

## **Work Experience Guidelines for Parents and Students**

### **Leaving Cert Applied**

#### **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:**

Work placement runs *every Friday* from **11<sup>th</sup> September- 28th May inclusive**.

Students work the hours requested by the placement between the hours of 9-4 pm.

#### **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/4<sup>th</sup> year and are *strongly advised* to seek positions over the summer period.

The first two work experience days are allocated for researching placements or to find suitable positions. The school is not able to facilitate work experience in school on designated work experience dates.

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

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

Students must ensure their work experience log book is signed every week by the employer.

All work experience contact details must be forwarded to Ms. Edmonds *before* a student starts work experience.

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

**Parent:** \_\_\_\_\_

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

**Sinéad Edmonds** | TY Coordinator | St. Peter's College, Dunboyne |

(01) 8252552 | Email: [SEdmonds.spc@lmetb.ie](mailto:SEdmonds.spc@lmetb.ie)