

Ollscoil Chathair
Bhaile Átha Cliath
Dublin City University



DCU Access to the Workplace: Student Information Booklet

2021 Programme



**RETHINK
IRELAND**





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DCU Access to the Workplace Overview

DCU Access to the Workplace was established in 2019 by the DCU Access Service and DCU Educational Trust to give Access students the opportunity to secure high-quality, fully paid professional work experience during the summer months.

According to the Higher Education Authority, students from disadvantaged areas continue to earn less than students from more affluent areas after graduation, due to a lack of professional or industry experience during their degree.

At DCU, we know that Access students can find it difficult to find paid professional work experience during the summer months and due to financial situations might not be in a position to pursue unpaid summer internships.

The aim of DCU Access to the Workplace is to help Access students find fully paid professional work experience, gain invaluable skills and enhance their CV for INTRA and graduate roles.

In this booklet, you will learn about the Access to the Workplace Programme and what's expected of you as a DCU Access to the Workplace participant.

Please note that this programme is funded for a three-year period by Rethink Ireland. Students and employers who participate in DCU Access to the Workplace will also be required to participate in an evaluation of the programme. All data will be anonymised for research and evaluation purposes.



Programme Achievements from 2019 & 2020



558

weeks of internships completed by students



58

companies took part



64

students placed



94%

of students would have been unable to achieve an equivalent internship through their own networks



100%

of students would recommend the programme to others

€230k



earned by Access to the Workplace students

83%



of students said they had increased understanding of their own skills and qualities

92%



of students reported that the Work Readiness Programme helped them prepare a professional CV and prepare to undertake an interview

Programme Supporters from 2019 & 2020



A&L Goodbody

AIG Europe Ltd

Alkermes

Allergan plc

Allied Irish Banks plc

Alltech Bioscience Centre

Aon Ireland

Ark Life

B.C. McGettigan Limited

Bonnington Hotel

Britvic International and Ireland

BT Ireland

CAE Parc Aviation

Citrix

Cityjet Ltd

Codex Office Solutions

Colgate Palmolive

Collen Construction

County Monaghan Fund

CRH plc

Deloitte

Dublin Airport Authority

eBay

Eirgrid

eShopWorld

Fenergo

Fidelity Investments Ireland

Fingal County Council

Fujitsu

Highfield Hospital Group

Irish Aviation Authority

Irish Distillers Pernod Richard

Irish Life Group Ltd

Jacobs Engineering

Jones Engineering

LIDL (Ireland) Ltd

Marks and Spencer Ireland

Mason Hayes & Curran

MasterCard Ireland

Matheson

Matthews Coaches Hire Limited

McGarrell Reilly Group

McKeon Group

Milliman

Mondelez Ireland Ltd

MUFG Investor Services

National Recruitment Federation

National Standards Authority of Ireland

National Treasury Management Agency

Neogen

Oracle

Ornua Foods

Pigsback

PriceWaterhouseCoopers (PwC)

Siemens

State Street

Taoglas

Ulster Bank Ireland Ltd

Verizon

Vodafone Ireland

William Fry Solicitors

Willis Towers Watson

Zurich Europe/EMEA



Benefits of the Programme to DCU Access Students

- An opportunity to earn and learn. You will complete a fully paid, professional internship for a minimum of 4 weeks to a maximum of 12 weeks
- Opportunity to participate in a programme that will equip you with the skills and knowledge necessary to fully participate and engage in a professional work environment
- Gain an understanding of a particular job or industry which will allow you to consider roles you may not have previously thought of
- Helps you understand how organisations operate and the challenges they face
- Provide you with networking opportunities
- Participate in a tailored Work Readiness Programme that will help you create a professional CV and cover letter, develop your interview skills and gain new skills and knowledge necessary for a work environment
- Exposure to industry led workshops and events hosted by some of Ireland's leading Irish companies
- An opportunity to develop and apply your university learning in a real work setting and enhance your CV for INTRA and/or graduate roles

