



IAESTE Ireland



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Important Dates

January

Deadline for receipt of offers to be exchanged at IAESTE Annual Conference

February

Notification of Exchange Country from IAESTE Ireland

March

Receipt of application of nominated student

April—May

Decision of acceptance or rejection of candidate
Re-nomination if required

June onwards

Traineeships begin (unless earlier start date requested)

November

IAESTE Ireland Trainee of the Year Award held



How IAESTE works

Every member of the IAESTE network is committed to establishing offers of training nationally each year, to be exchanged on a reciprocal basis with other members at the IAESTE Annual Conference in January. Each offer received is then matched with one IAESTE applicant, and their credentials sent to the host country and employer. The employer has the final say on acceptance of an applicant for a particular position.

How IAESTE Ireland works

After the Annual Conference in January IAESTE Ireland informs all employers which countries their traineeships were exchanged with. An Irish student then has the opportunity to take up a traineeship in that country. In March, employers receive an application (comprising CV, cover letter, university transcripts and references) from one selected student for the traineeship. The employer has the final say on whether they accept that application. If so, IAESTE Ireland will proceed with arrival arrangements for the trainee. If not, we would ask that you allow the receiving country to re-nominate for the position. Once a student is accepted, IAESTE Ireland will arrange accommodation, visas and permits (if required) in advance of arrival. During the year IAESTE Ireland arranges a number of social activities and excursions for all trainees in Ireland.

For further information, see www.iaeste.ie, www.leargas.ie, www.iaeste.org or contact us using the details on the front of this leaflet.



IAESTE Ireland

Expand the horizons of your workplace with IAESTE



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Is your organisation...

- Looking for well-motivated, well-qualified students for two- to twelve-month technical placements?
- Interested in increasing connections with global companies, universities and professionals?
- Seeking logistical assistance with bringing international trainees to the workplace?
- Keen to provide an Irish student the opportunity to take up a traineeship abroad?

Then IAESTE can help!

IAESTE is the **International Association for the Exchange of Students for Technical Experience**, a not-for-profit organisation which operates in more than 80 countries worldwide. Since its founding in 1948 IAESTE has arranged technical traineeships for over 320,000 students, including more than 2,000 in Ireland. IAESTE trainees are well-qualified, highly-motivated students and are selected in accordance with the employer's needs from a global pool of 30,000 applicants annually. IAESTE arranges accommodation and a social programme for the trainees, as well as looking after all logistical matters such as insurance, visa and work permit administration. Participating in IAESTE means joining a global network of technical students, employers and academics, and making connections with the future business people of the world.

Use IAESTE's 60 years of experience in arranging international traineeships to expand the horizons of your workplace!

IAESTE Ireland

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Ireland has been a member of the IAESTE network since 1962. IAESTE Ireland is managed by the National Agency, Léargas, in partnership with the Department of Education and Science. As IAESTE is a reciprocal exchange programme, each year Ireland both sends and receives students on traineeships. In 2009 Ireland exchanged traineeships with over 20 different countries, from Australia and Canada to Japan and Nigeria.

How can we get involved?

To offer a traineeship, fill in the 'Employer Offer of Training Form' in as much detail as possible and return to IAESTE Ireland. You can specify exactly what level of experience, education and skills are required for the traineeship, as well as any other important details. If you would like to offer more than one traineeship, please just indicate this on the form.

What will it cost?

The only cost involved is the salary of the trainee, which should be in accordance with the current cost of living in Ireland. There is no employer participation fee and all administration fees – including work permit fees – are covered by IAESTE Ireland.

What is the trainees' standard of English?

Very high – the vast majority of IAESTE traineeships worldwide are conducted through English so all trainees must have good language skills as a prerequisite for application. If an exceptionally high level of English is required, e.g. for safety reasons, this can be specified on the offer form.

"Sara is our fourth trainee at this stage; all bring different cultural experiences to the office and I feel the experience is a hugely positive benefit to both the students and employer."

Patrick Rooney & Associates Architects, Dublin



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Where do trainees stay? Are they met on arrival in Ireland?

Accommodation and arrival arrangements are made in advance by IAESTE Ireland. Local student volunteers also provide assistance to the trainees in settling into their new areas.

What if the trainee needs a visa or work permit?

Where a visa to enter Ireland is required, the sending IAESTE country will assist the trainee in obtaining this. Work permits, if necessary, are arranged by IAESTE Ireland directly with the Department of Enterprise, Trade and Employment. **No cost to the employer is involved.**

Can the traineeship period be extended?

Traineeships can usually be extended with the agreement of the employer, trainee and IAESTE Ireland. The only exception is for trainees who require work permits, as these can not be altered or extended under any circumstances.

What country will the trainee be from?

Every traineeship in Ireland is exchanged for a traineeship abroad, which is reserved for an Irish student. As soon as your traineeship is exchanged IAESTE Ireland will inform you which country received it. If you would like a trainee from a particular region, this can be specified on the offer form.

Can I offer a traineeship to a particular student only?

Yes, but this is considered a 'reserved offer' which has a slightly different administrative procedure. Please contact IAESTE Ireland for details.

"We really enjoy bringing people with different backgrounds into our work environment as part of our student intake each year. Thank you for an excellent trainee"
Sligo County Council

