



Coláiste Mhuire Co-Ed



WORK EXPERIENCE POLICY AND PROCEDURES

March 2018

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Each year, Leaving Certificate Applied, Leaving Certificate Vocational Programme students and Transition Year students from Coláiste Mhuire Co-Ed go on work placements and enjoy the opportunity to not only learn about the world of work and explore possible career options but also to actively develop skills for future enterprise and employability.

These work placements are, for many students, the highlight of their school year where they may have the opportunity to gain a real insight into the challenges and opportunities of work. Schools and students rely on the willingness of employers to provide work placement opportunities and employers play a pivotal role in the success of these work experience programmes.

Benefits to the employer...

Work placements provide many opportunities and benefits to both employers and students. Those most commonly cited by employers are:

- **influencing the quality of future employees:** employers can help improve the quality and preparedness of young people coming onto the labour market;
- **development of recruitment channels:** building links with local schools can help to attract school leavers into jobs and can reduce recruitment costs;
- **brand awareness:** work placements are often formative for students and discussed frequently with peers. A work placement significantly impacts on their awareness of the brand and values of the organisation, which will be shared with others;
- **influencing career choices:** many employers report that work placements are the ideal way of raising the profile of career opportunities within their organisation and, in some cases, of dispelling unwarranted stereotyped views;
- **raising the community profile:** many employers attach importance to raising their profile in the community. Work placements provide a valuable means of creating a positive image amongst students, teachers, parents and employees;
- **creation of staff development opportunities:** the process of policy development, planning, implementation, monitoring and evaluation of work experience programmes gives scope for employees to develop their management and coaching skills, and widen their experience;
- **increased motivation of employees:** companies participating in education-business link activities have found that such activities increase the motivation of their employees;
- **understanding changes in the education system:** closer liaison with schools helps employers to improve their understanding of modern learning processes and current educational qualifications and enhances their relationship with teachers.
- **monetary:** students provide an additional resource.

Employability skills and competencies:

Some examples of each are provided below along with some examples of tasks which would assist in developing and assessing these competencies:

Personal Skills:

Independence - allow the student to perform tasks with minimum help or approval, or without direct supervision.

Learning - provide some work related training and opportunities to learn. Watch for an interest in personal learning and development. Encourage questioning and assertiveness.

Dependability - offer tasks that require a degree of responsibility.

People Skills:

Active Listening - Watch to see if full attention is being given to what other people are saying, if they take the time to understand the points being made, asks questions as needed, and does not interrupt inappropriately.

Team Membership - If possible assign some of the students' time to join in on group work, and encourage participation where appropriate.

Respect - encourage interaction with people from diverse backgrounds and different levels of authority within the organisation. Do they take the feelings, needs, thoughts, wishes and preferences of others (including other cultures and races) into consideration, and give them worth and value.

Task Skills:

Time Management - offer opportunities to manage their time efficiently. e.g. punctual clocking in/out, achieve tasks on time, allocate appropriate time to record information and finish what is started.

Computer Skills - encourage the use of a computer to write and print documents, and use email programs. Provide basic training on any in-house computer systems. Encourage them to prepare a report on their placement, or conduct some internet based research, etc.

Customer Focus - If appropriate, allow the student to engage with customers and learn how to develop an understanding and concern for customers' needs.

Procedures for Work Experience in Coláiste Mhuire Co-Ed:

Timings and Format

LCVP Work Experience Placement occurs for one 4-day week placement following the May Bank Holiday each year.

TY Work Experience Placement occurs for two 1 week periods each year. The first week occurs late November/early December and the second week occurs either the week before or after the Easter holidays. These dates are variable each year dependent upon the DES Standardised School Calendar and the CMCO Calendar. Once the specific dates are decided in advance, they are recorded in the CMCO TY Calendar and TY students and parents are notified.

LCA Work Experience Placement occurs for one day (Wednesday) per week during each Session of the LCA Programme.

Applications – students find their own work placement. The Work Experience teacher/Coordinator issues a letter endorsing the request for Work Experience (Appendix 1).

Students u18:

- Parents 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/**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/Work Experience Teacher will issue a Thank You letter to Employer for giving Work Experience Opportunity to Student and will also furnish Insurance Details and request employer fill an Evaluation Form (Appendix 4) during the Work Experience.

Insurance – Leaving Certificate, Leaving Certificate Applied students and Transition Year students are insured by the school insurers. Each child generally has a personal accident insurance organised by the school. Employers will be given a document containing the relevant schools insurance details, which should be filed for reference. Check for exclusions for certain types of work.

