



INTRA Employer Guidelines and Obligations

Students, equipped with the experience and essential skills to excel in today's dynamic and globalized workplace.

†SEIRBHÍS TACAÍOCHTA AGUS FORBARTHA
STUDENT SUPPORT AND DEVELOPMENT
INTRA



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Since its foundation, Dublin City University (DCU) has been committed to forging strong links with employers for the benefit of our students and the development of our teaching and research output. The “INTRA” (INtegrated TRAning) Work Placement programme is one important mechanism by which DCU develops and maintains its partnership with industry.

INTRA Work Placements are an accredited and highly valued part of student learning at DCU and together with the DCU Graduate Attributes initiative “Generation 21”, they provide industry with a pipeline of high-calibre graduates, equipped with the experience and essential skills to excel in today’s dynamic and globalized workplace.

We hope you will participate in INTRA to the benefit of your organisation and the development of the next generation of enterprising DCU graduates.

Reasons to hire a DCU INTRA Student

- The DCU Graduate Attributes initiative “Generation 21” is an integral part of all degree programmes at DCU and prepares students, from first year onwards, for success in the workplace. For more information please refer to dcu.ie/generation21
- The INTRA team runs a fast, efficient and free recruitment service for employers
- Students are prepared specifically for their Work Placement through CV preparation advice, interview skills training, work-readiness and one to one support
- Your involvement can help to:
 - Identify future potential talent
 - Produce a pipeline of graduates with relevant skills
 - Raise awareness of your company and products/services on campus
 - Forge links between your company and the academic teaching and research community in DCU to mutual benefit
- Following the Work Placement, employers and students are encouraged to maintain links through fourth year project collaboration or campus ambassador opportunities
- For the full listing of DCU degree courses which have an INTRA Work Placement, please refer to the INTRA Calendar at dcu.ie/intra/intra_employers.shtml



DCU students are enterprising, enthusiastic, and highly motivated, with up to date skills



INTRA Recruitment Process

- Advertise
- Interview
- Place/Hire

Advertise

To benefit from the largest selection of students it is advisable to contact us at the start of the academic year from September through to December. However, we continue to advertise work placement vacancies for many degree courses up to the end of August each year. A queueing system for advertising vacancies is in operation when demand is high, so be sure to contact us as early as possible in the process.

To discuss your specific requirements, please contact us on **T: +353 1 7005422** and you will be directed to the appropriate member of the INTRA team who will discuss your requirements in detail. Following this discussion, you will be invited to mail a job specification for each available vacancy.

The job specification should ideally include:

- **Company name and address**
- **Short paragraph about the company**
- **Number of students required**
- **Degree programmes of interest (please refer to the calendar for start dates and durations)**
- **Title of role**
- **Detailed job description including skills desired or required**
- **Salary per week**
- **Start date and duration**

We will advertise your vacancy on our website to relevant class groups and invite students to apply. After a few days, we will forward CVs for your consideration and contact you to schedule interviews on campus or at your premises, whichever suits you best. In the interests of clarity, it is important to communicate with the INTRA team, rather than directly with students.

Interview

We advise scheduling interviews as soon as possible after receiving CVs to ensure as many students as possible on your list are available and have not been hired by another employer before you get a chance to meet with them.

When you have selected candidates for interview, we will contact you to schedule interviews at your convenience. If you decide to conduct the interviews in DCU, we will book one or more of our dedicated interview rooms for you. There is a staffed reception desk, a quiet waiting area and a restaurant next door. A member of the INTRA team will be on hand to assist you with your requirements at all times during the interviews.

Place/Hire

INTRA students attend many interviews throughout the academic year and job offers are made on a daily basis. Students are hired by the first employer to notify the INTRA office of the job offer, or to click "hire" on the INTRA portal. Therefore it is advisable to contact us as soon as possible after interview with an update on your desired candidate(s). It is also advisable to rank students because another employer may have hired your chosen candidate while you are interviewing them. We apologize if this happens, and hope that you will consider offering the position to the next student on your ranking list. There is no cap on the number of INTRA students you can hire.



Remuneration

We ask that you pay each student at least the National Minimum Wage and that you issue a fixed-term contract of employment. The responsibility then will fall on the student to behave professionally and deliver measurable results for your company.

