

# Joint application form for Work Placement Experience Programme (WPEP)

Social Welfare Services

**WPEP 1**

Data Classification R



## What is the Work Placement Experience Programme?

The Work Placement Experience Programme (WPEP) is a work placement experience programme for those out of work for at least six months with the costs being fully funded by the State. It aims to provide Participants with work experience and to develop new skills, through training and learning. Work will take place within a supportive environment with a view to increasing Participants experience, skills and employment prospects.

## How to qualify?

To qualify, a **Participant** must be in receipt of one of the following payments for at least six months (156 days):

- Jobseeker's Allowance;
- Jobseeker's Benefit;
- Jobseeker's Benefit for the Self-Employed;
- Jobseeker's Transition Payment;
- Disability Allowance;
- One-Parent Family Payment;
- Blind Pension; or
- Farm Assist.

Periods spent in receipt of specific payments or participating on certain programmes may be counted towards the qualifying period provided the Participant is eligible to transfer to a jobseekers payment. These payments and programmes include:

- Pandemic Unemployment Payment (PUP);
- Back to Education Allowance;
- Supplementary Welfare Allowance;
- Tús or the Rural Social Scheme (RSS);
- Education Training Board (ETB) or Vocational Training Opportunities Scheme (VTOS) training courses; or
- Youthreach or Community Employment (CE) programmes.

To qualify, a **Host Organisation** must be an employer in the private, public, civil service or in the community and voluntary sectors registered with the Office of the Revenue Commissioners and operating in Ireland. All WPEP vacancies must be advertised on **JobsIreland.ie**. This advertisement provides the WPEP vacancy reference number.

## What is needed to complete this application form?

This form must be completed jointly by the employer (WPEP Host Organisation) and the jobseeker (WPEP Participant). The Participant will need their Personal Public Service (PPS) Number and an email address. The Host Organisation will need its Tax Reference Number, WPEP vacancy reference number and an email address.

## How to complete this application form?

- Use the following sample page as a guide to filling in this form.
- Use black ballpoint pen. Use BLOCK LETTERS and place an X in the relevant boxes.
- The Participant should fill in questions **1 to 7** and sign the declaration in Part 2.
- The Host Organisation should fill in questions **8 to 16**, sign the declaration in Part 4 and complete the checklist in Part 5.

## How to apply?

The Host Organisation must scan this completed joint application form and email it to the Work Placement Unit at **wpep@welfare.ie**. If you need any help to complete this form, please contact your local Intreo Centre or the Work Placement Unit. For more information visit **www.gov.ie/wpep**

## How to fill in this form

To help us process your application write letters and numbers clearly and use one box for each. See examples below.

1. PPS Number:

1	2	3	4	5	6	7	T	
---	---	---	---	---	---	---	---	--

2. Surname:

M	U	R	P	H	Y														
---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. First names:

M	A	U	R	E	E	N													
---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--

4. Date of birth:

2	8		0	2		1	9	7	0
D	D		M	M		Y	Y	Y	Y

5. Participant's address:

1		N	E	W		S	T	R	E	E	T								
---	--	---	---	---	--	---	---	---	---	---	---	--	--	--	--	--	--	--	--

O	L	D		T	O	W	N												
---	---	---	--	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--

D	O	N	E	G	A	L		T	O	W	N								
---	---	---	---	---	---	---	--	---	---	---	---	--	--	--	--	--	--	--	--

County

D	O	N	E	G	A	L		
---	---	---	---	---	---	---	--	--

Eircode

F	9	4	T	C	0	3		
---	---	---	---	---	---	---	--	--

6. Telephone numbers:

Mobile

0	8	8	1	2	3	4	5	6	7
---	---	---	---	---	---	---	---	---	---

Landline

0	2	8	1	2	3	4	5	6	7
---	---	---	---	---	---	---	---	---	---

7. Email address:

M	M	U	R	P	H	Y	@	W	E	L	F	A	R	E	.	I	E		
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

# SAMPLE

# Joint application form for Work Placement Experience Programme (WPEP)

Social Welfare Services

**WPEP 1**

Data Classification R



## Part 1

### Participant's details

1. PPS Number:

--	--	--	--	--	--	--	--	--	--

2. Surname:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. First names:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4. Date of birth:

D	D	M	M	Y	Y	Y	Y

5. Participant's address:


County

--	--	--	--	--	--	--	--

Eircode

--	--	--	--	--	--	--	--

6. Telephone numbers:

Mobile

--	--	--	--	--	--	--	--	--	--

Landline

--	--	--	--	--	--	--	--	--	--

7. Email address:


## Part 2

### Participant's declaration

I have read and understand the Work Placement Experience Programme (WPEP) guidelines and agree to comply with these guidelines along with the terms and conditions of the programme. I declare that the information provided by me is accurate.

