

Student Work Placement Terms & Conditions

On accepting a place on this programme of study you are agreeing to adhere to the following practices, procedures and associated costs of the work placement feature of the programme:

Work placement is a formally assessed module of your programme of study. You must adhere to all associated assessment procedures.

1. Students must comply with the process through which the work placement is organised, approved and assessed in order to be eligible for placement.
2. Students must fully engage in the workshops and associated activities of the pre-placement process. Students who do not engage will be referred to the Head of Department for decision on eligibility to progress to placement.
3. All work placements need to be deemed appropriate and formally approved by the Placement / Allocations Office of the Institute.
4. Confirmation and approval to attend your work placement is subject to registration for the academic year in which the placement takes place.
5. Whilst every effort will be made to secure a work placement for each student, DkIT cannot guarantee a successful outcome. It is your own responsibility to fully co-operate with the Institute in the process of securing and successfully completing the placement.
6. A work placement setting cannot be guaranteed within your area of residence. This may require you to travel to your work placement, and may incur costs for travel/ accommodation.
7. If a student receives payment for their work placement, this may impact on the rate and /or type of grant / state allowance they receive for remaining study periods. It is the students own responsibility to check with their grant/allowance provider to clarify any associated impact on future grant provision.
8. If you are using your own transport as part of your work placement you must be fully licensed and insured and comply fully with the Road Traffic Act. DkIT does not accept any responsibility for incidents related to use of your personal transport as part of your work placement.
9. If attending work placement outside Ireland, the Institute will seek confirmation and evidence from the host organisation that they accept responsibility for liability insurance of the placement student.
10. The following programmes have vaccination requirements:
 - 10.1. Applied Social Studies in Social Care
 - 10.2. Health & Physical Activity
 - 10.3. Early Childhood Studies
 - 10.4. Veterinary Nursing (recommended)

10.5. Nursing & Midwifery Programmes

- 11.** You must satisfy all vaccination requirements of the above programmes and provide written evidence of same. All students (excluding the Nursing and Midwifery students) will have to cover the cost personally of any vaccination requirements.
- 12.** You must satisfy all health & safety requirements relevant to the placement.
- 13.** You may be required to wear specific clothing suitable for your work placement setting and activities. The purchase of such clothing may be at the students own expense, and will not be reimbursed by DkIT.
- 14.** In line with national Child Protection legislation and best practice, DkIT has developed a Garda / Police Vetting Policy that applies to all students. In particular, students who attend placements where they will come in contact with children and vulnerable adults and in which they assume positions of trust, must satisfy the Garda / Police Vetting process. Any student who has lived outside Ireland from the age of 16+ must provide Police Vetting from the country of residence for that period.
- 15.** In line with the DkIT Garda Vetting policy all students who attend placement with children and vulnerable adults must comply with the Garda Vetting process.
 - 15.1.** It is the student's responsibility to apply for Garda Vetting with the Garda Vetting Officer and to keep a copy of the processed Garda / Police Vetting Form. The student must provide this to the placement site. Students can seek advice from the Garda Vetting Office / Placement Office if they have queries regarding the process.
 - 15.2.** If a site requests specific information regarding a disclosure, DkIT will advise the site to discuss this directly with the student. Copies of both the DkIT Garda / Police Vetting Policy and the Child Protection Policy are available at <https://www.dkit.ie/placement/policy-documentation-publications>
- 16.** There may be specific requirements re attendance or prior academic performance which will apply in the case of certain programmes. If you do not satisfy these requirements you may not be eligible to undertake placement.
- 17.** You must attend the agreed full duration of your placement. The agreed placement contract will override any minimum placement period as outlined in the module descriptor. Any absences due to health or personal issues must be made up at a time determined by your Placement Officer / Academic Co-ordinator and the host organisation. This may impact on your holiday periods.
- 18.** No holidays can be booked during your placement period.