If the salary on offer is below adult minimum wage level or the work placement is unpaid, please state this clearly on the job description. Please note that students are less likely to apply for a below minimum wage or an unpaid vacancy if other employers are offering paid vacancies at the same time.



Unpaid Work Placements

Work Place Relations Commission (WRC) Information

Please see the following information from the WRC with regard to the National Minimum Wage Act:

“Under current employment legislation, the National Minimum Wage Act applies to all individuals engaged under a contract of employment. The law defines a contract of employment as any contract whereby an individual agrees with another person, to do or to perform personally, any work or service for that person or a third person.

Apart from the employment of close family relatives, the engagement of registered industrial apprentices and freelance arrangements, there is no exemption in law from the obligation to pay the national minimum hourly rate of pay. Therefore, national minimum wage rates apply to work experience placements, work trials, internships

and any other employment practice involving unpaid work or working for room and board, regardless of the duration of the engagement. The right to receive the minimum wage cannot be waived in a contract as any provision in an agreement to do so is void as a matter of law.

Failure to pay the national minimum hourly rate of pay is a criminal offence, punishable upon summary conviction, by a fine not exceeding €2,500 or imprisonment not exceeding 6 months or both.

In addition, an employee not in receipt of the national minimum hourly rate of pay may refer a complaint to a WRC Adjudication Officer who may order payment of the wages unpaid or underpaid.

Further details or enquiries, contact the WRC Information and Customer Services at T: 1890 80 80 90.”

Post Recruitment Information

Contract & Induction

We ask that you issue a written fixed-term contract to be signed by each INTRA student placed/hired and forward a copy to the INTRA team for our records. At the start of the work placement, it is advisable to provide;

- Induction and Health and Safety briefing to each student.
- Assign a supervisor or mentor who will work closely with the student and who will be available to assist with any queries (see Employer Obligations).

Intellectual Property

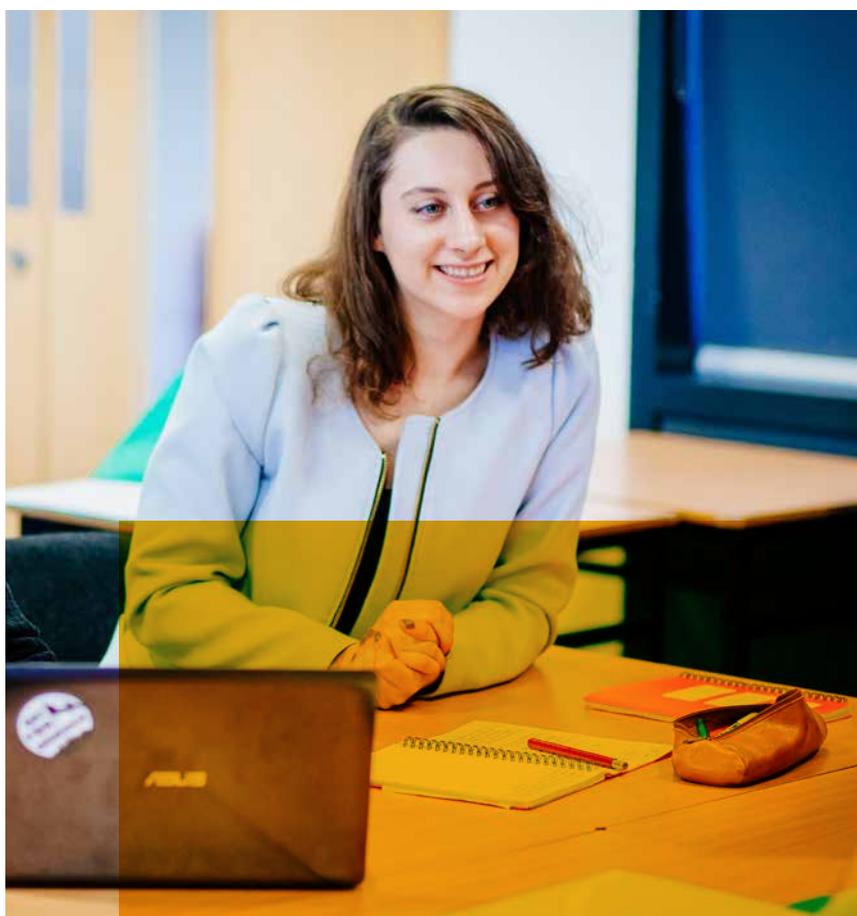
Any intellectual property created by the INTRA Student during the course of the work placement, will belong to the employer. Where it is likely that this will be an issue, it is advisable for the employer to draw up an Intellectual Property Agreement to be signed by the INTRA student prior to the commencement of the project.

