



# **Scoil Mhuire Work Experience Policy**

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## **Policy Statement**

### **Introduction**

*Transition Year (TY) is an optional one-year programme offered to students who have completed the Junior Certificate. It is a bridge between the Junior and Leaving Certificate and offers students the opportunity to mature and develop without the pressure of an examination. At the same time, tuition in all the core subjects is maintained and recorded on school reports.*

*Leaving Cert Applied (LCA) is a two-year Leaving Certificate programme available to students who wish to follow a practical leaving certificate with a vocational focus. The emphasis is on preparation for the world of work and life-long learning. Work experience is a significant component of the programme and students get to sample a range of jobs.*

*Leaving Cert Vocational Programme (LCVP) is a two-year Programme designed to give a strong vocational dimension to the Leaving Certificate (established). The programme combines the academic study with a focus on self-directed learning, enterprise, work and the community. Typically, LCVP students take seven Leaving Certificate Subjects plus the Link Modules. The World of Work module provides students with valuable practical experience of work and careers. Scoil Mhuire recognises the value of work experience as part of the overall programme of study. It is designed to encourage social development and appreciates the need for students to grow in independence and engage in society and the workplace for future success.*

### **Purpose**

*The purpose of this policy is to define the work experience element of the Programmes offered to Scoil Mhuire students. It outlines the role and responsibilities of teachers, students and parents/ guardians. These Programmes are designed with best practice benchmarking to engage students and provide learning opportunities in school, in the world or work and in society.*

### **Scope**

*The policy applies to Students, Parents/Guardians and Teachers when engaging in the work experience elements of the*

*Transition Year (TY) Programme  
Leaving Cert Applied (LCA) and  
Leaving Cert Vocational Programme (LCVP).*

### **Placement**

*Students are required to prepare for work experience, gain their own placement and complete all documentation in line with roles and responsibilities. Scoil Mhuire provides TY students with the opportunity for two scheduled block placements. Two weeks in November and two weeks in May. LCA students are on placement one day per week and LCVP students are on placements a number of days during the school year.*

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*Some TY Specific Programmes operate outside these designated block placement weeks. Where possible, the school will try to facilitate students who apply in writing to the TY Co-ordinator at least 2 weeks prior to the placement date. No placement is guaranteed, and only placements with prior agreement with the TY Co-ordinator may be taken up by the student.*

### ***Benefits of work experience for Students***

*The work experience programme provides students with an opportunity to:*

- *Engage in a variety of tasks and observe professionals completing tasks to a high standard in the workplace.*
- *Enhance their knowledge and understanding and prepare them for the world of work.*
- *Gain valuable feedback on how they perform.*

*Understanding the standards required in the world of work, the knowledge needed to do the job and the behaviours required to deliver a strong performance, come together to provide students with the opportunity to build skills for future success.*

*Furthermore, it is a learning experience to assist in*

- *Evaluating areas of work that may be of interest to them and trying it out.*
- *Identifying a potential career path and the qualifications needed.*
- *Building skills and discover personal strengths in a work environment.*
- *Growing in self-confidence.*
- *Making an informed decision on subject choice for Senior Cycle.*

### ***Benefits of work experience for Sponsors/Employers***

*The work experience programme provides Sponsors/Employers with an opportunity to:*

- *Engage in the career development of students.*
- *Assist students in evaluating potential future studies and career routes.*
- *Enhance their corporate and social responsibility and profile in the community.*
- *Provide valuable coaching and people management skills for their staff.*

### ***Roles and Responsibilities***

*Prior to the commencement of the school Year, usually by the end of May, Students and parents/guardians will be given an outline of each programme by the Co-coordinators of the programmes and encouraged to plan for work experience placements.*

*Preparation for the work experience programme will be undertaken in class from September and delivered by the relevant teacher.*

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**The Co-ordinators of the programmes** are responsible for the TY, LCA and LCVP Work Experience Programmes as follows;

- The provision and delivery of all school presentation materials for students and parents/guardians.
- Updates to the relevant sections of the school website.
- Documentation required for the Programmes.
- Ongoing communications and queries from Students, Parents/Guardians and Employers/Sponsors.
- Any follow-up communications with Parents/Guardians.
- Sanction work experience requests from Students that are outside the school allocated block days/weeks.
- Review feedback with the relevant teacher on employer/sponsor evaluations and student reflections.
- Manage the safe storage of all documentation in line with GDPR guidelines.

