



Work Experience Policy

RATIONALE

The Work Experience Policy supports Coláiste Muire's Mission Statement, Vision and Aims. The policy helps to maintain a balance between academic and artistic achievement. Work experience empowers students to develop their talents in the world of work, while giving them the opportunity to develop their interpersonal skills.

AIMS

Work experience aims to help young people to experience and understand the world of work and to appreciate the relevance of education to this.

PRIOR TO WORK EXPERIENCE - WHO IS INVOLVED?

For Work experience to be effective, the following preparation should be done.

The Student

- Identify learning targets for the placement.
- Receive guidance and support from teachers in preparation for the placement, to include health, safety and welfare at work.
- Match his/her strengths to a range of possible placements.
- Make contact with the placement and find out relevant information.
- Complete Garda Vetting application form and send it into the National Vetting Bureau where required.

The Work Experience Co-ordinator (Teacher)

- Help the student clarify learning targets for the placement.
- Offer guidance and support in preparation for the placement.
- Inform other teachers, parents/guardians, and employers about the programme, how it affects them and how work experience relates to the student's wider educational programme.
- Invite the employer and/or careers advisor to prepare the student for what:
 - is expected of him/her,
 - the student can offer.
- Provide resources for students to select an appropriate work placement.
- Brief each student on health, safety and welfare at work.
- Provide employers with insurance documentation and student details.
- Provide students with the necessary Garda Vetting information if required.
- Work with students to complete a Health & safety course on health & safety in the workplace: <https://hsalearning.ie/mod/page/view.php?id=41>
- Ensure TY students complete COVID return to work safely course, where applicable: https://www.hsa.ie/eng/topics/covid-19/hsa_return_to_work_safely_online_courses

The Employer

- Discuss with the student the main learning targets of the placement.
- Agree to provide an employer's report at the end of the placement, which will become part of the student's progress file.
- Identify an employee to supervise the student while on the placement.

DURING WORK EXPERIENCE - WHO IS INVOLVED?

The Student

- Is introduced to the organisation and finds out how the organisation functions.
- Receive support from the identified supervising employee at work and a teacher from school.
- Experience social relationships at work.
- Carry out a variety of tasks first-hand and keep a record of them.

The Work Experience Co-ordinator (Teacher)

- Help the student settle in to the placement.
- Make a planned visit and/or phone call to the student and the placement supervisor.
- Be available for support and help as required.

The Employer

- Introduce the student to the organisation, its systems and procedures.
- Inform the student about expectations of employees.
- Provide a variety of hands-on tasks appropriate to the individual student's needs and abilities.
- Ensure a supervising employee gives support to the student.
- Allocate time for the supervising employee to meet or call the contact teacher.
- Debrief the placement with the student and check how well objectives/targets have been met.

AFTER WORK EXPERIENCE - WHO IS INVOLVED?**The Student**

- Prepare a summary of the work placement, for inclusion in his/her progress file.
- Write a letter of thanks to the work experience provider.
- Appreciate the relevance of education to the world of work and to lifelong learning.
- Use the experience to inform decisions about his/her education, training and/or employment.

The Work Experience Co-ordinator (Teacher)

- Review and evaluate the placement with each student.
- Make student reports available for inclusion on progress files.
- Alert teachers to follow-up on work possibilities in various curriculum areas.
- Ensure each student writes a letter of thanks to the work experience provider.
- Review, evaluate and refine the school work experience procedures.
- Give positive, constructive feedback to the employer.

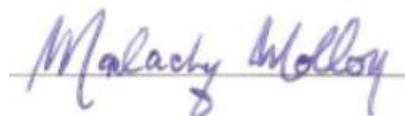
The Employer

- Provide the school with an employer's report of the placement.
- Use the employer's report to refine the work experience programme.
- May support students in follow-up work at school.

REVIEW AND RATIFICATION

This Policy was reviewed by relevant staff in April 2021 and ratified by the Board of Management on 27th April 2021.

Signed by Chairperson of the Board:

A handwritten signature in blue ink that reads "Malachy Molloy". The signature is written in a cursive style and is positioned above a horizontal line.