National College of Ireland

Work Placement Programmes
Guide for Employers

National
College *of*
Ireland
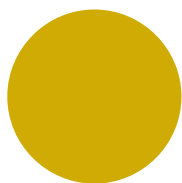
About the National College of Ireland work placement programmes

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

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".

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?

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 & MSc Artificial Intelligence

/ Compulsory
/ 25 credits
/ 12 weeks

/ **MSc Cyber Security & MSc Artificial Intelligence**

Full time MSc Cyber Security & MSc Artificial Intelligence 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, Beaumount 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, ornua, 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
MSc Artificial Intelligence	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.

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
– Meet with the academic supervisor 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
– Complete the end of survey feedback questionnaire from the Careers Team in NCI

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 and MSc Artificial Intelligence placements which are 4 days placement which 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 Analtyics
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

MSc Artificial Intelligence
Data Governance and Ethics
Foundations of Artificial
Intelligence
Risk and Change Management
Data Analytics for Business
AI Technologies for Business
Intelligent Agents and Process
Automation
Human Centred AI
Customer Engagement and AI
Emerging AI Technologies and
Sustainability

MSC Artificial Intelligence for Business:
Data Governance and Ethics
Foundations of Artificial
Intelligence
Risk and Change Management
Data Analytics for Business
AI Technologies for Business
Intelligent Agents and Process
Automation
Human Centred AI
Customer Engagement and AI
Emerging AI Technologies and
Sustainability

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