

## **Computing and Engineering Programme (CESP) Employer Application Form** **guidelines**

The Department for Employment and Learning (DEL) aims to promote learning and skills, to prepare people for work and to support the economy. The Department's main objectives are to:

- promote economic, social and personal development through high quality learning, research and skills training; and
- help people into employment and promote good employment practices.

The Department's two main customer groups are;

- individuals seeking to improve their levels of skills and qualifications or who require support and guidance to progress towards employment; and
- businesses in both the public and private sectors.

DEL works with stakeholders to meet the skill needs of employers, employees and jobseekers, to assist improved productivity in the economy and help people take advantage of the opportunity to learn and acquire new skills.

This programme offers funding for scholarships in Computing or Engineering. It is a partnership between the employer and the Department to provide a financial incentive and work experience to an undergraduate student.

Applications are invited from Northern Ireland employers who can offer a Computing or Engineering work placement within their business. The Department would particularly welcome applications from businesses with less than 250 employees.

The following information is required:

Section 1 – Company details

Section 2 – Work the student will undertake

Section 3 – Processes currently in place / to be put in place

Section 4 – Benefits to the company and additional information

One aim of the scholarship programme is to increase the employability skills of the student. It is therefore recommended that when you are completing the form you specify how you will work with the student to improve their communication, teamwork, planning and problem solving skills.

You must provide sufficient detail when completing the form to allow a panel (made up of representatives from DEL, Queens University and the University of Ulster) to assess how your company can meet the requirements necessary to deliver the work experience and skills to the undergraduate student.

The following are the essential criteria which will be given individual marks by the panel:

- **Give a description of the work the student will undertake during their placement year;**
- **How are you going to structure the student's placement year with the company? Give details of the work the student will be doing;**
- **How are you going to structure the student's summer placements with the company? Give details of the work the student will be doing;**
- **What selection criteria will you use to select the student from the applications you receive;**
- **Please outline the Induction plan you will have in place for the student;**
- **Please give details of the mentoring arrangements you will have in place for the student; and**

If there is a requirement to shortlist applicants then in addition to satisfying the essential criteria the following desirable criteria will be considered and given individual marks by the panel: :

- **In addition to the placement year and summer placements are you in a position to offer the student any further work based experience;**
- **Will there be any enhanced opportunities for the student beyond work experience;**
- **Can you give details of any other plans you have in place to support the student**
- **How will you keep in touch with the student when they are at University and not working in your company;**

- **What benefits will your company get by participating in this scheme; and**
- **Section 4 additional information**

It is essential that you clearly demonstrate in the application form how and to what extent your company meets each of the essential criteria and the desirable criteria.

Only evidence presented against each specific criterion on the application form will be considered when deciding eligibility against that criterion. The panel will not 'read across' to relate information provided under one criterion to satisfy the conditions of another.

If you do not clearly demonstrate in the application form that you meet all the essential criteria, and if necessary the desirable criteria, it is unlikely your application will be successful.

Successful applicants will be contact by Queens University or the University of Ulster to discuss the implementation of the scholarship.

Closing date for applications is **4 December 2015.**

Return completed application forms via post or e-mail [george.wilson@delni.gov.uk](mailto:george.wilson@delni.gov.uk) to:

George Wilson

Department for Employment and Learning

Adelaide House

39-49 Adelaide Street

Belfast

BT2 8FD

-----  
For further information contact:

Michaela Black, University of Ulster, [mm.black@ulster.ac.uk](mailto:mm.black@ulster.ac.uk), 02870 123701

Trevor Johnston, Queens University, [t.johnston@qub.ac.uk](mailto:t.johnston@qub.ac.uk), 02890 971164

George Wilson, Department for Employment and Learning,  
[george.wilson@delni.gov.uk](mailto:george.wilson@delni.gov.uk), 02890 905334