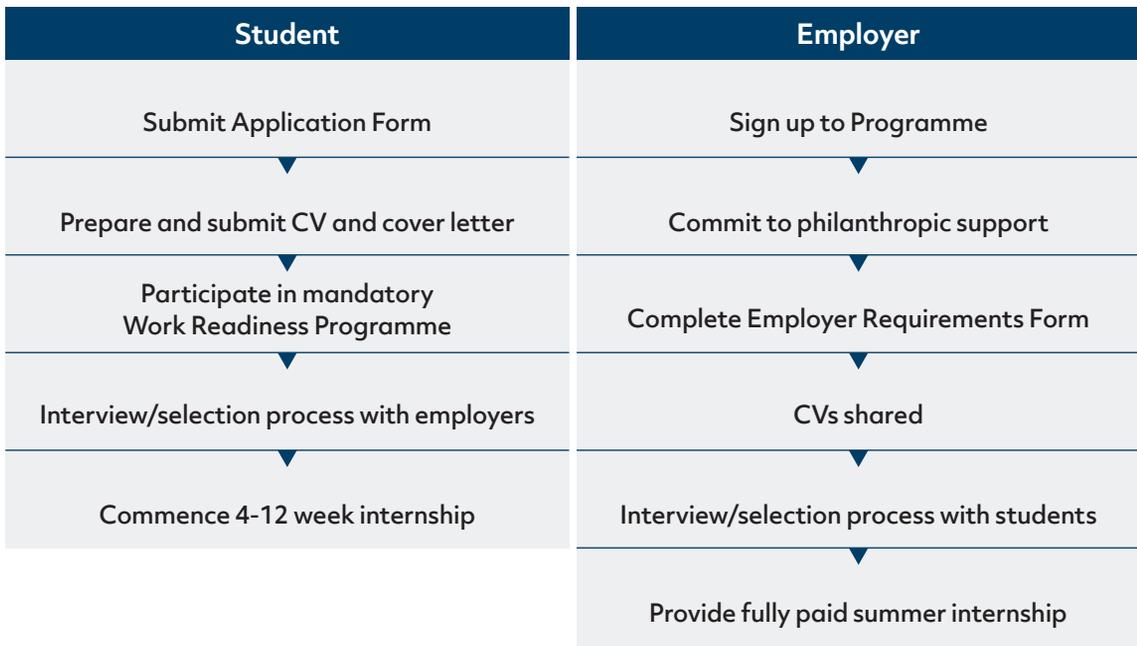
Access Students Eligibility

Second year undergraduate Access students are eligible to apply. In some instances, first year students who have INTRA as an integrated element in their second year of study can also participate in the programme.

We ask companies to be understanding of the stage you are at in your academic journey and to work with DCU Access Service and you to support your academic and professional development throughout the programme.



How Does the Programme Work?



Programme Timeline 2021

Key Dates	Action
November 2020 – January 2021	<p>Programme advertised</p> <p>Access students are provided with information about the programme and are asked to complete an application form if they wish to be considered</p>
29 January 2021	<p>Applications closed</p> <p>Deadline for students to submit programme application form</p>
w/c 8 February 2021	<p>CV and Cover Letter Workshop</p> <p>DCU Careers Service to facilitate a 40 minute CV and cover letter workshop for programme participants.</p>
26 February 2021	<p>Submit CV and cover letter</p> <p>Deadline to submit CV and cover letter to Programme Coordinator</p>
1 – 12 March 2021	<p>Mandatory Work Readiness Programme</p> <p>Students must complete the Work Readiness Programme to be eligible for an internship</p> <ul style="list-style-type: none"> — Session 1: preparing for interview — Session 2: workplace etiquette — Complete online module
15 March – 30 April 2021	<p>Employer/student matching process will commence</p> <ul style="list-style-type: none"> — Student(s) CV and cover letter will be shared with the employer — Employer will decide if they want to schedule an interview with the student(s) — Employer will confirm the student they wish to offer an internship to — Offer is made to the student
30 April	<p>Student internships confirmed</p> <p>All internships to be finalised and confirmed by this date</p>
June – August 2021	<p>Summer internships commence</p> <ul style="list-style-type: none"> — Minimum 4 week and maximum 12 week internships — The internships will either be virtual or both virtual and physically working from the employers premises — Programme Coordinator will be in contact with students during their internship — Programme participants to complete Student Reflection to encourage active learning aligned with DCU Graduate Attributes
September 2021	<p>Programme evaluation</p> <p>Programme participants to contribute to an external evaluation of the Access to the Workplace Programme</p>

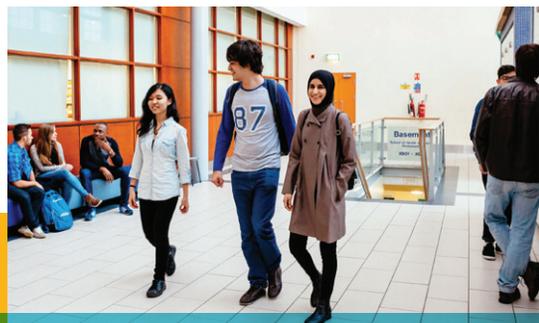
* Due to Covid-19 restrictions and circumstances outside of our control, the programme timelines and internship durations for 2021 may change. As this situation evolves, the Programme Coordinator will communicate changes to students.

