

APPENDIX 3 – GUIDELINES FOR STUDENT AND GRADUATE PLACEMENTS IN NICVA

NICVA welcomes student, graduate and developmental placements and will do its best to ensure that the time individuals spend with NICVA is worthwhile and fulfilling. The placements aim to provide individuals with the opportunity to practise and develop skills relating to community development work.

STUDENT PLACEMENTS

Arranging a Placement

Placements can be accepted when:

- (1) A line manager from NICVA is available.
- (2) The student is attending a course recognised by NICVA.

If a placement is proposed, the Human Resources Officer will discuss and agree the proposed placement arrangements with the recognised union. When the placement has been agreed, all NICVA staff will be notified.

Before the beginning of the placement, an induction visit will be arranged between the student and the appointed line manager(s) to discuss the student's tasks and the requirements expected of both line manager(s) and student.

Duration of Placement

The length of a placement will be negotiated and agreed in advance of its commencement date by NICVA and the student's college.

Line Manager's Responsibilities

The line manager will normally be the line manager of the Unit in which the student is placed. The line manager will arrange a supervision session of one hour per week with the student. The line manager will attend any three way meetings between student, line manager and fieldwork teacher, required by the course.

The line manager is expected to write a report on the student's progress and performance at the end of the placement. The student will have an opportunity to comment on the line manager's draft report.

Ongoing daily supervision may be delegated to another appropriate member of staff. Such supervision should include the following elements:

- (1) An ongoing examination and appraisal of the student's practical work and forthcoming plans and objectives.
- (2) Support and encouragement of the student's work.
- (3) Facilitating the development of the student's practical skills.
- (4) An examination of the student's style, personal approaches and practical strengths and weaknesses.
- (5) Assisting the student to recognise the general community work/youth work principles that arise from their practice.

Student's Responsibilities

The student is accountable to NICVA. The student is expected to work full-time during the placement period and to be available for a reasonable amount of evening and weekend work. Time off in lieu will be taken on the same basis as NICVA staff members.

The student will be guided by their line manager on maintaining confidentiality on things known or overheard as a result of work. If asked by the media for information on their work, students will check with their line manager that this is in order before making any comment.

Whilst working with NICVA, the student will have the same insurance cover that is provided for members of staff.

Student placements are unpaid; however NICVA will liaise with the placing institution regarding payment of expenses incurred by the student.

The student will be allowed at least ½ hour per day for personal recording purposes, ie daily log, meetings attended. Such recording may be discussed with the line manager as part of the supervision process.

The student is required to make a brief written report to their line manager at the end of the placement. The report should include a summary of placement work and suggestions (if relevant) regarding the contribution of work undertaken within placement.

GRADUATE PLACEMENT

When a vacancy or project arises which NICVA deems a graduate opportunity, a placement will be recruited.

If a graduate placement is required it will be advertised by contacting the relevant universities and colleges. Graduate placement opportunities will not be targeted exclusively to recent graduates; the placement will also be advertised on NICVA's website and as widely as practicable to avoid any danger of indirect age discrimination.

Graduate Placements will be entitled to and will work under the same terms and conditions as other staff with the exception to entitlement to the pension and salary scheme (Staff Handbook will apply). The placement will be remunerated at a fixed salary for the duration of the placement and will not be entitled to join the pension scheme, unless the placement is extended beyond a year. The placement will be subject to a probationary period of three months.

Employment of a Placement

Should a suitable vacancy arise within NICVA, the placement will apply via the usual channels for external candidates. A placement is considered a developmental position, and as such the postholder will be expected to complete a suitable probationary period for the new post, of not more than six months, the term of which will be agreed by the Chief Executive. Furthermore, if the new post constitutes a new grade, the postholder will be required to have reached six months service at this grade by 1 April to qualify for an increment. Continuity of employment will be retained for the purposes of all entitlements including pension and annual leave entitlement and the postholder will be entitled to join the pension scheme immediately on commencement of their contract.