



Work Placement Experience Programme

Participant's Personal Learning Plan and Guidelines

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.

What is the Personal Learning Plan?

On commencement of the Work Placement Experience Programme (WPEP) the Host and the Participant must agree a plan for personal learning and skills development over the programme duration. Agreed learning and development goals are recorded on this Personal Learning Plan (PLP) form WPEP2.

The PLP will identify training, skills development and learning required and achieved during the placement which will be progressed either independently or with the support and supervision of the mentor appointed by the Host. This includes workplace training programmes and any additional online or accredited training.

The PLP goals should be realistic timebound actions that can be progressed so that the training opportunities advertised in the WPEP vacancy are delivered.

The PLP should be held by the Host and made available to the Intreo Case Officer for review to confirm that a plan is in place and to ensure it meets the standard required to deliver a quality work experience opportunity. The Participant should be given a copy of the PLP.

What is the Personal Learning Journal?

The Participant will also be given a Personal Learning Journal, which is theirs to keep, to further support their learning. Each participant is encouraged to reflect on and record their experiences, challenges, successes and activities to see what went well or what could be improved in the future. The Mentor will discuss these reflections with the Participant as part of the mentoring meetings and they can also be discussed with the Intreo Case Officer during monitoring meetings.

What Training Resources are available?

To assist Hosts and Participants in identifying suitable training opportunities, the Department of Social Protection has published a resource of online training by sector. Details are available on our recruitment platform at [JobsIreland.ie](https://www.jobsireland.ie). The Host and Participant may also identify and include other relevant training that is not listed there.

Participants may be eligible to avail of the Training Support Grant (TSG) of up to €1,000 during a placement. Information on the Training Support Grant can be found on www.gov.ie/tsg

For more information, visit www.gov.ie/wpep

Participants's Personal Learning Plan

Participant's name:

Mentor's name:

Participant's start date:

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Participant's Personal Public Service (PPS) Number:

Learning and Development Plan - Goal Setting

Describe the main duties for the Participant in the work experience role and the steps needed to build new skills:

| | |
|--------------------|---|
| Learning goals: | Identify the training needed to support the Participant. It is expected that the Participant will undertake up to 60 hours of training over the duration of the programme, of which 20 hours should be accredited. |
| Delivery mode: | How will training be delivered? For example, mentor, on-the-job, online, class room, webinar, coaching, job shadowing. |
| Expected outcomes: | |

| | |
|---------------------------|----------------------|
| Signature of Participant: | Signature of Mentor: |
| Date: | Date: |

Participant's Personal Learning Plan

| Skill Number | Skill Set or Training Title | Completion Date | Training Hours |
|---|---|--|----------------|
| 1 | | | |
| | Accredited or sector recognised? <input type="checkbox"/> | General training? <input type="checkbox"/> | |
| 2 | | | |
| | Accredited or sector recognised? <input type="checkbox"/> | General training? <input type="checkbox"/> | |
| 3 | | | |
| | Accredited or sector recognised? <input type="checkbox"/> | General training? <input type="checkbox"/> | |
| 4 | | | |
| | Accredited or sector recognised? <input type="checkbox"/> | General training? <input type="checkbox"/> | |
| 5 | | | |
| | Accredited or sector recognised? <input type="checkbox"/> | General training? <input type="checkbox"/> | |
| 6 | | | |
| | Accredited or sector recognised? <input type="checkbox"/> | General training? <input type="checkbox"/> | |
| 7 | | | |
| | Accredited or sector recognised? <input type="checkbox"/> | General training? <input type="checkbox"/> | |
| 8 | | | |
| | Accredited or sector recognised? <input type="checkbox"/> | General training? <input type="checkbox"/> | |
| Total hours accredited or sector recognised training: | | | |
| Total hours general training: | | | |



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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 or in hard copy.

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