Student/Employer Support

We provide support to students during the work placement via email and through the academic tutor visit programme. The INTRA team is also available throughout the process to provide any necessary assistance to employers.

International Students

No work permit is required to hire an INTRA Student from **outside the EU** as INTRA is a mandatory part of their degree. About 25% of the student population at DCU comes from outside Ireland, with 10% of these from non-EU countries.



INTRA Student Assessment

Students are awarded “credits” for the INTRA module. There are three assessment elements as described below. Students must successfully complete all elements of their INTRA Work placement in order to graduate.

Employer Evaluation

Towards the end of the work placement, you will receive a link to a short online evaluation for each INTRA student placed/hired with your company. This evaluation comprises one third of the student’s overall assessment for the INTRA module.

Academic Tutor Visit

An academic tutor will arrange to visit the student and their supervisor during the work placement in order to assess the student’s progress and to discuss issues of mutual interest with the student’s supervisor. The tutor will make an interim assessment of the student’s performance up to that point and submit a report to the INTRA office.

INTRA Student Report

Students are required to produce a report which is assessed by their INTRA Tutor in accordance with specific guidelines. In most cases, students will use the DCU Loop Reflect eportfolio for compilation of their report. We ask all students to gain clearance for the report from their employer before it is submitted to the INTRA office.

Employer Obligations

By hiring an INTRA Student, you are agreeing to the following terms and conditions:

- 01 The Employer will nominate a named employee for each INTRA Student who will be responsible for their supervision and for providing advice, guidance and feedback.
- 02 The Employer will be responsible for providing necessary expertise, supervision and relevant work experience, as outlined in the job specification.
- 03 The Employer is asked to provide each INTRA Student with a contract of employment or letter of offer in addition to copies of all relevant policies, procedures and agreements such as: internet usage; social media; data protection; non-disclosure and health & safety prior to the commencement of the Work Placement.
- 04 The Employer will ensure the safety, health and welfare of each INTRA Student at all times during the work placement. In compliance with the Health Safety and Welfare at Work Act 2005 (or the equivalent legislation in a non-Irish jurisdiction), the Employer is asked to provide all relevant/necessary health & safety training, risk training, health & safety instruction and appropriate equipment to each INTRA Student.
- 05 In the event that an INTRA Student breaches, or is alleged to have breached any Employer disciplinary code or procedure, or is otherwise alleged to have been engaged in misconduct of any kind, this shall be promptly brought to the attention of the INTRA Office by the Employer. Disciplinary matters will be dealt with in accordance with relevant DCU and Employer policies. In the event of any breach of discipline, the Employer has the right to terminate the work placement after having informed the INTRA Office.
- 06 INTRA Students are covered by the University's Public Liability Policy, details of which are available on request. We ask that the employer also maintains public liability and employer's' liability insurance (or the equivalent in non-Irish jurisdictions) which provides cover for each INTRA Student in their care. Upon request, the Employer shall provide to DCU, evidence of such insurance cover. The company shall immediately inform the INTRA Office of any accident involving the student.

How to find us

If coming by car, please enter the DCU campus via the Collins Avenue entrance, follow the road around to the right and park in the multi-storey car park on the right hand side. Proceed to DCU Reception (opposite the car park), ask for the INTRA office, and a member of the team will collect you. We are based in room CG29 on the ground floor of the Henry Grattan Building (beside The Helix).

Directions to DCU

dcu.ie/info/get_to.shtml

Campus Map

dcu.ie/info/campus.shtml





Contact Us

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LinkedIn

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**Learning
Counselling
Experience
Access
Disability
Advice
Careers
Health
Spirituality**

Student Support and Development

Log on dcu.ie/students
Write student.support@dcu.ie
Call +353 (01) 700 7165
Drop in Student Advice Centre,
Glasnevin Campus