DCU Access Student Commitment



All DCU Access students taking part in DCU Access to the Workplace are expected to:

- Be available for a minimum of 4 weeks during the summer of 2021 (June – August). You will be required to work full-time and will not be able to go on holidays or take any time off during the duration of your internship
- Attend an Access to the Workplace information session to find out about the programme requirements, application process and key dates for your diary
- Attend a CV and cover letter workshop to prepare a professional CV and cover letter which will be shared with potential employers to secure a summer internship with one of our partnering companies
- Attend a mandatory Work Readiness Programme, which will be tailored specifically for Access to the Workplace participants
- Be available to attend face-to-face/call interview with an employer and perform to the best of your ability
- Honour your contract for the full duration of the internship
- In the event of exam resits, you must notify and arrange annual leave with your employer at the start of your employment. It is your responsibility to manage your work/study balance. Please ensure you ask for the necessary time off and notify the Programme Coordinator of these arrangements
- Be aware that all initial contact with the employer will be done through the Programme Coordinator. You may not contact an employer without consulting with the Programme Coordinator first
- Take up the role of a full-time employee for the duration of your internship and adhere to all company policies and procedures
- Participate in ongoing research and evaluations associated with this programme for the duration of your studies and a further two years' post-graduation. DCU Access to the Workplace is externally funded by Rethink Ireland who may request access to data. All data will be anonymised and follow DCU GDPR guidelines
- Represent the University to the highest standard at all times. You are expected to act with integrity and behave in a respectful, professional manner
- Adhere to all DCU policies and procedures for the duration of your internship



DCU Access Service & DCU Educational Trust Commitment



Internships this year will either be virtual or a mix of virtual and working from the employer's premises. In light of the changing circumstances surrounding Covid-19, we endeavour to keep all students informed and up to date on programme changes. We will work with students who have not secured a paid internship to try source alternative work for summer 2021.

- Our commitment is to provide you with an opportunity to secure a minimum of 4 weeks paid work experience, preferably within an industry related to your studies (however this may not always be possible). Please note, it is your responsibility to prepare, attend and perform to the best of your ability in an interview to secure an internship
- Where possible, DCU Access Service and DCU Educational Trust will work with you to source an internship that is within a commutable distance from your home/summer accommodation. This may not always be possible due to the partnering companies in any given year, but we will do our utmost to place you in your preferred industry
- DCU Access Service, in collaboration with DCU Student Support & Development, will work closely with you to prepare you for interviews and your internship through one-to-one support meetings, group meetings/workshops and a tailored Work Readiness Programme
- The Access to the Workplace Coordinator will communicate with you throughout the programme via your DCU email or mobile. You can also contact the Programme Coordinator directly if you have any concerns. Please refer to the last page of this booklet for contact details
- It is envisaged that students will receive correspondence on their chosen employer by the start of May. The Programme Coordinator will arrange the initial contact between the student and the employer.
- Finally, the DCU Access to the Workplace Programme aims to afford students the opportunity to experience a professional work environment where they can earn and learn at an early stage in their career and contribute to their employment capabilities



Employers Commitment



- DCU Access to the Workplace supporters are committed to providing DCU Access students with high-quality, paid summer internships for a minimum of 4 weeks to a maximum of 12 weeks
- Employers are asked to complete an Employers Requirements Form to outline their expectations and student requirements. This information is used to match the most appropriate student based on a number of key factors including programme of study, location, availability and suitability to the role
- The employer will provide a brief job description which will be shared with the student in advance of the student/ employer interview
- Employers are committed to supporting students personal, academic and professional development throughout the duration of the internship
- Employers will manage the student induction process and any training requirements in line with their own company policies and procedures. Students are obliged to take part in all necessary training
- Students will be assigned a workplace mentor to support the transition into the professional work environment. A designated employee in each company will be given a DCU Access to the Workplace Support Pack to assist them with this mentorship





Programme Contact Details

Inís Fitzpatrick

DCU Access to the Workplace Programme Coordinator
Access Service, Room CG25, Henry Grattan Building,
DCU Glasnevin Campus, Dublin 9
M: +353 87 405 1765
E: inís.fitzpatrick@dcu.ie

Additional Support From DCU Access Team

Colette Keogh

T: +353 1 700 8868
E: colette.keogh@dcu.ie

Camilla Kane

T: +353 1 700 5530
E: camilla.kane@dcu.ie

Margaret Lamont

T: +353 1 8842169
E: margaret.lamont@dcu.ie

