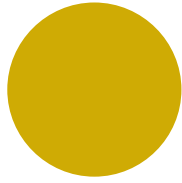




National College of Ireland

# 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

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

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

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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 has been awarded the AHECS Excellence in Employability award in 2020, 2018, 2016, 2014 and 2013 and the National Education Awards “Career Impact Strategy Award” in 2019 & 2021.

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.

## 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.

# 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 3rd (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 2nd semester of their 3rd 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 4 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 include:

Aldi, Amazon, Arthur Cox, Astra Zeneca, Beaumont Hospital, BDO Ireland, Citi, Citrix, Cyber Defence Services, CyberNX Technologies, Dell Technologies, Ding, EduCampus, EY, Ergo, ESB, E Shop World, Fidelity International, Fiserv, Glanbia, HSE, Jaguar Landrover, Fidelity International, FlowForma, Fusio, Irish Life, Irish Water, Kerry Group, Mastercard, McCann Fitzgerald, Office of Comptroller and Audit General, OpenJaw, Openet, ornu, Primark, PwC, Ryanair, Sandvik, SAP, Smurfit Kappa, Telefónica, The Central Bank, Workday, The Revenue Commissioner, Travelport International Limited, Workday, Zendesk



**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)	ncicareersteam@ncirl.ie
BA (Hons) Human Resource Management	8 months	September (but can start from June and complete 8 — 12 month placement)	ncicareersteam@ncirl.ie
BA (Hons) Marketing Practice	8 months	September (but can start from June and complete 8 — 12 month placement)	ncicareersteam@ncirl.ie
BA (Hons) Business	8 months	September (but can start from June and complete 8 — 12 month placement)	ncicareersteam@ncirl.ie

## School of Computing Programmes and Timelines

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

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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.

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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.

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#### 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.

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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.

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#### Placement preparation by NCI

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

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#### Placement start and induction/training

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

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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.

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#### 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.

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#### 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 salary range for the last 12 months was between €22,000 – €30,000.

### 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

Contact [ncicareersteam@ncirl.ie](mailto:ncicareersteam@ncirl.ie)



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