

Work Experience Guidelines for Parents and Students

Aim of the Programme:

The aim of Work Experience 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:

- **November: 18th – 22nd**
- **February: 10th – 14th**
- **May: 12th – 16th**
-

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 school is not able to facilitate work experience in school on designated work and community placement weeks. Students are encouraged to find community placement and/or charity work.

Garda Vetting

If your work experience placement requires you to be garda vetted, you must get the forms from Iníon Dowling. This process can take up to two months, so it is best to get them in September. Please note that a student must be 16 years of age in order to be garda vetted. If you are not 16 and your placement is asking for you to be vetted, you will have to seek an additional placement.

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 must reflect on their experiences in their reflective journal every evening.

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.*

During your work experience

- Dress appropriately for the type of work to be done;
- Always be on time for work;
- Have a positive attitude to the work experience;
- Listen carefully to all the instructions given to you;
- Carry out all tasks to the best of your ability;
- Keep a daily record of attendance, the work you do, the people you meet and any problems you encounter.

Work Experience Detail November

Student Name:	
Name of Company:	
Contact Person(s):	
Company Description:	
Website:	
Address:	
Phone Number:	

It is very important that this form is completed and returned to your TY Coordinator as soon as possible to allow for the appropriate administration to be carried out. In signing this form, you give consent for your child to attend work experience for the dates outlines.

Student's signature: _____

Parent guardian's signature: _____



Work Experience Log Sheet

November	Activity	Signature of Supervisor
18		
19		
20		
21		
22		

TY Work Experience Employer Feedback Form



Name of Student: _____

Name (Employer): _____

Name of Organisation: _____

Number of Days spent working in Organisation: _____

Nature of Work Experience: _____

Qualities	Rating						General comments
	A	1	2	3	4	5	
Punctuality and Time-keeping							
General behaviour; politeness and courtesy to others							
Appearance, appropriate dress							
Relationship with Employees / supervisors							
Ability to Complete Tasks Well							
Communication							
Positive attitude to work							

A. Don't know enough to make an assessment

1. Unsatisfactory

2. Acceptable

3. Good

4. Very Good

5. Exceptiona

Signed: _____

Position: _____

Date: _____

Work Experience Detail February

Student Name:	
Name of Company:	
Contact Person(s):	
Company Description:	
Website:	
Address:	
Phone Number:	

It is very important that this form is completed and returned to your TY Coordinator as soon as possible to allow for the appropriate administration to be carried out. In signing this form, you give consent for your child to attend work experience for the dates outlines.

Student's signature: _____

Parent guardian's signature: _____



Work Experience Log Sheet

February	Activity	Signature of Supervisor
10		
11		
12		
13		
14		

TY Work Experience Employer Feedback Form



Name of Student: _____

Name (Employer): _____

Name of Organisation: _____

Number of Days spent working in Organisation: _____

Nature of Work Experience: _____

Qualities	Rating						General comments
	A	1	2	3	4	5	
Punctuality and Time-keeping							
General behaviour; politeness and courtesy to others							
Appearance, appropriate dress							
Relationship with Employees / supervisors							
Ability to Complete Tasks Well							
Communication							
Positive attitude to work							

A. Don't know enough to make an assessment

3. Unsatisfactory

4. Acceptable

3. Good

4. Very Good

5. Exceptional

Signed: _____

Position: _____

Date: _____

Work Experience Detail May

Student Name:	
Name of Company:	
Contact Person(s):	
Company Description:	
Website:	
Address:	
Phone Number:	

It is very important that this form is completed and returned to your TY Coordinator as soon as possible to allow for the appropriate administration to be carried out. In signing this form, you give consent for your child to attend work experience for the dates outlines.

Student's signature: _____

Parent guardian's signature: _____



Work Experience Log Sheet

May	Activity	Signature of Supervisor
12		
13		
14		
15		
16		

TY Work Experience Employer Feedback Form



Name of Student: _____

Name (Employer): _____

Name of Organisation: _____

Number of Days spent working in Organisation: _____

Nature of Work Experience: _____

Qualities	Rating						General comments
	A	1	2	3	4	5	
Punctuality and Time-keeping							
General behaviour; politeness and courtesy to others							
Appearance, appropriate dress							
Relationship with Employees / supervisors							
Ability to Complete Tasks Well							
Communication							
Positive attitude to work							

A. Don't know enough to make an assessment

5. Unsatisfactory

6. Acceptable

3. Good

4. Very Good

5. Exceptional

Signed: _____

Position: _____

Date: _____

