Social Care Professional Practice Placement
Internship Specification

Ref: 63/19

The Institute is offering the opportunity to interview for Professional Practice Placement Internship. Applications are open to IT Carlow students who have successfully completed all of the course work for a relevant Honours Degree. The internship is for a period of six months beginning Summer 2019. An internship provides a valuable opportunity for students to boost their career prospects and for the Institute to benefit from the application of their knowledge and skills to a position within the Institute.

Benefits include a monthly salary of €1,600 public sector transport costs for official business, and access to staff facilities gym library, canteen etc.)

Boost your Career Prospects

An internship is a valuable opportunity to build your career profile and to improve your prospects of future employment. Through an internship, you have the opportunity to achieve the following:

- To apply academic knowledge and skills to a real work situation
- To grow in confidence and to develop personal skills and qualities
- To build a more successful CV/career portfolio and to have real work experience to talk about in an interview
- To make contacts and network
- To learn about yourself and what type of work suits you
- To avail of personal mentoring and career development
- To obtain a reference for future employment

Responsibilities of Internship

Reporting to the Professional Practice Coordinator the Intern will:

- Engage with students in regard to placement choices
- Organise content for and delivery of workshops
- Organise necessary induction session to all students on ‘placement and professional development pertinent to their year of study
- Handle inquiries and incoming placement requests from placement agencies
- Review and update student files and maintain databases
- Organise and coordinate three way meetings
- Check and distribute documents and correspondence such as student contracts, mid placement review forms, final evaluation forms
- Develop student and supervisor questionnaires
• Support in the analysis of data and write up the findings of data for development of the placement module
• Support in the development of supervised professional placement policies and procedures, handbooks/manuals and evaluation forms, site visit forms etc, for both the student and placement
• Engage in administrative tasks as necessary to support the above activities

Candidate Requirements

• Applicants must be a Level 8 or 9 IT Carlow Graduate from the years 2016, 2017, 2018 or a final year Student in 2019.
• Minimum requirement is a 2.2 in a Level 8 honours degree appropriate to the internship (Social Care). (*Applications can be submitted prior to receiving your final results but offer of an internship will not be made until your results are available.*)
• Excellent interpersonal, written and verbal communications and presentation skills.
• Professional in manner.
• Enthusiasm and motivation.
• Excellent IT Skills.
• Excellent organisational and time management skills.
• Full, clean Irish Driving Licence.

Application Procedure

Should you wish to apply for the Internships, please complete the Institute’s Internship 2019 application form which can be downloaded from the Institutes website [www.itcarlow.ie/graduateopportunities](http://www.itcarlow.ie/graduateopportunities) and return it to the Human Resource, Institute of Technology Carlow, Kilkenny Road Carlow (email [humanresources@itcarlow.ie](mailto:humanresources@itcarlow.ie)) by 12 Noon Friday 17th May 2019.

In your application, you are reminded to highlight the skills and personal qualities that you think make you suitable for the Internship.

Application Procedure Checklist:

You are a Level 8 or 9 IT Carlow Graduate from the years 2017, 2018 or a final year student in 2019.

If you are a previous year’s graduate your exam results (*min requirement 2.2*) are included on application form

You have completed the Institute’s Internship Application Form

Your application is submitted by the closing date **Closing Date: 12 Noon Friday 17th May 2019**

For informal inquiry’s contact Noelle Reilly at 059-91-75312 or [Noelle.Reilly@itcarlow.ie](mailto:Noelle.Reilly@itcarlow.ie)