digital Age

Year 2

Entrepreneurship
Employment Law—Contracts
Social and Organisational Behaviour
Learning & Change in Organisations
Performance & Reward Management
Introduction to Industrial Relations
Employment Law—Operation of Relationship, Equality and Break-down
Business Economics

Electives

Services Marketing Management
Career Management Skills
Health and Safety
Digital Technology for Business
New Product Development

Year 3

Economic and Social Policy
Strategic HRM
Organisational Development
Contemporary Issues in IR
Contemporary Issues in HRM

Electives

Public Relations and Social Media
Event Management Planning
Business Statistics and Analytics
Capstone Project Preparation
Strategic Management
Ethics and Social Responsibility
Project Management
Sales Management
Contemporary Issues in Reward Management
International Human Resource Management
Capstone Project

BA (Hons) Marketing Practice

Year 1

Brand Management
Fundamentals of Marketing
Economic & Market Practice
Management and the Organisation
Emerging Technologies for Business
Entrepreneurship
Financial Analysis & Reporting
Innovation & Creativity in Business

Year 2

Consumer Behaviour
Market Research
Business Intelligence & Statistics
Digital Marketing
Integrated Marketing Communications

Electives

New Product Development
Services Marketing Management
Digital Technology for Business
Advanced Financial Analysis

Year 3

Marketing Law
Marketing Strategy
Project Management
Distribution Channel Management
Sales Management
Capstone Project

BA (Hons) Business

Year 1

Financial Accounting
Managing your Learning
Fundamentals of Irish Law
Economics in the World
Human Resource Management
Individual Organisational Behaviour
Marketing in the Digital Age
Quantitative Methods

Year 2

Entrepreneurship
Management
Social and Organisational Behaviour
Technologies for Business
Global Business Environment
Financial Management
Business Economics

Electives

Skills Development through Service Learning
New Product Development
Career Management Skills
Global Competitiveness & the MNE
Management Accounting for Business degree
Services Marketing Management
Global Leadership and Talent Management
Innovation and Creativity
Introduction to Industrial Relations

Year 3

Economic and Social Policy
Business Statistics and Analytics
Marketing Management
Strategic Management
Project Management

Electives

Capstone Project Preparation
Financial Management Tools for the Enterprise
Organisational Development
Event Management Planning
Contemporary Issues in Finance and Accounting
Law and Regulation
Retirement Benefits
Global Supply Chain Management
Corporate Environmentalism
Public Relations and Social Media
Operations Planning & Design
Event Management
Sales Management

BSc (Hons) Computing

Year 1

Managing Your Learning
The Computing Industry
Problem Solving and Programming Concepts
Introduction to Mathematics for Business & Computing
Web Design
Digital Multimedia
Introduction to Programming
Operating Systems
Software Applications for Business
Computer Architecture

Year 2

Application Development
IT Project Management
Fundamentals of Business Analysis
Introduction to Databases
Object Oriented Programming
Business Entrepreneurship
Data Communications and Networking
Interdisciplinary Team Project
Data Structures
Software Engineering

Year 3

Advanced Internet Technologies
Advanced Databases
Advanced Programming
Team Project
6 month Work Placement

Year 4

Software project

Mobile Application Development Specialisation

Business & Network Security
Multimedia and Mobile Application Development, Usability
Advanced Mobile Application Development and Distributed Systems

Cyber Security Specialisation

Security Principles
Secure Application Programming
Advanced Secure Programming
Penetration Testing
Digital Forensics

Cloud Computing Specialisation

Cloud Computing
Data Application Development
Computing Infrastructure
Cloud Application Development

Cyber Security Stream Specialisation

Advanced Secure Programming
Digital Forensics
Penetration Testing
Secure Application Development
Security Principles

Data Analytics Specialisation

Data Application Development
Business Data Analysis
Data and Web Mining

Gaming and Multimedia Specialisation

Applied Artificial Intelligence
Cloud Gaming
Computer Graphics Design and Animation
Multimedia and Mobile Application Development
Usability Design

Internet of Things Stream Specialisation

Cloud Application Development
Data Mining and Visualisation
IOT Application Development
IoT Principles

BSc (Hons) Technology Management

Year 1

Introduction to Mathematics for Business & Computing
Web Design
Problem Solving and Programming Concepts
The Computing Industry
Digital Multimedia
Introduction to Marketing
Software Applications for Business
Introduction to Management
Introduction to Programming

Year 2

Organisational Behaviour
IT Project Management
Fundamentals of Business Analysis
Introduction to Databases
Web Application Development
Data Communications & Networking
Business Entrepreneurship
Principles of Accounting
Interdisciplinary Team Project

Year 3

Team Project
Advanced Databases
Accounting for Business
Business Intelligence and Data Warehousing I
Introduction to ERP
Work Placement

Year 4

Information Systems Management
Strategic Management
Business Data Analysis
Global Supply Chain Management
Project

Electives

Programming for Big Data
Business Intelligence and Data Warehousing II
Advanced Web Application Development
Requirements Management
Data and Web Mining
Business Process Management
Business and Network Security
Business Intelligence and Analytics with Social Media
Public Relations and Social Media
Agile Project Management

MSc Cyber Security

Secure Programming for Web Security Fundamentals
Law and Ethics
Network Security and Penetration Testing
Research in Computing
Secure Programming for Application Development
Cryptography

Electives

Forensics and eDiscovery
Cloud Security
Malware Analysis
Domain Context
Incident Response and Analysis