

TY Work Experience Policy

DONABATE COMMUNITY COLLEGE

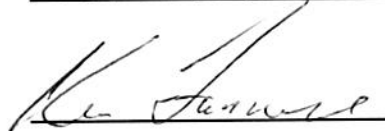


This TY Work Experience Policy is to be reviewed by the Board of Management every three years.

This Policy was agreed on:

25/3/2025

Signature:



(Chairperson to the Board of Management)

Donabate Community College

Donabate Community College is a post primary college, which opened in August 2008 under the Patronage of Dublin and Dun Laoghaire Education and Training Board (DDLETB). The college is co-educational and aspires towards excellence in a caring and supportive environment.

The Board of Management is committed to the successful implementation of recent legislation, in particular the Education Act (1998), the Education (Welfare) Act (2000) and the Equal Status Act (2000). The Board fully subscribes to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality.

College Mission

The Board of Management will promote Excellence. Our aim will be to create, with the assistance of parents/guardians, responsible citizens with pride in their community. The development of the whole person will be based on personal responsibility, inter dependence, respect for people and respect for property. Our college will seek to instill integrity, value discipline and punctuality and facilitate the best in academic and non-academic areas. We will value our culture, our tradition, be inclusive of religious beliefs and will seek to be a caring and compassionate community where justice and truth will be the central elements.

Policy Review and Ratification

Donabate Community College is committed to ongoing policy review to ensure clarity, relevance, and compliance with current legislation and best practices. Where amendments to a policy are of a minor or administrative nature and do not alter its overall meaning, purpose, or intent, the school may proceed to seek ratification from the Board of Management without further consultation with stakeholders. However, where substantive changes are proposed that impact the policy's intent, scope, or application, appropriate consultation with relevant stakeholders will be undertaken before submission to the Board of Management for ratification.

Purpose of Work Experience:

Donabate Community College recognises the value of work experience as part of a programme of study designed to develop the skills and knowledge which will enable students to participate fully and succeed in the workplace and in society.

Work experience should:

- Provide learning opportunities not available in the classroom.
- Provide an understanding and appreciation of the workplace environment.
- Allow students to discover personal strengths in a different environment.
- Increase students' self-confidence in relation to applying for employment.
- Allow students to showcase their abilities to an employer.
- Increase the student's chances of securing employment.
- To improve educational standards through using contexts that improve motivation and attainment for all students.
- To ensure students follow courses and programmes which are appropriate to their longer-term aspirations and needs.
- To improve the quality of provision and guidance.
- To increase access and choice for all students.
- To improve the transition of SEN students from school to adult working life.

Work Experience has an important contribution to make to the education of all our pupils for them to make an effective transition from school to adult working life. Periods of work experience and work-based learning will be the first time that most young people experience the work environment. Good preparation and organisation of placements is essential if these opportunities are to be rewarding and safe introductions to the world of work.

Timings and Format

LCVP Work Experience Placement occurs at a specific time each year and this is recorded in the Donabate Community College Calendar and LCVP students and parents are notified. TY Work Experience Placement occurs every Wednesday for the entire year this is part of the timetable at Donabate Community College. Block work experience is encouraged (1–2-week blocks allowed) and once the specific dates are decided in advance; they are recorded in the Donabate Community College TY Calendar and TY students and parents are notified.

LCVP Procedures

- ✓ Before placement, preparation for work experience will be done in class.

- ✓ On obtaining a work placement the student and prospective employer will be given/sent an information pack.
- ✓ During the placement, our School may contact/visit the place of work to monitor progress.
- ✓ On completion of the placement, our School will request a report from the employer.
- ✓ During and after their placement, students will detail their learning from the process.

Curriculum Development

Work-related learning within the school enables each curriculum area to make a full contribution through:

- The development of schemes of work that recognise the importance of work-related learning in preparing students for adult and working life
- Ensuring that all students have access to some work-related activities which are appropriate to their needs.

Activities Outside School

The range of activities that students may participate in outside school is very wide, and can enhance their work experience and transferable skills:

- Part-time jobs.
- Community/voluntary work
- Independent work experience
- Gáisce
- Scouts, Sports – team building, leadership skills

Equal Opportunities

Work Experience will help to promote equal opportunities in working life and emphasise the work they have studied in Careers classes/LCVP link module lessons.

