



**Scoil Dara
Kilcock**



Work Experience Booklet



**Transition Year
2017 – 2018**

Work Experience

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

Again this year, work experience takes place on Fridays. These are divided into three sessions of Fridays, for which three individual placements must be sought. The dates of the sessions are as follows;

Session One: 8th September 2017 to 17th November 2017

Session Two: 24th November 2017 to 23rd February 2018

Session Three: 2nd March February 2018 to 18th May 2018

Where possible, students are encouraged to find placements in work related to the career in which they have a special interest. It is the responsibility of each student to make his/her own application and to find their own work experience placement as this is an essential element of preparation for the world of work.

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 fill out their work experience journal which assesses what you have learned from your work experience. This journal must be shared with your tutor.

Over 550 schools offer a TY programme and thousands of students will be looking for placements at the same time. Thus, students who want to get good placements should get their applications in early. Family friends, relations and community contacts should be used to help get the placements you want.

Block Week Placements

In some limited instances employers may only be able to offer a block week of work experience. Where these placements are of a high value to the student's career choices the student may apply to the TY coordinator for permission to be released for this week. An application form is available on the TY website and must be submitted a minimum of two weeks prior to the commencement of the placement.

Insurance

While on work placement it will be important to your employer to know that you are covered by Scoil Dara's insurance policy. A copy of our insurance policy indemnity is included in the Employers Handbook. 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.

TY Work Experience

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 Scoil Dara's Employers Handbook. 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 and file it in your TY Folder of Achievements. An online version must also be completed; this is accessed on the TY website.
- ❖ 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.
- ❖ 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 Folder of Achievements.

Cover Letter

It is important that a cover letter created enough interest, so that the reader will have a good impression of you prior to reading your CV or application form.

A cover letter should:

- ❖ Always be typed
- ❖ Not include fancy graphics or fonts. Cover letters are normally typed using “Times New Roman font size 12” or “Calibri font size 11”
- ❖ Be presented on good quality paper
- ❖ Include a contact name so that the cover letter can be directed to the relevant person when possible.
- ❖ Outline who you are, what you are looking for, the dates of the placements, why it’s important to you, some personal interest information.
- ❖ Highlight your strengths and specify why you would like to work for the organisation.
- ❖ Use the sample cover letter template provided and adapt it to your needs.

A Curriculum Vitae

A CV is a snapshot of your life, at a particular moment in time and must be updated on a on-going basis. A good CV will get you a potential work placement or interview.

A CV should be:

- ❖ Always be typed
- ❖ Not include fancy graphics or fonts. Cover letters are normally typed using “Times New Roman font size 12” or “Calibri font size 11”
- ❖ Be presented on good quality paper
- ❖ Include the following information
 - Personal Details
 - Educational Qualifications: start with most recent and work backwards
 - Other learning achievements: Gaisce Award, Speech and Drama Certificates, First Aid Certificates, ECDL, HACCP Certificate, Sports or Music awards.
 - Work Experience
 - Interests & Hobbies
 - References

Use the sample CV template provided and adapt it to your needs.

Sample letter seeking Work Experience

Home Address

Kilcock

Co. Kildare

01/01/1900

087 7777777

Mr/ Mrs..... Name

.....&

.....Address

..... of Company

Dear Mr... / Mrs ...,

I am a Transition Year student at Scoil Dara Kilcock. We are required to undertake work experience on Fridays during our Transition Year. This is an opportunity for me to develop my knowledge of the world of work and inform my career path. I am interested in exploring a career in (**e.g. Accounting**) and would appreciate it if I could spend one of our work experience sessions with your company (name of company).

I am a hardworking student, who loves the challenge of learning new skills and building on past strengths. I am ... (add some personal information as to why you are interested in this career choice, any previous work experience and include some personal interests).

There are three work experiences sessions of eight Fridays. Session one runs from 9th Sept to 28th Oct, Session two runs from 2nd Dec to 11th Feb and session three runs from 3rd March to 22nd May (give precise dates if looking for one specific time period). The placement will be covered by the school's insurance, and I assure you that I will comply with the conditions you lay down regarding work, safety and confidentiality.

I am enclosing my Curriculum Vitae and if you require any further information you can contact my Transition Year Coordinator Mr. Eamon Ryan (eamonryan@scoildara.ie), or myself.

Thank you in anticipation of your help.

