

## **Work and Community Placement Guidelines for Parents and Students 2019/20**

### **Aim of the Programme:**

The aim of Work and Community Placement (WCP) is to provide Transition Year students with a deeper understanding of the workplace and practical hands-on experience of the world outside school. It is a wonderful opportunity to try new areas, develop new skills, challenge perceptions and make very useful contacts for future endeavours. Students have an opportunity to make a real difference in their community by engaging with local businesses, social enterprises and charity organisations.

### **Schedule:**

Friday placement and two block placements:

Friday work placement runs from **6<sup>th</sup> September 2019- 8th May 2020 inclusive.**

Block placement dates run between **2<sup>nd</sup> December - 6<sup>th</sup> December 2019** and **3<sup>rd</sup> – 7<sup>th</sup> February 2020.**

Students work the hours requested by the placement within the following limits: minimum duration of 3 hours (i.e. 9am-12pm); maximum duration of 8 hours.

### **Seeking placement:**

It is the responsibility of the student to seek an appropriate position for work experience. Parents must be satisfied with the placement environment.

Students are notified of their responsibility at the end of third year and are *strongly advised* to seek positions over the summer period.

The first week of school is allocated for TY induction. Students who have not secured placement(s) over the summer can use this time to find suitable positions. The school is not able to facilitate work experience in school on designated work and community placement days and block periods.

Students are encouraged to find community placement and/or charity work.

All documentation is available for download from the TY section of the school website: A standard letter for employers, Garda Vetting forms, Indemnity cover and WCP Guidelines.

**Expectations of our students:**

Students shall attend placement on the correct days and at the times agreed with the employer.

They will follow all instructions given by the employer and colleagues to the best of their ability.

Students will contact the employer regarding absences or changes to dates outlined.

Students are representing both themselves and the school, and possible opportunities for students in the future. We expect all students to act in a mannerly and respectful way.

In order to make the process more meaningful, students are encouraged to reflect on their experiences in their reflective journal on a regular basis.

**Out of regular placement**

Students are given the opportunity to participate in placement every Friday and for two scheduled block placements every year. On occasion, TY Specific programmes arise outside of the designated block placement weeks i.e. An Garda Síochána, HSE, Law Library, Dublin Airport Authority and College courses (this list is not exhaustive). Whilst not ideal in respect of potential conflict with planned TY programme activities and programmes of work, the school will *try* and facilitate placement in this regard, where possible.