Special Educational Needs

Pupils' needs will be considered when researching work experience placements and the school work experience database can be used to facilitate pupils who have difficulty finding a placement.

Resources

Currently the Career department have two offices and a large classroom. They have access to computer rooms and a large range of career/University pamphlets. Choose Safety is a teaching and learning resource pack for post Junior Certificate students. It is aimed at Transition year and Leaving Certificate Vocational programmes and students who are likely to engage in work experience.

Partnerships

We work in partnership with the following:

- Local businesses that provide placement
- Parents/guardians who provide valued links to certain businesses

Remuneration

Employers are not expected to remunerate students during work placement, or to pay travel or subsistence costs incurred.

Some Specific Requirements (Appendices at the end of the document)

Certain specific work placements have specific requirements, for example, certification in Manual Handling, First Aid or 'Safe Pass'. Garda vetting (for students aged 16 or older) will be necessary for students seeking placement in situations where they may be working with children or vulnerable adults. Any students requiring Garda vetting for their placement must ensure it is done in sufficient time for the vetting process to be completed prior to the start date of their placement.

Applications

Students find their own work placement. The Programme Coordinator issues a letter endorsing the request for Work Experience (Appendix 1).

Students under 18:

- Parents/guardians of students who are under 18 must source the work placement and sign the Conditions of Work Experience form (Appendix 2) which confirms that they have checked and are satisfied with the Health and Safety procedures in the workplace chosen.
- The Conditions of Work Experience form (Appendix 2) must be returned at least one week prior to the placement.

Students over 18:

- Students who are over 18 must source the work placement and sign the Conditions of Work Experience form (Appendix 2) which confirms that they have checked and are satisfied with the Health and Safety procedures in the workplace chosen.
- The Conditions of Work Experience form (Appendix 2) must be returned at least one week prior to the placement.

Placement Details

Parents/guardians and students are required to complete a form (Appendix 2) confirming the name and address of the employer, availability, nature and dates of work experience. This is called a Conditions of Work Experience form. This must be given to the work experience coordinator/programme coordinator. Programme Coordinator/LCVP Teacher will issue a Thank You and request the employer to complete an Evaluation Form (Appendix 2) at the end of the Work Experience Placement. They will also furnish Insurance Details.

Insurance

Students are covered by DDLETB's insurance during work placement, subject to certain conditions and exceptions as laid out in the Insurance Policy. Students will not be allowed to attend work experience unless it is covered by the DDLETB's Insurance Scheme.

Requirements of Students on Work Experience

All students shall be responsible for finding their own work experience placement. When taking up work experience students are expected to represent our college to the best of their ability. Students on work experience remain subject to our college's Code of Behaviour and, in addition, should comply with any guidelines laid down by the employer.

Learning:

Students must take responsibility for their own learning while on work experience, in order to gain the maximum benefit from the time spent in the work environment. It is advised that work experience placement should be in a different work environment to that of a family business/part time job/Donabate Community College. Students will be prepared for work experience during the World of Work module (LCVP) and appropriate class/modules for TY prior to going on work experience (LCVP) or throughout the year (TY). All students are required to complete a work experience diary for LCVP work experience and encouraged to do the same for TY work experience.

Attendance:

Dates for work experience will be set in the preceding year of a student entering LCVP/TY. All work experience shall take place during dates set by the school. Students must be engaged in work experience for the allocated work experience period. Students are expected to be present and punctual at their designated work experience place during normal working hours. All students are responsible for their own transport arrangements to work placement.

Absence:

If a student is unable to attend work experience, s/he must inform the employer immediately and contact the Programme coordinator at Donabate Community College.

Appropriate Dress/Hygiene:

Many employers have a dress and/or hygiene code, whether due to the nature of their business or for health and safety reasons. Students must comply with this code.

Instructions/Initiative:

Students are expected to follow all reasonable instructions issued by employers and to show initiative in their practice. Students should also familiarise themselves as necessary with the policies and procedures of their workplace.

