

## Access to the Workplace 2021 - Student Timeline

Key dates	Action
24 November 2020	<p><b>Applications open</b></p> <p>Applications are now open. Eligible Access students are sent information about the programme and are asked to complete an online application form. The form also asks students to consent to the <i>Data Protection &amp; Retention Policy</i> and the sharing of their CV and cover letter</p>
2 December 2020 and 27 January 2021	<p><b>Student Information Session</b></p> <p>This information session will provide students with an overview of the programme and for questions to be answered by the Programme Coordinator, a previous programme participant and DCU Educational Trust</p>
29 January 2021	<p><b>Applications closed</b></p> <p>Deadline for students to submit an application form</p>
w/c 8 February 2021	<p><b>CV and Cover Letter Workshop</b></p> <p>DCU Careers Service to facilitate a <b>40</b> minute CV and Cover Letter Workshop for programme participants. Students must attend one session (<i>dates tbc</i>)</p> <p>After the session, students must complete online CV module via Loop</p>
26 February 2021	<p><b>Submit CV and cover letter</b></p> <p>Deadline to submit a professional CV and cover letter. Upload to Loop</p>
1 - 12 March 2021	<p><b>Mandatory Work Readiness Programme</b></p> <p>Students must complete a Work Readiness Programme to be eligible for an internship</p> <ul style="list-style-type: none"> <li>- Session 1: <i>Preparing for Interview (dates tbc)</i></li> <li>- Session 2: <i>Workplace Etiquette (dates tbc)</i></li> <li>- Complete online module via Loop</li> </ul>
15 March - 30 April 2021	<p><b>Employer/student matching process will commence</b></p> <ul style="list-style-type: none"> <li>- Student(s) CV and cover letter will be shared with the</li> </ul>

	<p>employer</p> <ul style="list-style-type: none"> <li>- Employer will decide if they want to schedule an interview with the student(s)</li> <li>- Employer will confirm the student they wish to offer an internship to</li> <li>- Offer is made to the student</li> </ul>
30 April 2021	<p><b>Student internships confirmed</b></p> <p>All internships to be finalised and confirmed by this date</p>
May 2021	<p><b>Pre-internship evaluation</b></p> <p>Students will be asked to complete a pre-internship evaluation to assess their skills and competencies</p>
June - August 2021	<p><b>Summer internships commence</b></p> <ul style="list-style-type: none"> <li>- Minimum 4 week and maximum 12 week internships</li> <li>- The internship will either be virtual or both virtual and physically working from the employers premises</li> <li>- Programme Coordinator will be in contact with students during their internship</li> <li>- Programme participants to complete <i>Student Reflection</i> to encourage active learning aligned with DCU Graduate Attributes</li> </ul>
September 2021	<p><b>Programme evaluation</b></p> <p>Programme participants will contribute to an external evaluation of DCU Access to the Workplace</p>