The **Principal** organises Garda Vetting applications on receipt of completed forms from students, co-ordinated by Programme Co-ordinators.

**Parents/Guardians** are responsible for their daughter while out of school on work experience placements.

- To ensure the work experience placement is suitable for the student and that appropriate garda vetting is in place.
- To acquire full contact details of the employer.
- To know the working hours and location of work experience for each day.
- To alert the school to any potential problems with the placement immediately.
- To ensure that all documentation requiring signature(s) is completed at least two weeks prior to the work experience placement.
- To inform the school of student absences from work placements

**Students** will find their own work placement and prepare documentation on time. Students contacting sponsors/employers will be given the following documents that they must be responsible for pre, during and post placement.

Letter of Introduction from Scoil Mhuire for the Sponsor/Employer

- a) Insurance cover letter for the Sponsor/Employer covering the student on school pre-approved work experience.
- b) Garda Vetting form if working with children or vulnerable adults.

Student to complete the Garda Vetting Form and return to the school, ensuring adequate time given for processing. Students must be 16 years old to complete the vetting application.

c) *Work Experience Details form*

*Completed by Student and given to the school at least 2 weeks prior to the commencement of work experience.*

d) *Daily Learning Reflective Practice Journal*

*Completed by the student each day of work experience placement and brought to class the first day back in school.*

e) *Work Experience Report*

*Student to ask the Sponsor/Employer to complete the report at the end of work experience and then given to the school on the first day of return in hard copy or by email.*

*Note: Students in LCA and LCVP, in addition, need to get their Work Experience log signed by the Sponsor/Employer and brought to class after each placement.*

**Students** are responsible for showing initiative and following instructions by the employer and to take the opportunity to learn about the field of work involved in the work experience.

- *Learning - A journal of daily learning experiences to be recorded for review in the relevant class.*
- *Attendance – punctual attendance is required during normal working hours with days and hours agreed with the sponsor/employer. Any requirement to be absent must follow the school attendance policy. Both the school and Sponsor/employer is contacted by the student, by phone prior to the start time of work and a doctor's cert given to the school.*
- *Dress Code – All students must ensure they are aware of the dress code policy for each of their work experience placements in advance and adhere to the requirements particularly where health and safety may have specific requirements.*
- *Confidentiality – Students must respect all employer and customer information and are strictly bound by confidentiality during and after work experience placement.*
- *Documentation – Students are required to prepare, complete and collect all work experience documentation and in addition the Work Experience Log for LCA and LCVP students.*
- *Duty of Care - Should students experience any difficulties during work experience they should contact the appropriate Programme Co-ordinators immediately.*

The **relevant teacher** is responsible for the implementation and follow-up of the work experience programme.

- *Prepare students for the work experience placements*
- *Distribute student packs with work experience documents*
- *Ensure all documents are collected prior to work experience placement commencement date.*
- *Contact the employers during the work experience placements to ensure the placement is working well.*
- *Collect and review all employer feedback forms for the Programme Co-ordinators.*
- *Facilitate reflective practice with students on their specific experience and what they have learnt.*

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- *Ensure students update their Curriculum Vitae.*
  - *Allow students time to write thank you letters to employers/sponsors.*
  - *Provide relevant assessment/evaluation/credits for each student in line with the overall Scoil Mhuire school report.*

Approved: 10<sup>th</sup> June 2019

Date for Review: June 2021