Documentation:

All paperwork must be submitted well in advance of each work placement. All work experience requires a Work Experience Agreement signed by the parents/guardians. Students are required to keep/collect all relevant work experience documentation as advised by the class teacher/coordinator.

Health & Safety:

Health and safety legislation is in place to protect workers (this includes students on work experience) or those who may be affected by work activities. The safety, health and welfare of workers are covered principally by the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) regulations 2007, and the Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2007. These laws place general duties of care on employers, the self-employed and employees.

While Donabate Community College continues to have responsibility for students on work experience, the employer has the same responsibilities for their health, safety and welfare whilst the student is on an employer's premises. As most students undertaking work experience will be under the age of 18 years and in some cases, may be under 16 years, employers facilitating work experience should review the relevant sections of the 'Protection of Young Persons (Employment) Act 1996' to ensure compliance. Parents/Guardians must give full consent for the work placement to take place and be satisfied that these placements are appropriate and safe for their son/daughter.

The Protection of Young Persons (Employment) Act, 1996 is designed to protect young workers, and to ensure that work done during the school years does not put their education at risk.

The HSA has produced an eleven-page guidance document entitled 'Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 1 and Part 6: Protection of Children and Young Persons' which includes information in relation to the employment of young persons, risk assessment, circumstances prohibiting employment of a child or young person, health surveillance, and agents, processes and work that children and young persons may require protection from. This general guidance aims to prevent occupational accidents or ill health and may be downloaded from the Authority's website at www.hsa.ie

In general, the Act prohibits the employment of children under the age of 16. However, employers can take on 14- and 15-year-olds as part of an approved work experience or education programme where the work is not harmful to their safety, health, or development. There are also some limitations around working hours, rest breaks, nighttime work etc. which apply to those 17 yrs. and under.

In taking steps to ensure the safety of students while on work experiences an employer should:

Assess the Risks - in advance of any work experience student starting, identify any risks associated with the placement and minimise these where possible. Take into account that these young people are likely to be inexperienced, unaware of health and safety risks and physically or mentally immature. They should not be required to operate any hazardous machinery or work in hazardous environments as their short placements would not allow sufficient training.

Appropriate Supervision - young people will be facing unfamiliar risks from the job they will be doing and from their surroundings and are therefore likely to need more

supervision than adults. Good supervision will also help you to get a clear idea of their progress in the job and to monitor the effectiveness of their training.

Induction - ensure any initial briefings/training that the student receives on commencing their work experience covers the important elements of your health and safety policy including:

- Identifying any risks associated with their work experience or their presence on your premises
- Ensuring that the students receive appropriate instructions about the tasks they are to perform and company safety regulations including the wearing of protective clothing or equipment
- Advice on systems for dealing with accidents and emergencies. If the student is absent for any part of the placement or any incident or accident occurs, you should immediately notify the school. Contact details are provided on commencement of the placement.

Confidentiality:

Students must respect confidentiality in relation to observations made while in the workplace. Any issues of concern should be discussed only with their Programme coordinator/LCVP teacher in school. If students have a genuine difficulty during work experience, they should contact Donabate Community College immediately on 01-843 6726.

Student Responsibilities on Work Experience:

- Be on time and adhere to employer's start and finish times.
- Inform the employer and school of any unavoidable absences.
- Respect and comply with all rules, procedures and reasonable requests from the employer. Adhere to all health and safety guidelines and procedures.
- Maintain the good name of Donabate Community College.
- Respect the employer.
- Respect the place of work e.g. clean up after yourself.
- Report anything that makes you feel uncomfortable to the employer, your parents or the school at the earliest possible time.
- If something arises that causes distress seek support from your parents or the school. Pilfering, stealing or interfering with employer's equipment or stock will result in immediate dismissal from work experience and will be dealt with appropriately using the Schools Code of Behaviour.
- Students must work closely with their LCVP teacher/ TY/LCVP Coordinator and keep them fully informed.

Following Placement

All students are expected to send a Thank You letter to Employer for providing the Work Experience opportunity.

LCVP Students

Programme Co-Ordinator and/or Work Experience Teacher reviews Employer Evaluation Sheets (Appendix 2) for each student and provides feedback to students.

