



**Scoil Dara**



**Kilcock**



**WORK EXPERIENCE**

**HANDBOOK FOR EMPLOYERS**

## Message from the Coordinator

Dear Employer,

Thank you for providing work experience for one of our Transition Year students.

The work experience you are generously providing will play a significant part in the learning opportunities for this student. One of the strengths of the Transition Year programme is that, through the generosity of people like you, students have the opportunity to experience the world of work.

The world of work is a rich environment for a student. So much can be learned about work, work practices, people and the needs of society. Our students will be encouraged to be good learners in their places of work.

Please do not hesitate to contact the school if you have any query, question, observation or suggestion. We will be delighted to hear from you and to be influenced by your suggestions and observations. The generosity, support and enthusiasm of employers towards our students in work placement contributes greatly to the success of the Transition Year programme. The whole school community and parents are very grateful and deeply appreciative of this support and of the opportunities provided for students.

Work experience is undertaken on the Friday of each week, with the times of starting and finishing being agreed between the employer and the student. Work experience placements will consist of a block of ten (10) Fridays.

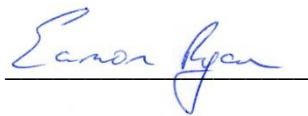
As an employer you will want to know:

1. **The school insurance policy held by the school indemnifies the Board of Management against their legal liabilities for the participation of students in the work experience programme.** Employers who provide opportunities for work experience are normally indemnified by their own insurance policies without additional charge. Please check this matter with your insurer. It is normal practice within the insurance industry for insurers to provide the appropriate indemnity to employers who facilitate work experience programmes. Moreover, our experience has been that insurers make no additional charge for including students under an employer's policy. However, should an additional charge be levied, the Board of Management will reimburse the employer.

2. The school will closely monitor the progress of each student while on work experience and any communication from an employer will receive immediate attention.
3. At the end of the period of work experience the employer will be requested to fill out a simple evaluation form indicating how the student performed while on work experience.

Thank you for your attention and, in particular, for your valued assistance now and in the past.

Yours sincerely,

A handwritten signature in blue ink, reading "Eamon Ryan", is written over a horizontal line.

Eamon Ryan

Programme Coordinator  
Scoil Dara  
eamonryan@scoildara.ie

Scoil Dara  
Church Street  
Kilcock  
Co Kildare

28th August 2018

Insured Name: Scoil Dara  
Policy Number: CE RES 4079131

Dear Principal,

We refer to your recent enquiry and can confirm that we will provide cover to the Insured for legal liability (as defined under the Public Liability Section Insuring Clause) in accordance with Extension 8 Work Experience Schemes of this Section.

We will also indemnify any employer participating in a work experience scheme organised by the Insured in line with Extension 8 as long as the employer is also subject to the terms, Definitions, Exclusions and Conditions of the Policy.

The Public Liability limit of indemnity is €30,000,000 in respect of any one Event.

The period of insurance is from 01/09/2018 to 31/08/2019.

Cover is subject always to the terms, Definitions, Conditions, Exclusions and limitations of the Policy.

Please contact us if you have any queries.

Yours sincerely,

Adam Penrose  
Religious Education Team

## **GUIDELINES FOR EMPLOYERS**

1. Employers should be satisfied that they have all the necessary details about the student that they require. Each student will present his / her work experience employer with a Personal Details sheet which is likely to provide all the information that an employer would require.

2. **On the First Day of Work Experience** (or before work experience begins)

The employer or representative should meet with the student and:

- (a) Agree with the student the starting and finishing times, break times and the work duties
- (b) Introduce the student to the relevant other staff members
- (c) Inform that student of any special rules, work practices etc
- (d) Brief the student on relevant health and safety procedures

3. **Work for Students**

Every employer / supervisor will want to:

- (a) Plan a variety of tasks appropriate to the student and useful to the employer
- (b) Provide suitable instruction / demonstration on tasks on which the student will be engaged
- (c) Explain any special arrangements, e.g uniform, protective clothing, reception, security etc
- (d) Provide clear guidelines for the student on tasks which the student should not engage in

4. **Mentor System**

An employer may consider it appropriate to arrange that a member of staff is assigned to mentor and liaise with the work experience student. The person would:

- (a) Be available to answer the student's questions
- (b) Provide the student with feedback as appropriate during the work experience placement
- (c) In consultation with the employer, complete and return the school's written report.

