

**Work Placement  
Experience Programme  
(WPEP)**



# Advertising a WPEP Placement

Employers

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For all other queries contact the Work Placement Unit at [wpep@welfare.ie](mailto:wpep@welfare.ie)

# 01. What do I need to check before considering a WPEP ?

- Review all the Work Placement Experience Programme information for **Employers** and the **Operational Guidelines** to see if the proposed WPEP placement you are offering would qualify for the programme.
  - If your proposed placement does not qualify for WPEP, there may be other alternative DSP Intreo Employer Supports and Services available to you. You can download the **Employer Services and Support guide** or speak to your local Intreo Centre for more details and information of supports available.
  - To qualify for this programme, an Employer must have a minimum of one full-time employee who is employed for at least 30 hours per week (i.e. on payroll and subject to PAYE and PRSI)

## 02. How do I create and submit a WPEP Placement?

- Go to **JobsIreland.ie** and either login to your existing employer profile or register as an Employer
  - If you are unable to access your employer profile, please contact the JobsIreland Customer Support team directly on 0818 111 112 or [jobsireland@welfare.ie](mailto:jobsireland@welfare.ie)
- When you select the WPEP option, **review all the Terms and Conditions** before proceeding
  - Your vacancy will be published for 4 weeks on JobsIreland.ie

## 03. What information do I need to include in a WPEP Placement?

- Ensure the **Placement Title** reflects the Work Placement Experience role
- Provide **full details** of the work experience role and the relevant training and learning opportunities you can provide a Participant
  - A WPEP placement **should not** describe a paid vacancy role
  - A WPEP placement **should not** require qualifications, education or previous experience
  - A WPEP Placement **should not** replace an existing job
  - A WPEP placement **should not** be advertised for a trade related role
- Ensure all **mandatory fields** are completed with **current and up to date** information
  - Tax Reference Number, Tax Clearance Access Number and Employers liability Insurance Number
- **Describe in detail** all relevant accredited or sector specific training that will be included in the appropriate sections in order to meet the requirement for 60 hours of training

## 04. Where can I view the WPEP video and examples of placements?

You can view a video on [How to create a WPEP Vacancy on JobsIreland.ie](#) and also review current WPEP vacancies published on JobsIreland.ie as an example of what details may be relevant.

# 05. Who can I contact if I have a query on the WPEP programme?

For all other WPEP queries contact the

**Work Placement Unit**

**Email: [wpep@welfare.ie](mailto:wpep@welfare.ie)**

or

**Telephone: 0818 111 112**

**and select Option 3**



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