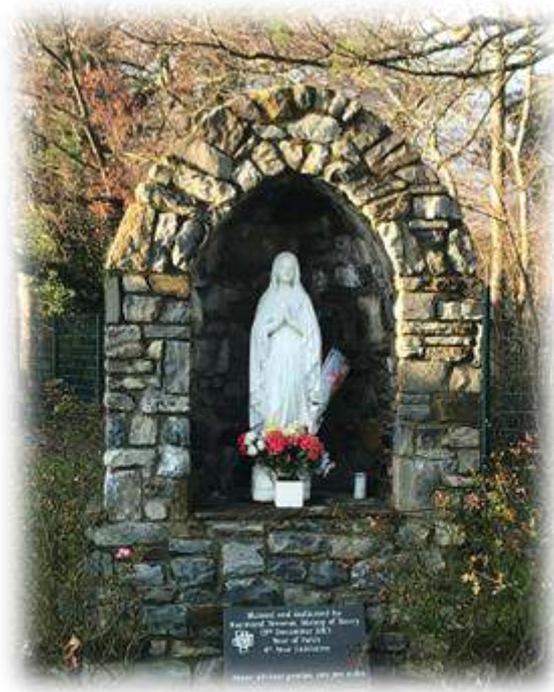




**PRESENTATION**  
SECONDARY SCHOOL TRALEE

COURTESY FRIENDLINESS CO-OPERATION

# Work Placement Policy for Transition Year



Reviewed	Ratified by the Board of Management	Review date
January 2022	February 2022	January 2023

Please read the following work placement policy with your daughter.

Work placement is a vital element for your daughter's Transition Year Programme.

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 ideally:

- 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.

### **Recognised types of work experience**

Appropriate work experience may take a number of forms:

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

### **The Work Placement:**

- There are two work experience placements; one to be completed in Learning Cycle 1 and the second to be completed in Learning Cycle 2 or 3.
- Students are required to find their own work placement for the five days of both placements. In light of Covid 19, students are now allowed to find a placement in a family business.
- Where possible a student should try to secure a placement that allows them to work hours similar to the school day.
- A minimum of six hours per day is required for certification.
- The placement details sheet (provided by your work experience teacher) **MUST** be completed and returned to your teacher at least *two weeks* prior to going on placement. If this is not returned on time, there is no obligation on your teacher to visit you or make contact with your employer.
- It is the student's responsibility to inform the school **IMMEDIATELY** of any changes that may occur during their work placement.

- Under no circumstances should students leave or change their placement without prior permission from their teacher and their employer.
- Students **MUST** complete the two weeks' placement *assigned* by the school. However, if work experience *is* organised outside the designated weeks, it is at the discretion of the Transition Year Co-ordinator and Principal whether it is allowed or not.

### **Absenteeism:**

Absence from work experience is permissible only in very *exceptional* circumstances. In the event that a student cannot attend their work placement on any day the student is responsible for the following:

1. Contacting the school *before 9am* to inform them of the absence.
2. Emailing the work experience co-ordinator *before 9am* to inform him/her of the absence.
3. Provide a **medical certificate** in the event of absence due to illness. **Note:** 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.
4. Provide a written explanation from the employer in cases where the absence is due to an employer request e.g. training day, employer absence, change of schedule.
5. If a student is absent, they must be made up the time at a later date, outside of school hours e.g. midterm, Easter.

### **Certification:**

1. Full attendance for ten days, with a minimum of six hours per day, is required for certification.
2. The work experience diary and worksheets must be fully completed. All sections must meet a satisfactory standard.
3. The reference pages must be completed by your employer.
4. Both the diary/worksheets and references must be returned for correction no more than one week after the second placement.
5. The feedback received from the employer during the placement visit/phone-call must be complimentary of the student's work ethic.

### **Procedures/regulations:**

- Before placement, a preparation for work experience programme will be done in class. Each student will receive a *Work Experience Diary and Worksheets* at the beginning of the academic year. Much of the preparation will be done through the medium of these worksheets and the section in their Journal,

- Students approaching employers will be given a *letter of introduction* and an *Employer's Briefing document* from our school. These, together with the insurance form, must be given to the employer at least one week prior to placement.
- During the placement, the co-ordinator and teachers will endeavour to visit the place of work to monitor progress. Where a visit is not feasible, the co-ordinator or 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.
- During and after their placement, students will give an oral report on their experiential learning from their work experience.
- 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.

**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 un-certification. 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 each 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 their practice.
- Confidentiality: Students must respect confidentiality in relation to observations made while in the workplace.

**Student Email Policy for Transition Year work placement:**

- Users will use their own approved school e-mail accounts only.
- Remember that an e-mail is on the school’s headed paper and can be traced back to place, date and time of sending.
- Prior to sending 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, an 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.

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.

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_