19. You are advised to make the Placement Office / Academic Co-ordinator aware of any issues which may impact on the securing/attendance/ or successful completion of your work placement module – such issues could include

- 19.1. Health issues
- 19.2. Physical disabilities
- 19.3. Learning disabilities
- 19.4. Caring responsibilities

This information may be shared with other Institute personnel as required.

20. Once a work placement has been secured/ offered to the student, the student must accept this offer. If a student does not accept this placement it will be considered that they have refused to attend placement.

21. If a student attends an interview with a number of placement organisations, they must accept the first offer made. They are not permitted to hold out for a potential offer from the other organisations.

22. All students must read and sign a Work Placement Code of Conduct / Memorandum of Understanding prior to attending work placement. Students are required to fully adhere to the working practices and terms and conditions of the placement organisation; working conditions, health and safety, confidentiality, child protection.

23. All students must submit the required work placement records and documentation specified as per the programme criteria and by the stated deadline. Such documents include Learning Contracts, Induction Checklist, Attendance Records, and Progress Reports. If any of the required documentation is not submitted in-line with the stated criteria, penalties will apply at Examination board level.

24. Students are not permitted to carry out their placement in a host site where their learning experience and / or assessment may be comprised, i.e. where students have been employed or have a family member as a work supervisor. The Placement Office aims to ensure objectivity in the Work Supervisor/Student relationship.

INTERNATIONAL WORK PLACEMENT / INTERNSHIPS

In addition, to the standard DkIT Terms & Conditions for Work Placements, students who wish to pursue an International work placement, must adhere to the following:

1. Student Provision of Information / Contact Details of International Site

The Placement Office is not responsible for sourcing international placements. If the student wishes to attend a placement outside of Ireland they must research the site themselves and provide full contact details to the Placement Officer. This includes a role description and a pre-placement agreement. This will then be considered by the Placement Officer in conjunction with the Academic Team who will give a decision on approval to proceed. Reasonable time must be allowed to process any application for international placement and in no case should the application be made less than 2 months in advance of the formal placement start date.

2. Academic Requirements

Normally, students must pass all modules from their previous years/current year of study in order to be considered and approved to apply for an international work placement¹. Each student applicant will be considered on this basis by the academic team in order to be approved for international placement.

3. International Placement Duration

Each placement programme has varying timeframes that must be adhered to. Where there is an agreed placement duration with the employer, the student must strictly adhere to this timeframe and complete the stated the number of weeks/hours for the placement on your programme of study.

4. Insurance and Financial Requirements

Please be aware that Erasmus / international placements will incur additional financial requirements, such as visa costs, embassy visit costs, travel insurance, health insurance, flights, travel and accommodation costs. Personal travel insurance and health insurance are a requirement of all students attending placement outside of Ireland. The student must personally cover all related costs and will not be reimbursed by DkIT.

- Students who attend Erasmus / International Placement must provide DkIT with evidence that they have received travel insurance and health insurance to cover their placement period.
- The Placement Office may also seek evidence that the host site / employer insurance cover will indemnify the placement student for their placement duration within their company. The Placement Office will liaise with the student to request and provide this evidence i.e. copy of employers' liability insurance policy, letter of indemnification.

¹ For some programmes, the timing of examinations mean that results may not be processed in time to give an approval for international placement. In these cases, the academic team will make a decision based on the student's academic record and/or an interview.

5. Accommodation Responsibilities

Sourcing, securing and the on-going maintenance of accommodation whilst attending an international placement will be the responsibility of each individual student.

6. Honouring Contract Commitments

Once you have successfully interviewed and secured an international placement you are obliged to attend placement for the full duration required by the host organisation. If you do not honour your contract commitments you may not be permitted to pass placement. Only students who can provide evidence of medical issues or extenuating personal circumstances will be permitted to discontinue the placement.

7. Careful Consideration

Students must consider the above points carefully, and discuss with relevant family members etc. to make sure an international placement is feasible for your personal circumstances. As once you commence the international placement process you are required to commit fully.