



First Steps

FIRST STEPS
YOUTH DEVELOPMENTAL
INTERNSHIP

Information for Employers



Where can I get more information?

For further information and guidelines go
to www.welfare.ie



An Roinn Coimirce Sóisialaí
Department of Social Protection
www.welfare.ie

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EUROPEAN UNION

Investing in your future
European Social Fund

What is the *First Steps*?

First Steps is one of many youth focused actions that Ireland has committed to delivering under the Irish Youth Guarantee.

This initiative will be part-funded by the European Social Fund and Youth Employment Initiative.

First Steps is a work placement scheme aimed at 18-24 year olds, who are signing on the live register and who have limited or no experience of work, in particular, those young people who would find it difficult to progress through candidate screening in a typical recruitment process. The objective is to provide young people with an opportunity to learn and develop various work skills and gain relevant workplace experience.

How does *First Steps* work?

- Placements are for 3, 6 or 9 months.
- Interns will receive an allowance of €52.50 per week on top of their social welfare entitlement.
- Host Organisation selects the potential intern(s).
- A Mentor is appointed to support the intern.
- Both parties abide by a written Standard Agreement.
- Monthly compliance must be completed.
- Provide a reference for the intern on finishing.
- A four day week internship placement to allow for one day job search activity and training

- The placement will be for a minimum of 20 and maximum of 30 hours per week.
- Assignment of a 'work-buddy' to support the intern during the placement.
- Host Organisation identifies and delivers the specific training required by an intern during the placement.

What are the benefits of taking on an intern?

- An opportunity to contribute through corporate social responsibility to economic recovery.
- An opportunity to give a young unemployed person relevant work experience and skills.
- Access to potential future employees.

Do I pay the intern?

No, the interns on the *First Steps* scheme will receive an allowance of €52.50 per week on top of their social welfare entitlement. This will be payable for the period of the internship by the Department of Social Protection.

How do I get involved and provide a placement under the *First Steps* scheme?

Contact JobsIreland and register your Expression via email to firststeps@welfare.ie.

We will contact you with details of your First Steps opportunities and arrange suitable candidates.

Note: *First Steps* internships will not be advertised publicly.

What happens next?

Once your organisation's *First Steps* placement is advertised, it will be assigned to your local Department of Social Protection Intreo Centre. A Case Officer will then contact you to assist in suitable matches for the *First Steps* position.

Jobseekers that are eligible for *First Steps* and interested in your position will be referred to you for interview.