



Learn how to be an inclusive Employer!



Bring the student perspective to your office!



Play an important role in a student's first steps on their career journey!



Meet other passionate employers and be part of this new TCD community!

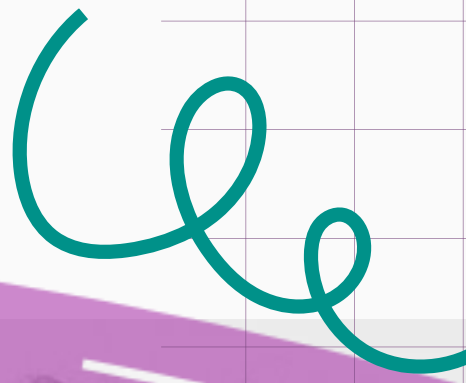
Inclusive Internship Programme

Recruitment open now for interested Inclusive Employers!

Eithne Coleman, Project Lead



Meet the Inclusive Internship Team



Jen O'Connor

Employability Officer



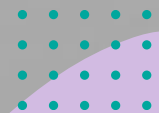
Eithne Coleman

Project Lead



Odhrán Mc Laughlin

Project Administrator



The Inclusive Internship Journey

2020

2 Students Employed

Employment consisted of 2 summer internships within the Disability Service/Hybrid.

2021

7 Students Employed

A further 7 students were employed in the summer on initiatives such as Pre-Orientation & TCD Sense project.

2022

7 Students Employed

Variety in employment settings was introduced this year with our first collaboration with another service on campus, TCD Careers Service.

2023

11 Students Employed

Following the successful collaboration with TCD Careers, further expansion of the programme led to collaborations with the School of Botany, AR, Sport, Day Nursery, and TCD Tours.

2024

25 Students Employed

An amazing 25 students were employed last year across 15 different departments in our Trinity Community.



Benefits, commitments & resources (employer)

Benefits of participation

What you commit to

Resources/Supports



Learn about Disability Inclusion in the Workplace - and put this into practice!



Full internship payment (advised living wage) (€13.50 - €14.75 per hour)

1:1 & peer group support.



Be a part of an important transition for a disabled student. This could be a first and only opportunity for a student to experience the working world before graduating.



Attendance at monthly training.

Workplace profile (introduction to your office resource with photos, Wayfinder video & key information).



Become a part of our **inclusive employer community** & meet other Trinity staff equally passionate about workplace inclusion.



Line management & delivery of reasonable accommodations in worksite for intern.

Worksite assessment (general accessibility & sensory audit & recommendations).



Bring the **student perspective** into your office. Learn from those who are on the receiving end of our services.



Full engagement in activities related to the intern recruitment (i.e., job spec development, interview panel, scoring & feedback), and programme review.



Full training programme (monthly) & Employer Handbook.



Use the skills you have learnt and the resources you have gathered to change everyday employment practices for new members of staff.



Your time & interest!



Employer Induction training (1 day).



“It was wonderful to bring a student perspective into our work; it inspired some really cool and creative pieces of work that we believe will really resonate with the student body.”

Benefits, commitments & resources (intern)

Benefits of participation

What the intern commits to

Resources/Supports

NEW



Learn about the necessary skills required for employment - and put this into practice!



Completion of a 12 week internship programme

1:1 & peer group, & mentor support.



A safe space to learn more about how one might experience disability in the workplace, and importantly, how to navigate work despite challenges.



Attendance at any related internship training or events to include 3 day onboarding programme and celebration event.

Access to the worksite profile and development of own workplace profile (introduction & workplace preference resource).



Become a part of our **inclusive intern community** & learn from the experience of other interns. Our interns make friends for life who can continue to mentor and support beyond the internship timeline!



Engagement in full duties of the role applied for.

Full onboarding programme (3 days)



Engage in work in a field of interest, possibly aligning with University course and future career goals, or delving into a new challenging area of interest.



Full engagement in activities related to feedback and review - supporting us to continue developments of the programme.

Application support (Q&A session, CV clinic & interview training)



Develop the skills necessary to maintain health & wellbeing both within and outside of the workplace. Learn about work/life balance, living independently, or budgeting your first paycheck.



Time & interest!

Individualised support through optional needs assessment, employment officer and occupational therapy support with availability of AT if required.



Certificate presentation from the Provost!



“I feel that I definitely benefited from the internship programme in many ways. It allowed me to gain experience in a work environment, explore a career area that interests me and build my personal development skills.”



Internship Timeline

Training Dates

Once a month for 1 hour during lunch on the 1st Friday of every month as follows:

- 7th February
- 7th March
- 4th April
- 2nd May

Employer Recruitment

November - January
Deadline: January 31st



Applicant Interviews

Deadline: Notify Candidates 28th March
Interviews Commence: 3rd April
Interviews Finish: 11th April



Completion

Celebration Event August 29th



Applications

Deadline: Job Specs February 21st
Applications Open: 3rd March
Applications Close: 21st March



Onboarding

Employer Onboarding: 3rd June
Intern Onboarding: 4th June - 6th June
Internship Commences: 4th June





Your Impact

Intern Experience: Case Study

Intern Profile

- Final Year Undergraduate Student
- No previous office employment experience
- No previous interview experience

Initial Concerns

- Ability to self-advocate and be heard by employers, should a concern arise
- Managing the sensory environment
- Learning the 'social rules' of the office environment

Employer Onboarding Engagement

- Employer completed a full environmental profile, providing the student with photos, videos, sensory and accessibility information about the office and staff before internship.

Meaningful Employer Engagement

Supported Disclosure

Shortly into the internship, the intern realised that there were challenges with the sensory environment that were impacting their health. Spoke to the DS regarding how to approach disclosure of disability with trusted line manager.

Proposal of Accommodations

Completion of a Workplace Passport and sharing of this with line manager in line with intern's preferences regarding disclosure.

Continuous Communication

Both the intern and the employer (together and individually) continued to communicate with the DS and supports evolved naturally.

Outcomes

- Successful completion of a 12-week, full-time Internship programme.
- Intern was initially asked to stay on in their role before being offered full-time employment.
- Intern will be an Intern Mentor for the 2025 Programme.
- Intern gained invaluable self-insight into themselves and the unique perspective their disability can offer the world.



What staff say about the internships

“I've learned the importance of utilising interview accommodations to ensure fairness and inclusivity for all candidates”

“It was wonderful to bring a student perspective into our work; it inspired some really cool and creative pieces of work that we believe will really resonate with the student body.”

“I think also, we have more diversity within our staff that we may not know about, so it was really great to be able to open up conversations around different ways of working which could be available to all staff.”



“The pre-internship training on inclusivity was really helpful and insightful.”
“.. their warm character has been a very welcome addition to the team.”
“It has been lovely seeing them grow from strength to strength in their confidence and communication with other interns and the team.”

Next Steps: How to get involved

Identify labour gap

Liaise with team on summer resources and potential gap in labour or project interest.

Funding Search

Secure funding sources to support internship (€5/6000).

Nominate PoC

Identify a staff member who will be responsible for line management and liaison with the Employment team.

Complete Interest Form

Ready to commit? Complete the attached interest form and commitment form by Jan 31st

1

2

3

4



Email us or meet with a member of the team:

dsemploy@tcd.ie