DCU Access to the Workplace

Access to the Workplace 2022 - Student Timeline

*You must complete the mandatory Work Readiness Programme to be eligible for a summer internship.

Key dates	Action / event
31 January 2022	**Applications close** Deadline for students to apply to participate in the programme.
9 February 2022	**Mandatory Work Readiness Programme: *CV and cover letter workshop*** DCU Careers Service will facilitate a 45 minute CV and cover letter workshop for programme participants. **Students must attend one session:** - Wednesday 9 February 2022, 13:00 - 13:45, Zoom/on campus - Wednesday 9 February 2022, 16:00 - 16:45, Zoom/on campus *Students should attend with a draft CV and cover letter. After the session, students must complete the 'CV and cover letter quiz' via the AttW Loop page.*
13 March 2022	**Upload CV and cover letter** Deadline to upload a professional CV and cover letter to the AttW loop page.
16 March 2022	**Mandatory Work Readiness Programme: *Preparing for interview workshop*** DCU Careers Service will facilitate a 45 minute 'preparing for interview' workshop for programme participants. **Students must attend one session:** - Wednesday 16 March 2022, 13:00 - 13:45, Zoom/on campus - Wednesday 16 March 2022, 16:00 - 16:15, Zoom/on campus *After the session, students must complete the 'Preparing for interview quiz' via the AttW Loop page.*
14 March - 27 May 2022	**Employer/student interview process will commence** - Programme Coordinator matches student with an internship opportunity - Potential role is shared with student - Employer is informed of the student match and is introduced to student via email - Employer invites student for an interview

	- Employer will communicate the outcome of the interview with the student - If successful, the employer will arrange for a contract of employment to be sent to student - If unsuccessful, you will enter back into the 'student pool' and the Programme Coordinator will try to match you with another opportunity, however this is not always guaranteed
w/c 9 May 2022	**Mandatory Work Readiness Programme:** *Preparing for your AttW summer internship - workplace etiquette* **Students must attend one session:** - Tuesday 10 May, 10:00 - 15:30 (lunch provided) - Wednesday 11 May, 10:00 - 15:30 (lunch provided) **10:00: Registration** **10:15 - 11:00: Introduction:** Introduction from Programme Coordinator **11:00 - 12:00: Presentation 1:** Professional Workplace Etiquette **12:00 - 13:00: Lunch** **13:00 - 14:00: Presentation 2:** Effective Communication and managing conflict **14:15 - 14:30: AttW 2021 student experience shared** **14:30 - 15:00: Break** **15:00 - 15:30: Wrap up** **15:30 - onwards: Q&A** *After the session, students must complete the 'Workplace etiquette quiz' via the AttW Loop page.*
15 May 2022	**Mandatory Work Readiness Programme: all tasks on Loop to be completed** - Agree to Student Charter, and CV sharing / GDPR statement - CV and cover letter quiz - Upload CV and cover letter - Preparing for an interview quiz - Workplace etiquette quiz - LinkedIn quiz - Provide link to LinkedIn profile - Pre-internship evaluation *All students receive a Work Readiness Programme certificate.*
June - August 2022	**Summer internships commence** - Minimum 4 week and maximum 12 week internships. - Internship will either be virtual, physical or a mix of both working

	from home and on the employers premises. - The Programme Coordinator will be in contact with students during their internship. It is vital that you stay in contact with us and respond to any emails during your internship. - Students will attend a final workshop once their internship has finished. The workshop will cover how to add your internship experience to your CV / LinkedIn and how to talk about your experience during an interview. *All students receive an AttW certificate upon completion of the programme.*
September 2022	**Programme evaluation** Programme participants will contribute to an external evaluation of the programme by Quality Matters, external evaluator.