



The AHEAD WAM Programme

Civil Service Placements 2019 Information Pack



**An Roinn Gnóthaí Fostaíochta
agus Coimirce Sóisialaí**
Department of Employment Affairs
and Social Protection



publicjobs.ie
An tSeirbhís um Cheapacháin Phoiblí
Public Appointments Service

What is The WAM Programme?

WAM (Willing Able Mentoring) is an initiative of AHEAD. AHEAD (the Association for Higher Education Access and Disability) is an independent non-profit organization working to promote full access to and participation in further and higher education for students with disabilities and to enhance their employment prospects on graduation.

The central objective of WAM is to promote a more inclusive labour market for graduates with disabilities. Over the last number of years WAM has developed a new and innovative mechanism for assisting graduates with disabilities to bridge the gap between college and work. This is achieved through the provision of paid and mentored work placements, which participating employers in WAM provide for graduates with disabilities. To this end WAM seeks to provide career opportunities in the mainstream world of work and successful candidates must be willing and ready to undertake the full time roles as offered.

For graduates, WAM offers valuable experience in a real work setting (relevant to qualifications) and assists in the development of social and networking skills all the while receiving ongoing support and guidance in the form of a mentoring program. All successful candidates will be assigned a mentor within the organisation that they are placed. This will be someone who works within the company, but is not their manager. Both candidate and mentor will receive training prior to placement start, where more information and guidelines will be given.

More information on the AHEAD WAM Programme is available on our website - www.ahead.ie/wam. Please ensure you read all of our **Rules & FAQs** - <http://www.ahead.ie/wam-faqs>.

What is the Public Appointments Service (PAS)?

The Public Appointments Service (PAS) is the centralised provider of recruitment, assessment and selection services for the Civil Service. The PAS also provide recruitment and consultancy services to local authorities, the Health Service Executive, An Garda Síochána and other public bodies. The PAS provides assessment and selection services to AHEAD in relation to the WAM project.

The PAS shortlists candidate applications and organises interviews to establish a panel of successful candidates that may be placed into positions arising from this project. Please note that selection Panel Status does not automatically imply the offer of a placement.

Applying to the WAM Programme

Do I qualify?

In order to qualify for the **Civil Service Placements 2019**, applicants must:

- Have a disability/specific learning difficulty;
- Have achieved a primary honours degree, at least Level 8 on the National Framework of Qualifications before 30th June 2019.
- Be a member of the European Economic Area (EEA)
- Be available and ready to undertake a **full-time, graduate level work** placement from July 2019.
- Have relevant skills such as IT and Administration and Project Management

Application Process:

1. You must complete an application form which is available from our website – www.ahead.ie/csplacements and submit the completed application form using your online account on WAMWorks at www.ahead.ie/wamworks
2. Applications forms are screened by WAM to ensure that they meet the requirements outlined above;
3. Successfully screened application forms will then be forwarded onto the Public Appointments Service (PAS) who will select candidates for interview;
4. Successful interview candidates will then be placed on a selection panel by the PAS. This panel is valid until the next panel is formed or AHEAD disband the panel. Placements may commence at any stage throughout this period.
5. Successful panel candidates' applications are then sent to the relevant departments for consideration.
6. Departments may choose to hold second round interviews;
7. Successful candidate will be offered a position;
8. A comprehensive needs assessment is conducted before candidate takes up a position. The offer of a placement is on the condition that a successful needs assessment is conducted and recommendations can be implemented by the employer subject to the terms and conditions outlined in the needs assessment. .

Please Note:

As there are a limited number of placements on offer, not all candidates will be successful in their application. Where the number of applicants on the panel exceeds the number of placements available, success at interview with PAS does not guarantee an offer of a placement.

In certain instances positions may arise where specialist skills or experience is required e.g. accounts, language skills, etc. Suitable candidates may be selected for the purpose of filling such vacancies.

Stage by Stage Application Process

Application Stage

- Complete Application Form and submit your completed application using your online account on our graduate database- www.ahead.ie/wamworks
- Application forms are screened by WAM for required educational qualifications and membership of EEA.
- Successfully screened application forms are sent to the Public Appointments Service (PAS) who select candidates for interview

Interview Stage

- Successful screened candidates are placed on a selection panel by PAS
- As placements become available, candidates are matched to roles
- Departments hold second round interviews

Placement Stage

- Successful candidates may be offered a position
- A comprehensive needs assessment is conducted before a candidate takes up the position
- Candidate commences placement subject to the needs assessment

It is the intention of the programme to ensure that all processes are fair, equitable and in line with the best recruitment and selection practices. Placements will commence from July 2019.

All documentation provided can be made available in alternative formats on request.

If you have any queries, require any further information or assistance during this process, please contact the WAM Team at wam@ahead.ie or telephone 01 716 8844 or text 086 739 9971 and we will do our best to assist you.