

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.
w/c 31 January 2022	Confirmation of application Students will be notified via email as to whether they have been accepted onto 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. <u>Students must attend one session:</u> <ul style="list-style-type: none"> - Wednesday 9 February 2022, 13:00 - 13:45, Zoom/on campus - Wednesday 9 February 2022, 16:00 - 16:45, Zoom/on campus <i>*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.*</i>
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. <u>Students must attend one session:</u> <ul style="list-style-type: none"> - Wednesday 16 March 2022, 13:00 - 13:45, Zoom/on campus - Wednesday 16 March 2022, 16:00 - 16:15, Zoom/on campus <i>*After the session, students must complete the 'Preparing for interview quiz' via the AttW Loop page.*</i>
14 March - 27 May 2022	Employer/student interview process will commence <ul style="list-style-type: none"> - Programme Coordinator matches student with an internship

	<p>opportunity</p> <ul style="list-style-type: none"> - 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	<p>Mandatory Work Readiness Programme: <i>Preparing for your AttW summer internship - workplace etiquette</i></p> <p><u>Students must attend one session:</u></p> <ul style="list-style-type: none"> - Tuesday 10 May, 10:00 - 15:30 (lunch provided) - Wednesday 11 May, 10:00 - 15:30 (lunch provided) <p>10:00: Registration</p> <p>10:15 - 11:00: Introduction: Introduction from Programme Coordinator</p> <p>11:00 - 12:00: Presentation 1: Professional Workplace Etiquette</p> <p>12:00 - 13:00: Lunch</p> <p>13:00 - 14:00: Presentation 2: Effective Communication and managing conflict</p> <p>14:15 - 14:30: AttW 2021 student experience shared</p> <p>14:30 - 15:00: Break</p> <p>15:00 - 15:30: Wrap up</p> <p>15:30 - onwards: Q&A</p> <p><i>*After the session, students must complete the 'Workplace etiquette quiz' via the AttW Loop page.*</i></p>
15 May 2022	<p>Mandatory Work Readiness Programme: all tasks on Loop to be completed</p> <ul style="list-style-type: none"> - 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 <p><i>*All students receive a Work Readiness Programme certificate.*</i></p>

June - August 2022	<p>Summer internships commence</p> <ul style="list-style-type: none"> - 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. <p><i>*All students receive an AttW certificate upon completion of the programme.*</i></p>
September 2022	<p>Programme evaluation</p> <p>Programme participants will contribute to an external evaluation of the programme by Quality Matters, external evaluator.</p>