

Policy For Transition Year Work Experience

Purpose: To introduce the pupils to quality work experience/work shadowing within a supervised framework that provides learning objectives and assessment as well as realistic and positive feedback.

Definitions For this policy:
Work experience involves spending time in an employer's premises, carrying out tasks and duties, in order to gain insights into the roles associated with a particular job.

Work Shadowing involves accompanying and observing an employee at work rather than engaging in tasks. The pupil learns about the role associated with a particular job by observing rather than doing.

Stakeholder In this document are the people associated with work experience.

Aims:

1. To develop job seeking skills.
2. To understand the many elements in working life.
3. To obtain knowledge of a chosen career.

Objectives:

1. Articulate the purpose of work experience.
2. Integrate work experience into the Transition Year Programme.
3. Clearly allocate responsibility for organising work experience to an individual member of staff or a staff

team.

4. Ensure all stakeholders are accurately informed about work experience.
5. Keep documentation for work experience clear, coherent and consistent.
6. Prepare pupils prior to placement.
7. Effectively monitor pupils when they are on work placement.
8. De-brief pupils after the placement.
9. Assess work experience at pupil, employer, parent/guardian and teacher levels.
10. Build evaluation into the work experience programme.
11. Acknowledge employer assistance and ensure employers receive feedback from the school when work experience concludes.

Stakeholders

involved

The following stakeholders are involved in Work Experience

1. Insurance Company - Allianz
2. Parents and Pupils
3. TY Coordinator
4. Guidance teacher
5. Deputy Principal
6. Headmaster
7. Board of Management
8. Employers

Procedure for Organising Work Experience

- There are two separate weeks of work experience included in the TY Programme.
- The dates are normally the third week of November and third week of May.
- The first work experience is organised by the school. Each pupil is asked to return a completed form giving three areas of work experience, in order of preference that they would like to gain experience in, four weeks before work experience.
- The TY Coordinator will try to give each pupil their first preference for work experience and contact local employers to secure work experience.
- The list of pupils and their placements is given to the Headmaster one week before work experience commences.
- Each employer will receive a reminder letter one week before the placement begins along with the school's insurance letter. The letter will also document the school's rationale for work experience. The employer is also informed that the pupil(s) will ring during the week to arrange a meeting with them on the Friday before their placement where dress code, hours of work etc... can be discussed
- Pupils are told of their placement two weeks prior to the experience.
- Pupils meet with their employer on the Friday afternoon prior to work experience between 2:10pm – 4:05pm. If this is not convenient for the employer the pupil must arrange another suitable time.

- The second week of work experience is organised by the pupils. After they secure their placement, the name, address and phone number is given to the TY Coordinator.

- A letter is sent to each parent/guardian to verify the placement for the week. This letter must be returned to the school signed by a parent/guardian two weeks before the work experience begins.
- The list of pupils and employers taking part in the work experience are submitted to the Headmaster.
- An insurance letter is posted to each employer one week before the experience begins along with a thank you letter for their participation in the programme.
- All employer are contacted mid-week by the TY Coordinator where the pupil's progress is documented.

Note:

1. We strongly encourage pupils not to work with a family member or in their part-time job and we make our wishes known to their parent's/guardian's, if this arises, so that quality work experience can be obtained.
2. Foreign national pupils will not take part in the first week of work experience unless they have a good standard of English.
3. When possible all foreign national pupils will be paired with a native pupil for work experience.
4. Employers are made aware of pupils with special educational needs. If a pupil with special educational needs qualifies for a special needs assistant (SNA) then the SNA will attend work experience with the pupil. Any pupil or parent not happy with this arrangement should make an appointment with the Headmaster to discuss this issue.
5. No pupil will work on a construction site or with a tradesman unless they are over 16 years of age and they have completed a safepass course.
6. A pupil who obtains work experience in a hospital or nursing home must complete a manual handling course if their duties involve lifting patients.

Preparation done with pupils pre-work experience

The following material is covered with pupils during Career Guidance

1. Researching careers of interest
2. CV Preparation
3. Job Seeking Skills
4. Interview Skills

The following material is covered with pupils in English and Computer class

1. CV Preparation
2. Cover Letters

Visiting Speaker

A guest from AIB Cavan talks to the TY pupils about CV preparation and interview skills.

Mock Interviews

Mock interviews are held in the school at the start of May.

School Banks

Positions for our school banks; AIB and BOI are selected on a CV and interview basis.

The following material is also covered with pupils by the TY Coordinator before they enter the world of work:

1. Health and Safety Act
2. Safety Signs

Sourcing of Work Experience

The school has a large resource of local employers who have taken part in the programme before.

At the start of each school year teachers are asked if they know of any new employers in the area that might participate in our work experience programme. A high proportion of our employers are past pupils or parents of the school. For the second work experience pupils source employers in their local community and in the wider community.

Monitoring of Work Experience

It is our policy to investigate any new employer who is taken part in our programme. This may be carried out by a phone call or where possible a visit to their premises prior to the pupil taken up the experience.

Our pupils are monitored during the week by the TY coordinator where the pupils are visited at their place of work or the employer is contacted by phone.

De-briefing

While on work experience pupils complete a daily report of their experience. The report focuses on five main areas: The job, health and safety in the work place, technology in the work place, roles and duties of people and relationships. This report is submitted to the TY Coordinator on return to school.

When pupils return to school they share their experiences with one another during guidance class. The pupils also complete a de-briefing worksheet.

Assessment of Work Experience

Pupil's assessment

After their work experience pupils assess their experience. Their assessment is then compared with the employer's assessment.

Parent's assessment

Parents are encouraged to give continuous feedback to the TY coordinator about the TY programme. This can be done during Parent-teacher meetings or by phone. Parents complete an evaluation sheet at the end of the TY where one of the elements evaluated is work experience.

Employer's assessment

Mid-week during the experience employers receive an assessment/evaluation sheet and are asked to complete it and return it in the S.A.E. to the TY Coordinator.

Acknowledging Assistance of Employers

All employers receive a letter of acknowledgement from the TY coordinator. Pupils are also encouraged to write their own letter of gratitude to their employer, these letters are read by the TY coordinator before they are posted to the employer.

Procedures if a problem arises

When a pupil is sick

If a pupil cannot turn up for work they are asked to ring their employer first and then the school and talk to the TY Coordinator. The TY Coordinator will then ring

the employer to apologise on the school's behalf.

When the pupil must take part in a school activity

The employer is informed prior to the work placement about the school activity and asked if they would allow them to take time off for such.

When the pupil is not happy with the type of work they are doing

Pupils are asked to continue with this work and also inform the TY coordinator as soon as possible so that it can be investigated. The pupil is asked not to directly engage with the employer about their grievance.

When a pupil has been caught stealing

If such a case occurs the TY coordinator, deputy principal and Headmaster will investigate the allegations.

When an employer is not satisfied with the pupil's level of work

The TY coordinator will meet with the pupil to discuss the matter if no improvement is noted the pupil's work experience will be terminated and this will be dealt with by the Headmaster.

Procedure for feedback to parents/guardians

If a parent would like direct feedback about their son's/daughter's work experience they can contact the headmaster's office and arrange a meeting with the TY coordinator or discuss the matter during the Parent-teacher meeting.