



Work and Community Placement Guidelines for Parents and Students 20-21

Aim of the Programme:

The aim of Work and Community Placement (WCP) is to provide 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 social enterprise and charity organisations.

Schedule:

Friday placement and two block placements:

- Friday work placement runs from **11th September- 14th May 2020 inclusive.**
- Block placement dates run between **9th - 13th November and 1st -5th March.**

Students work the hours requested by the placement within the following limits: minimum duration of 3 hours (i.e. 9am-12pm); maximum duration of 7 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 Monday 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.

If students wish to apply for the aforementioned additional work placement, they must **apply in writing at least two weeks prior to the date** in question by completing an *out of regular placement form*. This form is available for download from the school website or from Iníon Dowling. This process will enable the school to evaluate the merit of the proposed work experience. As a school we have a duty of care to protect teaching and learning in the classroom and the spirit of the TY programme. All applications shall be reviewed by the TY team. *No placement is guaranteed, and no student has permission to attend a placement without confirmation from the TY Coordinator.*

Student: _____

Parent: _____

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