



Circular 0066/2010

**To: The Managerial Authorities of Recognised Primary, Secondary,  
Community and Comprehensive Schools  
And  
The Chief Executive Officers of Vocational Education Committees**

### **FÁS Work Placement Programme**

1. The Public Service Agreement 2010-14 provides that there will be full support in the Civil Service and State agencies for programmes and initiatives to support and assist the unemployed, including the FÁS Work Placement Programme (WPP).
2. The WPP is now being launched in the Civil Service, State agencies and other public service bodies. Schools are permitted to participate in the programme. It will allow a school to apply to take on one or more people for a work experience placement for 25-40 hours a week for a minimum period of 2 months and a maximum period of 9 months. The intention is to assist people who are unemployed to retain their skills levels and/or secure work experience that will assist them in finding employment.
3. **It is a condition of the programme that any placements should not displace an existing member of staff or be used to fill a vacant post and each school must sign a declaration to this effect.** Accordingly, the programme cannot be used to fill posts covered by the moratorium.
4. In considering appropriate tasks, a school should remain aware that it will not be possible to extend the programme beyond the agreed period and, accordingly, there should be no expectation that a person will be retained beyond the duration of a placement nor will additional resources be made available to a school to continue a task of work beyond the duration of a placement. Schools may use the WPP to engage teachers registered with the Teaching Council, including newly qualified teachers subject to part 3 of this Circular. Where a registered teacher is engaged under the WPP he or she may be deployed to undertake normal teaching duties in a school if the Board of Management/VEC consider this appropriate and can make suitable arrangements. Schools may also use the WPP to engage people in non-teaching roles and they should consider non-teaching graduates who may have valuable skills from which a school could benefit.
5. Any person proposed to be engaged by a school under the WPP will be subject to vetting by An Garda Síochána. Schools should, therefore, tick the “Yes” box to the question “Will Garda Vetting be required” in Part B of the [WPP Provider Application Form](#).

6. To become a provider of a work placement a school should apply directly to FÁS using the appropriate form ([available here](#)). The [Placement Guidelines for Work Placement Programme](#) /Guidelines for Completing Provider Application Form ([available here](#)); the [Placement Agreement Form](#) and the [Placement Q&A](#) may be of assistance. You will note that the "Guidelines for Completing Provider Application Form" state that, for non-commercial public bodies, each application must be accompanied by written approval from the parent department for each placement for which they apply. Please note that this Department has informed FÁS that recognised schools are free to recruit people under the WPP and, accordingly, it is not necessary for a school to seek approval from the Department when applying to be a provider.
7. As you may be aware, the Renewed Programme for Government provides for the taking on of 1,000 third and fourth level graduates to provide additional capacity and skills across the public service and to provide valuable work experience. In line with this commitment, you are specifically urged to facilitate the placement of graduates. In this regard please note that the programme will not displace existing graduate placement programmes.
8. Please contact FÁS ([www.fas.ie](http://www.fas.ie)) for further information on this matter.
9. This circular can be accessed on the Department's website under [www.education.ie](http://www.education.ie) - Home – Education Personnel – Post-Primary/Primary – Circulars and Information Booklets – Programmes & Initiatives.

Dalton Tattan  
Teacher/SNA Terms and Conditions  
Department of Education and Skills  
29 November 2010