

## Student Work Placement Policy

Date: July 2023

Review Date: July 2026

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<b>Policy Title</b>	Student Work Placement Policy
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<b>Version</b>	5.0
<b>Policy Sponsor</b>	Head of HR
<b>Policy Owner</b>	Director of Business Support
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<b>Date Set For Review</b>	May 2026
<b>Related Policies</b>	Recruitment and Selection Policy

## **1. Introduction**

Work placement opportunities, for students and prospective students, can be beneficial to the host organisations and to the students. However success requires a shared understanding of the roles and responsibilities and a commitment to the agreement.

The opportunity provides students and prospective students with valuable experience and skills in an environment that complements and develops their formal learning

Organisations gain from knowledge exchange with education providers and access to new perspectives and ideas.

For the purpose of this policy, the term student work placements refers to formal opportunities for adult students i.e. people over eighteen years to work in a placement role which includes an identified training programme (provided by Libraries NI) and a commitment by the student or prospective student to work with the organisation for an agreed period of time.

## **2. Purpose**

The purpose of the policy is to define the principles and conditions for student work placement opportunities.

## **3. Policy**

- Libraries NI will offer student work placement opportunities to adults who at the time of application are engaged in, or propose to be engaged in a course of third level formal education relevant to the post being proposed;
- Opportunities will reflect business need and the capacity within the organisation to support students;
- All recruitment to paid student placements will be in line with Libraries NI recruitment principles although advertisement may be restricted to identified education establishments;
- Student work placements may be paid or unpaid. The decision on which posts to offer remuneration for will be directly related to the level of training and support which is provided by the organisation and the length of the placement. Students employed as sandwich year students will become paid employees for the period of their placements;

- Requests for short term work experience placements (unpaid) will be considered separately;
- Any offers will be subject to satisfactory completion of pre-offer checks e.g. Access NI
- Libraries NI will commit to providing an identified member of staff to act as supervisor and mentor for the work placement student.

#### **4. Authority**

**Policy Sponsor:** The Director of Business Support

**Policy Owner:** Head of Human Resources

**Policy Contact:** The designated manager

#### **5. Related Documents**

##### **Policies**

Recruitment and Selection Policy

##### **Procedures**

Code of Procedures on Recruitment and Selection

##### **Guidelines**

Student Placement – Staff Guidance

Student Placement Induction Checklist