## WORK EXPERIENCE DATES 2018-2019

Session 1		
1	Friday	7 <sup>th</sup> Sept
2	Friday	14 <sup>th</sup> Sept
3	Friday	21 <sup>st</sup> Sept
4	Friday	28 <sup>th</sup> Sept
5	Friday	5 <sup>th</sup> Oct
6	Friday	12 <sup>th</sup> Oct
7	Friday	19 <sup>th</sup> Oct
8	Friday	26 <sup>th</sup> Oct
9	Friday	9 <sup>th</sup> Nov
10	Friday	16 <sup>th</sup> Nov

Session 2		
1	Friday	23 <sup>rd</sup> Nov
2	Friday	30 <sup>th</sup> Nov
3	Friday	7 <sup>th</sup> Dec
4	Friday	14 <sup>th</sup> Dec
5	Friday	21 <sup>st</sup> Dec
6	Friday	11 <sup>th</sup> Jan
7	Friday	18 <sup>th</sup> Jan
8	Friday	25 <sup>th</sup> Jan
9	Friday	1 <sup>st</sup> Feb
10	Friday	8 <sup>th</sup> Feb

Session 3		
1	Friday	15 <sup>th</sup> Feb
2	Friday	1 <sup>st</sup> March
3	Friday	8 <sup>th</sup> March
4	Friday	15 <sup>th</sup> March
5	Friday	22 <sup>nd</sup> March
6	Friday	29 <sup>th</sup> March
7	Friday	5 <sup>th</sup> April
8	Friday	12 <sup>th</sup> April
9	Friday	3 <sup>rd</sup> May
10	Friday	10 <sup>th</sup> May

## **WHAT STUDENTS HAVE BEEN TOLD ABOUT WORK EXPERIENCE**

Students have been given the following instructions and advice regarding their work placement:

**1. Details To Employer**

Each student will provide the employer with the **Student Personal Details** form. This form provides details of the student's name, address, parent/guardian contact details, and the school contact details.

**2. Attendance**

Students must attend at work experience on each designated day. If unable to attend the student must notify the employer as soon as possible and also present a written explanation to the school for the absence.

**3. Punctuality**

Students should aim to always be punctual for their work experience and this means that students should arrive five minutes before the appointed time. If the student is going to be late, the student must notify the employer of this as soon as possible

**4. Dress Code**

Students must comply with the dress code of the work placement. In addition to compliance with the employment placement dress code, students must be neat and tidy

**5. Taking Instruction**

Students are expected to listen carefully and respectfully to each and all instructions given. If unsure, students should seek clarification.

**6. Use of Work Placement Facilities**

Student should only use facilities for which they have been given specific permission. All facilities used must be used with care and consideration.

**7. Reputation and Good Name**

Students will be conscious that in the work placement, the good name and reputation of the work placement, the school, and student will be at stake. Each is priceless and is to be guarded and protected.

**TRANSITION YEAR WORK EXPERIENCE**

**STUDENT PERSONAL DETAILS**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Parent / Guardian Name(s):** \_\_\_\_\_

**Parent / Guardian Phone Contact:** \_\_\_\_\_

**Student Health:** \_\_\_\_\_

**CONFIRMATION**

The following document have been given to employer

( ) Employer Handbook

**Signature:** \_\_\_\_\_ **Student**

\_\_\_\_\_ **Parent / Guardian**

**Date:** \_\_\_\_\_



## Transition Year

### WORK EXPERIENCE PLACEMENT DETAILS

(Please retain this form in your TY Folder and complete the online form via the school website)

Session 1 [ ]

Session 2 [ ]

Session 3 [ ]

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Class Group: \_\_\_\_\_

Mobile: \_\_\_\_\_

Parent / Guardian Name: \_\_\_\_\_

Parent / Guardian Contact: \_\_\_\_\_

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Employer Name \_\_\_\_\_

Type of Business \_\_\_\_\_

Employer Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employers Email Address \_\_\_\_\_

Employer's Phone Number: \_\_\_\_\_

Supervisor's Name & Contact Number  
(if different from employer) \_\_\_\_\_

Placement Start Date: \_\_\_\_\_

Placement Finish Date: \_\_\_\_\_

**Hours of Work:**

Daily Start Time: \_\_\_\_\_

Daily Finish Time: \_\_\_\_\_

Lunch Time: From \_\_\_\_\_ to \_\_\_\_\_

**Details of your Work Duties:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Dress Code:** \_\_\_\_\_

\_\_\_\_\_

**Method of travel to and from Work Placement**

\_\_\_\_\_

**Please confirm**

I , \_\_\_\_\_, have provided my employer with a copy of the employers handbook.

(Yes) / (No) ..... Employer Handbook (delete as appropriate)