I understand that the Department of Social Protection, its servants and agents, for example, WPEP Organisation Hosts and contracted public employment providers, may process information and personal data provided by me for the purposes of the Social Welfare Consolidation Act 2005 on behalf of the Department of Social Protection.

--

Date:

				2	0		
D	D	M	M	Y	Y	Y	Y

Signature of applicant, **not** block letters.

## Part 3

## Host's details

8. Name of WPEP Host Organisation:


9. Host tax reference number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Your tax reference number can be found on your Tax Clearance Certificate. It will contain either eight or nine characters, which may include letters and numbers.

10. WPEP vacancy number:

--	--	--	--	--	--	--	--	--	--	--

This is the **JobsIreland.ie** vacancy reference number.

11. Number of full-time employees:

--	--	--	--	--	--	--	--	--	--

12. Business sector:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

13. Address:


County

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Eircode

--	--	--	--	--	--	--	--	--	--

14. Telephone numbers:

Mobile

--	--	--	--	--	--	--	--	--	--

Landline

--	--	--	--	--	--	--	--	--	--

15. Email address:


16. Proposed start date:

				2	0		
--	--	--	--	---	---	--	--

D D

M M

Y Y Y Y

## Part 4

## Host's checklist

Please confirm the following:

1. **The work experience placement does not displace any other employee or former employee:**

- This position has not been subject to any redundancies in the last six months.
- No employees who were previously in this role are currently on temporary layoff.
- No employees have had their hours of work reduced to accommodate this work placement, nor will they for the period of the placement.
- The Participant has not had previous experience in this role in this organisation or any other organisation in the last 18 months.

**2. I undertake to monitor and record the attendance of the participant and report it to the department when requested:**

- Hours and days of attendance will be recorded.
- Details of holidays and sick days will be recorded.
- Any unscheduled non-attendance will be reported to the Work Placement Unit within two working days.
- I will return completed monthly compliance reports within five working days of issue.

**3. I will support the participant's learning and development throughout the placement:**

- The Personal Learning Plan (PLP) WPEP 2 form will be completed with the Participant on the commencement of the work placement.
- A mentor will be assigned to the Participant and will meet at least six times to provide guidance, support and feedback on performance throughout the placement.
- The participant will be supported to engage in relevant training and learning of 60 hours of which 20 hours will be accredited or sector recognised.

**4. I will engage with the department's Case Officer, as required to support the participant's progress and to ensure compliance with the terms of the programme.**

**5. I will provide a certificate or acknowledgment of completion letter for the participant on finishing the placement:**

**6. I will inform the department immediately at [wpep@welfare.ie](mailto:wpep@welfare.ie) if the participant finishes their placement early:**

## Part 5

## Host's declaration

I have read and understand the Work Placement Experience Programme (WPEP) guidelines and agree to comply with these guidelines along with the terms and conditions of the programme. I declare that the information provided by me is accurate.

Signature of host contact, **not** block letters.

Position held within host organisation.

Date:     
 D D M M Y Y Y Y

The Work Placement Experience Programme (WPEP) guidelines are available by visiting [www.gov.ie/wpep](http://www.gov.ie/wpep) and should be read before signing this application form.

To ensure your application is processed efficiently, **all sections** of this form must be completed in full by both the Participant and Host.

The Participant **cannot** commence the WPEP until the Host's and the Participant's eligibility is verified by the Department of Social Protection.

Once this application is approved a notification will be sent by department to the Host and the Participant stating the start date.



**Funded by the  
European Union**  
NextGenerationEU

### Data Protection Statements

The Department of Social Protection administers Ireland's social protection system. Customers are required to provide personal data to determine eligibility for relevant payments and benefits. Personal data may be exchanged with other government departments and agencies where provided for by law. Our data protection policy is available at [www.gov.ie/dsp/privacystatement](http://www.gov.ie/dsp/privacystatement) or in hard copy.

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.