



SEQ TRAINING ACADEMY LIMITED



#WPEP-2447665



Unit 11A, Block 4, Ashbourne Bus Pk,
Ashbourne, Co. Meath, A84 W290



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



18/05/2026



13/07/2026

How to apply

Application Method :

This programme is for jobseekers that are in receipt of a qualifying social welfare payment and those transferring from a social welfare scheme. Full eligibility details are available [here](#)



Open your camera app & point here to view this ad online



Administrative & Content Support Assistant - WPEP Scheme

Application Details

This Work Placement Experience Programme provides Participants with an opportunity to gain meaningful work experience, learning and training while on the programme. This programme is for jobseekers who are in receipt of qualifying social welfare payments and those transferring from a social welfare scheme or an ETB Training Allowance. Your eligibility for this programme will be verified by the Department as part of the application process.

Job Description

SEQ Group is offering an exciting work placement for a participant who wants to build real-world office experience. This role is perfect for someone eager to develop practical skills in administration, organisation, and light creative tasks.

What You'll Learn & Do

You'll work closely learning from the team and gain hands-on experience in areas such as:

- General Office Administration Assist with day-to-day tasks that keep the office running smoothly.
- Organising Files & Documents Learn how to manage digital and physical records in a professional environment.
- Scheduling & Coordination Support the team with basic scheduling, planning, and coordination activities.
- Data Entry & System Updates Gain confidence using business systems and handling simple data tasks.
- Social Media Support Help brainstorm content ideas and assist with posting updates.
- Document & Report Preparation Learn how to create simple documents and reports when needed.

Role Description

This is a training and work experience opportunity; no prior experience in this role is necessary. Accredited and/or sector recognised training will be provided to support your placement. Participants are eligible to participate in the WPEP QQI Work Experience Module which was developed by the Education & Training Boards in collaboration with the Department of Social Protection. This optional module will fulfil your accredited training requirements for the WPEP.

Formal Training

- Customer service

- Microsoft 365: Word
- Microsoft 365: Excel
- Communication Skills 101

Informal Training

- Data Entry & Office Administration Skills
- Office Software: Email, Scheduling & Document Handling
- Phone Systems & Call Handling
- Document & Report Preparation
- **Sector:** administrative and support service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years): 0**