

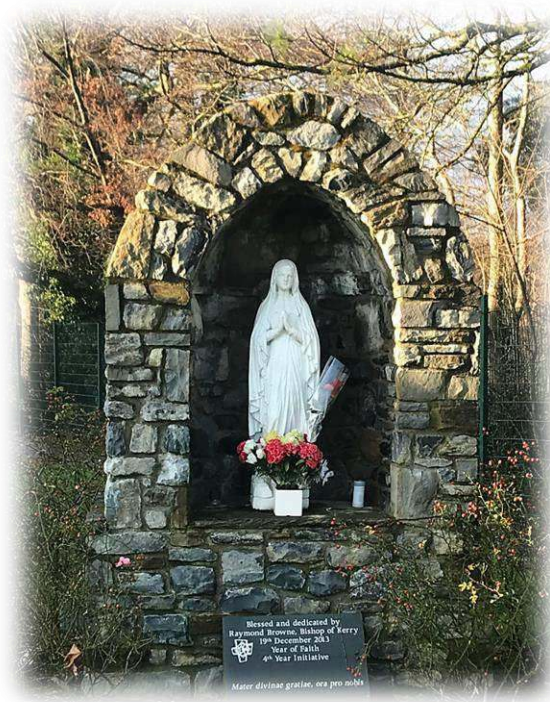


PRESENTATION

SECONDARY SCHOOL TRALEE

COURTESY FRIENDLINESS CO-OPERATION

Work Placement Policy for LCVP



Reviewed	Ratified by the Board of Management	Review date
January 2019	February 2019	January 2020
January 2020	6th February 2020	

Please read the following work placement policy with your daughter.

Work placement is a vital element for your daughter's Link Modules course.

This policy is underpinned by our Code of Positive Behaviour and our Child Safeguarding Statement.

Presentation Secondary School 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 in the career they wish to pursue in the future.
- 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.
- To afford the student the ability to complete their portfolio document on Work Placement module for their Link Modules Course.

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 are required to find their own work placement for **five days**.

Procedures/regulations

Before placement, a preparation for work experience programme will be done in class.

Students approaching employers will be given a letter of introduction from our school.

On obtaining a work placement, the school will provide information to the work experience student giving details of insurance, and expectations from the student during work placement.

- The student will pass this information on to the employer.

During the placement, the teacher will endeavour to visit the place of work to monitor progress.

Where a visit is not feasible, the teacher will contact the employer by phone. Therefore, it is vital that directions and contact numbers are given to the teacher prior to work placement as well as your contact sheet signed by the employer confirming your placement.

- On completion of the placement, the student will show the report given by the employer to their teacher.
- During and after their placement, students will detail their learning from the process. This is written in their Diary for their L.C.V.P. portfolio
- Employers are not expected to pay students during work placement, we are deeply grateful to the businesses, schools and organisations inside and outside our town who accommodate our students every year during their work placement.
- **Eligibility:** 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.

- **All LCVP** Students must complete their work placement during the **allocated time period set** by the school in fifth year. Students who make alternative arrangements outside of the allocated time period for work placement cannot be monitored by their teacher and will be marked absent.
- **Requirements of students on work experience: When taking up work experience students are expected to represent our school to the best of their ability. Students on work experience remain subject to our school Code of Positive Behaviour and, in addition, should comply with any guidelines laid down by the employer. The use of mobile phones or other devices are strictly forbidden during working hours. Failure to obey these rules can lead to a cancellation of your placement by the employer which will lead to a decrease in your grade for your portfolio. School sanctions may also be applied.**
- **Learning:** Students must take responsibility for their own learning while on work experience, in order to gain the maximum benefit from the time spent within the work environment.
- **Attendance:** Students must be present and punctual for the five days during placement.
- **Absence: If a student is unable to attend work experience, she must inform the employer and the school. Absence from work experience is permissible only in very exceptional circumstances e.g. illness and will require a full explanation and a Medical Cert. Likewise if a student has any medical condition certified by a doctor this must be highlighted to the teacher and the employer before work placement commences.**
- Time missed must be made up at a later date, outside of school hours.
- **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.

- **Confidentiality:** Students must respect confidentiality in relation to observations made while in the workplace.
- Under no circumstances should students leave or change their placement without prior permission from their teacher and their employer.
- It is the student's responsibility to inform the school of any changes that may occur during their work placement

Student Email Policy for LCVP work placement:

- Users will use their own approved school e-mail accounts only.
- Remember that e-mail is effectively on the school's headed paper and can be traced back to place, date and time of sending.
- Prior to sender an email a user must ensure that they are satisfied with the content and should double check the address of the intended recipient. Once the "send" key is pressed e-mail cannot be stopped or retrieved. Deleting mail from your system does not make it untraceable.
- Users will not instigate or forward "junk mail" to users either within or outside the school.
- Users will not make any derogative comment regarding gender, marital status, family status, sexual orientation, religion, age, disability, race or membership of a specific community.
- Users will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- Users will not reveal their own or other people's personal details, such as addresses, or telephone numbers or pictures.
- Students will never arrange a face to face meeting with somebody they met over the internet unless the meeting has been approved by a parent.

- Should a student receive material, which she finds offensive or abusive or time wasting she should immediately report it to the supervising teacher who in turn will report it to the Principal. Should a staff member receive material, which she/he finds offensive or abusive or time wasting she/he should immediately report it to the report it to the Principal.

Please discuss the above points with your daughter. Work placement is an invaluable opportunity for your daughter's education, and we hope that she enjoys and learns from the experience.

Student: I _____ agree to the above conditions for my work placement.

Please sign below giving your daughter permission to attend work placement during the following dates.

Dates: _____

Parent / Guardian's signature: _____