

Work Experience Dates:

Work experience is a major part of your Transition Year. The responsibility is on you the student to organise your own placements.

Week 1: 14th - 18th November 2022

Week 2: 21st - 25th November 2022

Week 3: 24th - 28th April 2023

Week 4: 2nd - 5th May 2023

“Education through experience of adult and working life as a basis for personal development and maturity...”

This is one of the key aims of the Transition Year Programme.

Essentially, work experience required is hoped to provide our TY students with a taste of the world of work. It will also provide your son with the opportunity to explore different career paths. The goal is to encourage them to learn about the individual careers by reflecting on their experiences throughout the four weeks of work experience.

We encourage your son to research a particular career choice before he approaches any possible employer. Once he has decided upon a particular work experience possibility, it is important he researches possible employers in his local area. We also encourage your son to travel further afield and stay with relatives if the opportunity presents itself.

We have developed strong ties with local businesses within Mullingar. We have found many businesses are very positive and supportive towards our school and students. It is extremely important that all possible employers and their customers are treated with the utmost of respect. Your son is a representative of our school throughout his work experience.

Students are not paid for work experience. They are monitored by the school and assessed by the employer. After each day of work experience students are required to update their work experience journal which assesses what you have learned from your work experience.

eVetting for TY Students

Section 12 of the Vetting Act 2016 places a statutory obligation on school authorities to obtain a vetting disclosure from the Bureau prior to the employment, contract, permission or placement of a person to undertake relevant work or activities with children or vulnerable persons.

This applies to all students aged over 16.

As the majority of our TY students have the opportunity to take part in the Primary Work Placement and may undertake a Community Care placement with vulnerable adults, they all must go through the eVetting process once they reach the age of 16.

How it works

1. Once they turn 16, students fill in the NVB1 form and parents fill in the NVB3 form. These forms are returned to the school along with current proof of address.
2. Principal confirms the student's identity and proof of address and forwards the application to the JMB
3. JMB will email the student's parent with a link to complete the eVetting process
4. Students complete the eVetting process online and submit it to the JMB
5. The National Vetting Bureau will process the application and will issue a vetting disclosure to JMB who will forward it to the School Principal.

Forms

These forms have been distributed and should be returned to the TYP Coordinator as soon as possible. All communication regarding work experience will be completed through the school email account or Google classroom.

Copies of both forms are also available in the school office if required. Please note the Garda Vetting Service do not accept photocopied forms.

Insurance

While on work placement it will be important to your employer to know that you are covered by Coláiste Mhuire's insurance policy. A copy of our insurance policy indemnity is included in the Work Experience Pack. Should your employer request a specific letter of insurance in which you are personally named, these are available on application to the TY Coordinator. Two weeks notice is required to ensure insurance letters are received in good time.

Guidelines for securing placements

Before you embark on your work experience in Transition Year, please ensure that you have followed the guidelines outlined below.

- Thoroughly investigate potential careers which you may want to pursue after you finish School/ Apprenticeship/ College/ University.
- Research local companies and businesses that can provide you with a worthwhile work placement. Local business directories and online searches will help you locate potential employers.
- Prepare a cover letter and your Curriculum Vitae, adapted to the requirements of the placement you would like to apply for.
- Contact potential employers. Provide them with your cover letter, CV and a copy of the Letter of Confirmation provided by the the TY Coordinator. Provide references if requested.
- If you do not hear back within a reasonable time you may need to follow up with a phone call or a visit to the premises. You may need to apply to several places before you are successful.
- When you have secured a placement, fill out the Placement Details form.

- It is very important to establish details of start/ finish times, breaks, lunch, dress code, health and safety requirements, supervisor's name and any equipment required with the employer prior to the start of the placement. It is also a key requirement to ensure that public health guidelines are being adhered to, and that if specific PPE is required, that the student gets this.
- In all your dealings with potential employers be polite, respectful and grateful. Remember it is they who are doing you a favour - not the other way around. If they find your attitude positive, they will be more likely to provide similar placements in the future.
- On the final day of the placement you are required to provide your employer with a copy of the Work Experience Employers Report form. Your employer will evaluate your progress over the period of the placement and provide you with valuable feedback. This too should be filed in your TY Portfolio on return to school.

Checklist

- Letter of application • Letter of confirmation from the school (This letter confirms you are a full time TYP student of Coláiste Mhuire. provided by the TY Coordinator
- Your curriculum vitae

Work Experience Pack

Before you leave the school to embark on a fantastic week of Work Experience you must have completed all of the required details. You will be provided with the following items:

- A letter to your Employer from your TY Coordinator, thanking them for this opportunity
- A copy of Coláiste Mhuire's Insurance Policy
- An appraisal form to be completed by your employer at the end of the week
- An envelope, addressed to your TY Coordinator It is important to remind your employer to complete the Work Experience Appraisal Form. Along with your Work Experience Daily Report, the Appraisal will be added to your TY Portfolio.