



ABBEY BUSINESS SOLUTIONS (ABS)
LIMITED



#WPEP-2470623



Ash Suite, Durrow Road, Abbeyleix, Co. Laois,
R32 VE24



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



28/09/2026



23/11/2026

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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Administrative 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

Abbey Business Solutions (ABS) is seeking an enthusiastic and organised individual to join our team through the Work Placement Experience Programme (WPEP).

This placement will provide practical, hands-on experience in a professional business environment, with a strong focus on developing administrative, organisational, communication and digital office skills.

The participant will work alongside experienced team members and receive ongoing training, mentoring and support in general office administration, preparing documents and correspondence, data entry, maintaining electronic records and filing systems, updating spreadsheets and databases, customer and supplier administration, and managing routine business correspondence.

The participant will gain practical experience using Microsoft Word, Excel, Outlook and other business systems, while developing an understanding of GDPR, confidentiality, compliance procedures, data protection and secure document management.

As part of their wider administrative experience, the participant will also receive introductory exposure to finance administration, including invoice administration, organising supporting documentation and maintaining business records.

No previous experience is required. The placement will help develop transferable skills in organisation, attention to detail, professional communication, time management, teamwork and confidence within a professional office environment.

Role Description

The participant will receive 60 hours of structured training, consisting of 20 hours formal/sector-recognised training and 40 hours supervised on-the-job/general training.

FORMAL / SECTOR-RECOGNISED TRAINING – 20 HOURS

- Microsoft 365 / Digital Workplace Skills – 6 hrs

Provider: SOLAS eCollege / Microsoft

Training in Word, Excel, Outlook and digital workplace applications relevant to office administration.

- GDPR & Data Protection – 3 hrs

Provider: IACT

GDPR principles, confidentiality, secure handling of personal/business information and data protection responsibilities.

- Customer Service & Professional Communication – 4 hrs

Provider: SOLAS / ETB (FET)

Professional communication, customer service, telephone/email etiquette and handling enquiries.

- AML, CFT & Financial Sanctions – 3 hrs

Provider: La Touche Training

- AML/CFT fundamentals, customer due diligence, sanctions awareness and compliance record keeping.

- Introduction to Xero – 2 hrs

Provider: Xero

Introductory training in Xero and how accounting software supports business administration and record keeping.

- Business / Office Administration Skills – 2 hrs

Provider: SOLAS / ETB

Core administrative skills, organisation, managing information and professional office practices.

Total Formal Training: 20 Hour

GENERAL TRAINING – 40 HOURS

- General Office Administration – 8 hrs: Office procedures, correspondence, administrative tasks, workload organisation and general business support.

- Microsoft 365 & Digital Administration – 6 hrs: Practical use of Word, Excel and Outlook, document preparation, spreadsheets and email management.

- Business Communication & Customer Service – 5 hrs: Professional correspondence, telephone communication and dealing with client/customer/supplier enquiries.

- Document & Records Management – 5 hrs: Electronic filing, maintaining records, document organisation, retrieval and secure information handling.

- Data Entry & Business Systems – 4 hrs: Data entry, spreadsheets, databases, internal records and use of business systems.

- Compliance, GDPR & Confidentiality – 5 hrs: Applying compliance procedures, GDPR, confidentiality, secure document handling, record keeping and escalation procedures.

- Finance Administration Taster – 3 hrs: Invoice administration, supporting documentation,

financial records and introductory use of accounting software.

- Task Management & Professional Development – 4 hrs: Prioritising workloads, deadlines, teamwork, problem-solving, attention to detail and professional workplace skills.

The primary focus is developing broad administrative and business support skills, with introductory exposure to compliance and finance administration.

- **Sector:** administrative and support service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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