Yours sincerely,

Type Your Name Here (sign above)

Curriculum Vitae

I am an enthusiastic, self-motivated student. I strive for the best in all that I do

(Your Name Here)

Personal Details

Name: (My Name)
Address: (My Address), Kilcock, Co. Kildare
Date of Birth: 01/01/1999
Nationality: Irish
Telephone No: 085 9xxxxxx
E-mail Address: myname@sdk.ie

Education

Post Primary: Scoil Dara,
(2012 – Current) Church St,
Kilcock,
Co. Kildare.
Primary School: Scoil Ui Riada
(20xx – 20xx) Kilcock,
Co. Kildare

Examinations

Junior Certificate 2016

Subject	Level	Grade
English	H	Pending
Irish	H	X
Maths	H	X
French	H	X
Geography	O	X
Xxxxxxxx	H	X
Xxxxxxxx	H	X
xxxxxxx	H	X

Work Experience

Job Title: Sales Assistant
Date: September 2015 – Present
Employer: Mary's Candy Shop
Church Lane,
Kilcock
Ms. XXXXXX (Manager)

Duties:

- Counter sales
- Stock taking
- Answering phones
- Take in deliveries and clean shop floor

About Me

I am an outgoing person. I like to learn new things and meet new people. I enjoy working as part of a group and enjoy leadership opportunities. I give everything I try 100 percent effort and am very determined. I like new challenges and can learn from both success and failure.

Interests and Hobbies

I like to play guitar and I play in a band. I am interested in all types of music but enjoy punk rock. I like to travel and explore to meet new people and discover different cultures and ways of life.

Achievements

- Sports Prefect, Scoil Dara, Kilcock, 2016
- Student Council Member 2015 – 2016
- Gaisce Bronze Award
- Attendance Award 2014 & 2015
- Kildare School Boys Soccer u18 Championship 2016

Referees

Mr. E. Ryan,
Programme Coordinator,
Scoil Dara,
Kilcock

Ms. XXXXXX
Mary's Candy Shop
Church Lane,
Kilcock.

Tel: 01-6287258

Tel: 01-xxxxxxx

Thank you for taking the time to read my C.V. I look forward to hearing from you

Signed: _____

Date: _____

Transition Year

Block Week Work Experience

Application Form

Block week work placements can be undertaken with the approval of the coordinator and school management. Permission will be granted only where employers cannot facilitate the placement during the eight weeks of Fridays and where the experience is deemed to be of high quality. Applications for a block week must be made a minimum of two weeks in advance of the placement.

Student Name: _____

Class Group: _____

Employer's Name: _____

Employer's Address: _____

Employer's Phone No. : _____

Type of Business: _____

Date of Placement: _____ to _____

Explain why this placement is important to you:

Block week approved Yes No

Coordinators Signature: _____

Notice of Block Placement

School Approved Absence

Student Name: _____

Class Group: _____

Date of Absence _____ to _____

Coordinators Signature _____

WORK EXPERIENCE DATES 2017-2018

Session 1		
1	Friday	8 th Sept
2	Friday	15 th Sept
3	Friday	22 nd Sept
4	Friday	29 th Sept
5	Friday	6 th Oct
6	Friday	13 th Oct
7	Friday	20 th Oct
8	Friday	27 th Oct
9	Friday	10 th Nov
10	Friday	17 th Nov

Session 2		
1	Friday	24 th Nov
2	Friday	1 st Dec
3	Friday	15 th Dec
4	Friday	22 nd Dec
5	Friday	12 th Jan
6	Friday	19 th Jan
7	Friday	26 th Jan
8	Friday	2 nd Feb
9	Friday	9 th Feb
10	Friday	23 rd Feb

Session 3		
1	Friday	2 nd March
2	Friday	9 th March
3	Friday	16 th March
4	Friday	23 rd March
5	Friday	13 th April
6	Friday	20 th April
7	Friday	27 th April
8	Friday	4 th May
9	Friday	11 th May
10	Friday	18 th May

Garda Vetting 2017-2018

Work Experience in Primary School, Crèche or Care Facility

Garda Vetting

Resulting from the implementation of the Garda Vetting legislation on 29th April 2016 all students between the ages of 16 and 18 who intend taking up work experience placements in a Primary School, Crèche or Care Facility must apply to be vetted by the Garda Vetting Bureau. Without successfully completing the vetting process students may not be able to take up these placements. Please note applications to be vetted cannot be submitted until the student has reached their 16th birthday.

To apply for Garda vetting, the student and parent/guardian must complete two forms;

1. Parent/Guardian Consent Form (NVB 3)
2. Vetting form (NVB 1)

These forms are available to download from the Transition Year section of Scoil Dara's website www.scoildara.ie, collected from the school reception or from the Coordinators Office.

Please Note:

The Garda Vetting is a two-stage process, applicants will initially submit their application (NVB 1 & NVB 3 forms) to Scoil Dara. The applicant's parent/guardian will then receive an email to the nominated email address on form NVB1 instructing them to complete and online form. Once this has been submitted the vetting process will proceed.

This vetting process can take three to four weeks to complete.

When completing form NVB1,

1. The email address inserted must be that of the parent/guardian
2. The contact number inserted must be that of the parent/guardian
3. The role being vetted for should read "TY work experience in a"
4. Name of organisation must read Scoil Dara

All forms should be returned to the Programme Coordinator, Mr. E. Ryan.

Should a student reach their 16th birthday during the summer holidays and require Garda vetting to be in place for their return to school in late August, the vetting forms must be submitted to Scoil Dara prior to Friday 2nd June. (please note you should forward date the forms to the date of the students 16th birthday)