Students are expected to Review their Work Experience Diary in conjunction with the LCVP Teacher for inclusion in their LCVP Portfolio.

Benefits of Work Experience

Work placements are most effective if teachers, pupils, parents and employers see it as an essential and integral part of a pupil's personal development and an opportunity to develop employability skills. Appropriate experiences of the world of work will benefit pupils, schools and employers.

Advantages of Work Experience for Students

- Improves pupil's self-knowledge.
- Increases pupil's employability skills.
- increases pupil's motivation to learn.
- Gives relevance to the work pupil does in school.
- Encourages pupil to consider the wide range of jobs available.
- Gives pupil an insight into the workings of business and industry.
- Highlights the skills, qualifications and experience needed by employers.

Advantages for School

- Brings the curriculum to life.
- Develops closer links with business and industry.
- Allows staff to gain an insight into the world of business and industry.
- Provides opportunities for teachers to develop new skills.

Advantages for Employers

- Highlights the essential employability skills needed for future.
- Employers gain an insight into developments in education and can relate education to the work environment.

Conclusion

Work experience is an integral part of all our pupils' entitlement to careers education at Donabate Community College.

The key aim of this programme is to prepare all our pupils for working life. Through work experience we expect our pupils to enhance their knowledge of the world of work and their own employability. This is regardless of their race, gender or ability. The programme is one part of a whole-school commitment to partnership between education and industry.

Pupils are prepared for work experience through modules taught in Careers and LCVP Links modules, as well as Preparation, Health and Safety talks in TY (The Choose Safety Programme).

Work experience is compulsory for Transition Year students and also for eligible Fifth Year students as a part of their Leaving Certificate Vocational programme. These placements must be organised by the student or parent, and in cases where there is a difficulty, a database of businesses can be consulted.

Appendix 1 - Letters

RE: STUDENT WORK EXPERIENCE TO WHOM IT MAY CONCERN:

Date

As Programme Co-Ordinator in our school, I am writing to endorse the request for Work Experience from one of our xxxxx students. The work experience placement is an integral component of the xxxx Programme and if your business, company or workplace could offer one of our students a placement you would be providing a valuable opportunity for our student to participate and experience the world of work.

Please note our work experience policy is available at www.donabatecc.ie. The placement will take place xxxxxxxxxxxx During the year a member of our staff will visit/call to ensure the placement is satisfactory for both employer and student. Should you have any further query now or at any time during the work experience placement, please do not hesitate to contact me at the school at the above contact numbers.

Yours sincerely, _____

Programme Co-Ordinator Email address

This form is to be completed by parents/guardians of students who are under 18 and by students themselves who are over 18.

Name of student _____

Date of Birth of Student _____

Current Age _____

Work Placement details: _____

Name of Company: _____

Address of Company: _____

Contact Person: _____

Telephone Number: _____

Email address: _____

We/I have sourced the above work experience placement. We/I am aware of the schools Work Experience and Child Protection policies on www.donabatecc.ie

We/I am satisfied that the employer meets the health and safety requirements as set out in the work experience policy.

I/my child is aware of the need to contact the school and report anything that makes me/him/her feel uncomfortable to the employer, my parents and the school at the earliest possible time

_____ _____
Parent Signature (if student is under 18) Student Signature (if student is over 18)

Dear Employer,

Thank you most sincerely for accepting a xxxxxx student from Donabate Community College for their three day/Wednesday weekly Work Experience Placement. The Work Experience Placement is an integral component of the xxxxxxxx Year and gives students a valuable opportunity to experience the world of work. The Work Experience Placement will take place this year from xxxxxxxxxxxxxx inclusive during the working hours set down by the employer. I enclose a copy of our school Insurance which covers our students during Work Experience Placement. Please note our policy on work experience is at www.donabatecc.ie

We ask that you please complete the Employers Report on Work Experience which will form part of our assessment of the Placement and return it in physical or digital form to XXXX email address.

We will also expect the students to complete a review of their work. During the week, a member of our staff will also call to pay a brief visit or make a phone-call to discuss the progress of the student. Should you wish to discuss anything further in relation to the placement, please do not hesitate to contact me at the school number above.