It is the responsibility of the work experience coordinator to issue a courtesy letter, thanking the employer and furnishing insurance details and school contact information. The coordinator must also collect the placement details form from the student and issue a work experience sign in sheet to the student.

Attendance – the student is required to bring to work, on each placement day, the Work Experience Attendance record. Attendance at work is verified via this record. The employer/mentor is also asked to comment on the student's application to work on each day. This record

is presented in school by the student at roll-call on the following school day. Failure to produce this record of attendance results in the student being marked absent on the school system.

Absence from work – the student on work placement is required to notify the school and the employer/ mentor of a pending absence from work experience. Medical appointments and illnesses need to be explained by way of medical certification. The employer/ mentor is asked to contact the programme co-ordinator (via the school mobile no.) in the case of a student's absence from work experience.

Payment - the employer is not required to make any payment to the student during work experience.

Monitoring - as part of the monitoring process, the student's teacher will on occasion request to visit the student at the employer's premises during the work experience.

- LCVP: Work Experience Teacher makes a phone call to Employer during the Work Placement.
- TY: Programme Co-Ordinator/TY Co-Ordinator visits the student and Employer during the Work Placement, subject to distance limitations. In this instance, a phone call is made to employer
- LCA: Programme Co-Ordinator visits the student and Employer at least once during the Work Placement Session (as per LCA Session)

Recording - all students are expected to reflect on their experience. The requirements of each programme are different as set out below

- LCVP: Students are expected to complete a Work Experience Diary for each Day of Work Experience.
- TY: Students are expected to complete a Work Experience Diary for each Day of Work Experience and recording it on their e-portfolio.
- LCA: Students are expected to complete a Work Experience Diary for each Day of Work Experience (following the Work Experience Module Guidelines)

Feedback - Employers are requested to fill out an Evaluation Form (Appendix 4) on the students performance during the placement. Employers given SAE to facilitate this process.

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 4) for each student and provides feedback to students

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

TY Students

- Students are expected to Review their Work Experience (following the Work Experience Module Guidelines)
- Programme Co-Ordinator and Guidance Teacher reviews Employer Evaluation Sheets (Appendix 4) and Student Work Experience Diaries and each student is accordingly awarded Credits for Work Experience as per the TY Credit System.

LCA Students

- Students are expected to Review their Work Experience (following the Work Experience Module Guidelines)
- Programme Co-Ordinator and/or Work Experience Teacher reviews Employer Evaluation Sheets (Appendix 4) for each student and provides feedback to students.

Health & Safety:

While Coláiste Mhuire Co-Ed 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 may 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.

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, night time 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 were 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 briefing/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.

Student responsibilities on Work Experience

- Be on time and adhere to employers 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 Coláiste Mhuire Co-Ed
- 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 employers equipment or stock will result in immediate dismissal from work experience and will be dealt with appropriately using the schools code of behaviour.

Appendix 1

RE: STUDENT WORK EXPERIENCE

TO WHOM IT MAY CONCERN:

Date

As xxxx Co-Ordinator in our school, I am writing to endorse the request for Work Experience from one of our xxxx 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.cmco.ie

The placement will take place xxxxxxxxxxxx

During the year a member of our staff will visit 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,

xxxx. Co-Ordinator

Email address

Appendix 2: Conditions of Work Experience Form

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.cmco.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)

Appendix 3

xxxxxxxxx

Dear Employer,

Thank you most sincerely for accepting a xxxxxx student from Coláiste Mhuire Co-Ed for their one week 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 xxxxxxxxxxxx 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.cmco.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 the S.A.E. provided. We will also expect the students to complete a xxxxxx

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

Encl: Employers Evaluation on Work Experience

S.A.E.

Insurance Certificate

Appendix 4

XXXXXXXXXX- EMPLOYERS EVALUATION ON WORK EXPERIENCE

EMPLOYER: _____

STUDENT: _____

JOB DESCRIPTION: _____

PLEASE ASSESS THE STUDENT'S ABILITIES AS SET OUT BELOW:

QUALITIES	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	UNSATISFACTORY
Attendance					
Punctuality					
Personal Appearance					
Attitude towards Job					
Ability to follow Instructions and complete jobs					
Initiative					
Practical Ability					
Ability to use Technology					
Relationship with Supervisors					
Relationship with Fellow Workers					

Please add any further comment you wish to make about this student: ____

Would you be willing to act as a referee for this student : Yes/No

Would you be willing to take another student on Work Experience in the future Yes/No

SIGNED: _____

POSITION: _____

DATE: _____

COMPANY STAMP
