

## Listowel Family Resource Centre Student Policy & Application Form

### **Purpose of policy:**

A student is defined as someone who has to complete a workplace placement. The purpose of this student placement policy is to ensure that both the student and Listowel Family Resource Centre benefit from the student's time with the organisation and that the placement gives a positive, worthwhile experience. The student's course should complement the work that takes place within the centre. Courses of most relevance to Listowel FRC might include Youth & Community Work, Child Care, Social Care, Transition Year Students, and Administrative Courses. It is not appropriate to take on a student for the sake of responding to their request, as this may cause extra unnecessary work for the staff of the centre. The length of the placement will need to be carefully considered before any decision is reached.

### **Criteria for successful applications:**

All applicants must fill in the Student Placement Application Form and submit it to the Centre Manager.

When considering the placement the Manager will:

- Consider the relevance of the course and ensure that it will compliment both the student and Listowel FRC.
- Interview the prospective student.
- Seek clarity from the College regarding the candidate's suitability to work in the organisation and their expectations for the placement.
- Assess specific projects (Childcare Centre Leader, Community Development etc) willingness to take on the extra workload of a student.
- Consider the current amount of students on placement.
- The college/school/institution must communicate to the Manager in writing that the student is covered under its insurance for work placement.
- Student must provide 2 forms of current ID, 2 references & apply for Garda Vetting through LFRC.

If the candidate is deemed suitable then the leadership team will agree suitable areas of work for the placement.

### **Garda Clearance:**

Only students with proof of Garda Clearance will be taken on placement. Garda Clearance must be applied for and obtained through the student's college/institution. It is the student's responsibility to ensure he/she has Garda Clearance. This must be communicated to the Manager in writing prior to the placement. Application for Garda vetting through LFRC is also necessary (please allow 4-6 weeks for return of Garda Vetting).

### **Student Placements**

All students coming on placement should:

- Have a designated worker/supervisor who will meet with them regularly to monitor progress and provide regular Support & Supervision.
- A job description
- Have an appropriate induction period, which is to include centre policies and procedures.

**Unsuccessful Applicants:** Will receive written confirmation of their unsuccessful application and thanked for their interest in the organisation.

**Student Placement Application Form**

**Personal Details**

Name _____
Address _____
_____
Tel no _____

**College Details**

Name of College _____
Course title _____
Name of placement co-ordinator _____
Address _____
Tel no _____

Proposed dates of placement \_\_\_\_\_ to \_\_\_\_\_

Area of Work for placement \_\_\_\_\_

Why have you chosen Listowel Family Resource Centre for your placement?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you hope to achieve in your placement?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What supports will you require to complete the requirements of the placement?

---

---

---

References (Please supply these 2 written references only; LFRC will validate by telephone)

Name_____
Address_____
_____
Tel No._____

Name_____
Address_____
_____
Tel No._____

Please submit this form with your current CV, 2 forms of ID & a completed LFRC Garda Vetting Form to:

The Manager  
Listowel Family Resource Centre Ltd.  
Ballygologue  
John B. Keane Rd.  
Listowel