Again, our sincere thanks for your co-operation in providing this valuable work experience.

Yours sincerely, _____

xxxxxxxxxxx

Appendix 2 – Work Experience Forms

LCVP work experience

Dates of work experience	
Your surname	
Your First name	
Parent signature	
Work contact person name	
Work address	
Work email address	
Work phone number	
Main mode of business carried out	

Diary of Work Experience

Name:	
Submitted to:	
Submission Date:	
Name of Employer:	
Address of Employer:	
Dates of Work Experience:	
Title of Job:	
Job Description:	
Why I selected this work placement:	

Day 1

Date: _____

Starting Time:	
Finishing Time:	
Duties Performed:	
Training and Instruction:	
Interactions with staff/customers:	
Observations:	
Problems:	
My perception of how others viewed my performance:	
Evaluation of today:	

Day 2

Date: _____

Starting Time:	
Finishing Time:	
Duties Performed:	
Training and Instruction:	
Interactions with staff/customers:	
Observations:	
Problems:	
My perception of how others viewed my performance:	

Evaluation of today: 	
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Day 3

Date: _____

Starting Time:	
Finishing Time:	
Duties Performed:	
Training and Instruction:	
Interactions with staff/customers:	
Observations:	
Problems:	
My perception of how others viewed my performance:	

Evaluation of today:	
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Evaluation

Home	
School	

Community	
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Employer report on work experience

Firstly, thank you so much on behalf of Donabate Community College for taking on one of our students for work experience. Please fill in this evaluation form which allows us to assess how our student has performed during their placement. You can print it out and post it back to the above address, hand to the student to bring back, or scan and email back to programmes@donabatecc.ie.

Employer (Company name): _____

Employer (Contact name): _____

Student name: _____

Attendance dates: _____

Description of work experience/duties:

Please indicate your assessment of this participant during their work placement with you. Not assessed, Needs improvement, Acceptable, Good or Excellent.

Attribute	Assessment and comment (if necessary)
Attendance and punctuality	
Personal appearance	
Attitude to the job	

Ability to follow instructions	
Initiative	
Ability to complete jobs	
Practical skills	
Social skills	
Ability to handle technology	
Relationship with supervisors	
Relationship with staff	

Any additional comments you would like to add:

Would you be willing to take students from our school for work experience next year?

Yes

No

Thanks again for your support,
Kind Regards,

XXXXXXXXXXXXXXXXXXXX

Programme Co-ordinator, Donabate Community College.

Appendix 3 - Garda vetting guide for parents/students

If your young person plans on working in certain sectors that involve being in contact with vulnerable people (e.g. playschool, primary school retirement home), then they will need to be Garda vetted. Students must be 16 to be Garda vetted.

Re: TY. There is a Joint Agreement between St. Patrick's Boy's school, Scoil Phadraic Cailini and Donabate Community College. They have agreed to take up to two TY students a term for Wednesday work experience only, once they have been Garda vetted. You must apply for these two places through the TY coordinator, using this form, please do not contact either of these school directly:XXXXXXXXXXXX

You (the student) must fill in a paper application form (NVB 1) and get your parent/guardian to fill in a consent form (NVB 3).

You (the student) must bring in **two original forms of ID** for **the TY Coordinator** to verify and photocopy. At least one form must have a photo. It is important that they are brought to me; do not leave them in the main office.

Accepted forms of ID are as follows:

Current Passport
Irish Public Services Card
Current Irish Driving Licence
Original Birth Certificate
Adoption Certificate
Marriage/Civil Partnership Certificate
Utility Bill (Gas/Electricity/Water) within last 3 mths)

Recent correspondence with address i.e. Bank/Building Society Statement

Once I receive these documents, I forward them to Head Office, your parent/guardian will receive an email to the email address they provided on the form.

You must open the link and fill out the more detailed form. **The Garda vetting process does not start until this linked form is filled in.**

If everything runs smoothly, it should take about three weeks from the linked form being filled in.

If you do not use the link within a month, then the whole process needs to be started again.

Regards,

XXXXXXXXXX