



**Polasáí agus Nósanna Imeachta/Policies and Procedures**

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| <b>Code</b>         | QA143                |
| <b>Title</b>        | Work Place Agreement |
| <b>Policy Owner</b> | -                    |
| <b>Date</b>         | 14 August 2012       |
| <b>Approved By</b>  | -                    |

**1.0 Terms and Conditions of Placement**

- 1.1 The attendance times of the individual for the duration of the work placement must be agreed prior to the commencement of the work placement. The line manager with responsibility for the placement is responsible for the monitoring of the individual's attendance and timekeeping.
- 1.2 The placement will be unpaid.
- 1.3 At the end of the placement, there will be no guarantee of paid employment given to the individual by the University. The individual can apply for any University position through the normal competitive recruitment and selection procedures.

**2.0 University of Galway Policy and Procedures**

- 2.1 The individual on work placement will be expected to comply with the University's policies and procedures including Confidentiality, Data Protection, Intellectual Property, Research Ethics, Grievance, Disciplinary, Computer Usage, Health and Safety, Garda Vetting, Dignity and Respect, and other relevant policies.
- 2.2 HR Policies & Procedures are available on the Human Resources website <http://www.universityofgalway.ie/hr>. Policies and procedures may be subject to update and revision, from time to time, in consultation with staff representatives as appropriate. Hard copies of University policies and procedures are available upon written request to the HR Office.
- 2.3 Changes to personal details during the work placement should be confirmed in writing to the HR Office where your records will be updated accordingly.
- 2.4 At the end of the work placement, the individual must: return any keys or security cards belonging to the University.

**3.0 Orientation**

- 3.1 The individual on work placement cannot commence a placement position in the University until the line manager is in receipt of the confirmation from HR office.
- 3.2 The responsibility for the orientation of the individual on work placement into the area of work is with the line manager to ensure that a local induction is arranged within the first week of commencing. Local Orientation is important and designed to help understanding:
  - Overall vision, mission and values of the university
  - role and responsibilities within their work area
  - function of the school, support service, research institute and how the intern 'fits in'
  - opportunity to meet new co-workers
  - practical issues such as office space, keys, photocopier location, etc.



#### 4.0 Development Opportunities for Work Placements

Individual placements will be contingent on a training plan submitted for each work placement request; this is agreed with the HR office at the approval stage and must be adhered to by the line manager.

**Please confirm agreement with above by signing:**

Work Placement Signature: \_\_\_\_\_

Line Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_