



Co Wexford Community Workshop New Ross

CLG t/a Cumas New Ross



#WPEP-2466867



CUMAS, The Quay, New Ross, Co. Wexford,

Y34 AH33



No of positions : 2



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



02/09/2026



28/10/2026

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](#)



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Picture Framing 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

Cumas Design is an enterprise operated by Cumas New Ross. The enterprise provides a range of services including picture framing, trophies and awards, engraving, craft retail and community-based retail services.

This placement offers the participant an opportunity to gain practical, mentored experience in a working picture framing and creative production environment. The participant will work alongside experienced staff and will be supported to learn about picture framing materials, workshop routines, customer orders, production preparation, safe work practices and the wider operation of a creative enterprise.

This is a work experience and training placement. No previous experience in picture framing is required. The participant will receive guidance, supervision, and regular feedback throughout the placement. A learning plan will be developed to support the participant's progress, and skills/competencies will be reviewed and documented regularly during the placement.

Purpose of the Placement -The purpose of the placement is to provide structured on-the-job learning in a picture framing and creative production setting. The participant will gain exposure to the different stages involved in preparing, assembling, and completing bespoke picture framing orders.

The placement will support the participant to develop practical workplace skills, customer service awareness, attention to detail, health and safety awareness, communication skills and confidence in a supported production environment.

The participant will assist and learn under supervision and will not be expected to work independently without appropriate training and guidance.

Participant Profile -This placement would suit a person who is interested in gaining experience in picture framing, creative production, craft, retail, social enterprise, workshop practice or customer-

facing production services.

It may be suitable for someone who enjoys practical tasks, has an interest in working with their hands, and would like to develop workplace confidence in a supportive team environment.

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 / structured training areas:

- Workplace induction
- Health and safety in the workplace
- Manual handling, where appropriate
- Customer service
- Basic digital skills or Microsoft Office, where relevant
- GDPR and confidentiality awareness
- Workplace communication and team participation

Informal / on-the-job training areas:

- Introduction to picture framing materials and terminology
- Framing workshop routines and safe work practices
- Measuring and recording customer orders with supervision
- Understanding moulding, mountboard, backing board and glass/acrylic options
- Preparing materials for framing jobs
- Assisting with assembly and finishing processes with supervision
- Workshop organisation and stock storage
- Finished goods preparation and packaging
- Customer service linked to picture framing orders
- Understanding the role of picture framing within the enterprise

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

Career Level

- Not Required

Candidate Requirements

(Essential)

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