



# Coláiste Mhuire Co-Ed PLC Work Experience Policy

**May 2017**

## **Purposes of work experience**

*Coláiste Mhuire Co-Ed* 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 afford the learner the opportunity to be assessed for certification purposes as appropriate.

## **Policy statement**

*Coláiste Mhuire Co-Ed aims to include appropriate work experience as an integral element of all courses in our School/Centre.*

## **Recognised types of work experience**

Appropriate work experience may take a number of forms:

- Work placement.
- Work shadowing.
- Work simulation.
- Work based learning.

## **Placement**

Students will normally be encouraged to find their own work placement in their chosen vocational area. In cases where the student cannot find an appropriate placement, our School/Centre authorities will assist if they can.

## **Procedures**

1. Before placement, a preparation for work experience programme will be done in class.
2. Students approaching employers will be given a letter of introduction from our School/Centre.
3. On obtaining a work placement, our School/Centre will write to the sponsor giving details of insurance, as well as student, School/Centre and sponsor responsibilities.
4. During the placement, our School/Centre will contact/visit the place of work to monitor progress.

5. On completion of the placement, our School/Centre will request a report from the sponsor.
6. During and after their placement, students will detail their learning from the process.

### **Remuneration**

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

### **Some specific requirements**

Certain specific work placements have specific requirements, for example, certification in manual handling, first aid or 'Safe Pass'. It is the students responsibility to ensure that these requirements are met. Garda vetting will be necessary for students seeking placement in situations where, for example, students will have substantial, unsupervised access to children or vulnerable adults.

Students on Childcare, Sport and Recreation, Engineering, Nursing and Health care support courses or any course where a student has contact with children or people in a care environment (e.g. hospitals, nursing homes etc.) must produce a letter from their GP stating that they are medically fit for work experience.

### **Insurance**

Students are covered by Coláiste Mhuire Co-Ed's insurance during work placement, subject to certain conditions and exceptions.

### **Requirements of students on work experience**

When taking up work experience students are expected to represent our School/Centre to the best of their ability. Students on work experience remain subject to our School/Centre Code of Conduct 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 with in the work environment.

**Attendance:** Students are expected to be present and punctual at their designated work experience place during normal working hours. Minimum requirements in relation to attendance apply to various courses.

**Absence:** If a student is unable to attend work experience, s/he must inform the employer and course coordinator immediately. Absence from work experience is permissible only in very exceptional circumstances e.g. illness, and will require a full explanation, Medical Cert etc. Absence from Work Experience will automatically be referred to the management of our School/Centre. Time missed must be made up at a later date, in consultation with our School/Centre.

Please note that students who have not completed the planning and preparation for work experience in class will not be eligible to participate in work placement.

**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 your their practice. Students should also familiarise themselves as necessary with the policies and procedures of their workplace.

**Documentation:** Students are required to keep/collect all relevant work experience documentation as advised by the Class Teacher.

**Confidentiality:** Students must respect confidentiality in relation to observations made while in the workplace. Any issues of concern should be discussed only with their work experience tutor in our School/Centre.

If students have a genuine difficulty during work experience, they should contact our School/Centre immediately. Under no circumstances should they leave or change their placement without prior permission from our School/Centre.