



**LORETO SECONDARY SCHOOL,
CLONMEL**

Work Experience Policy for TY and LCVP Students

**Ratified by
The Board of Management
on 30th January 2023**

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Mission Statement

The Loreto Philosophy of Education is centred in God, rooted in Gospel values and derives its objectives and specific expression from the insights and vision of St Ignatius of Loyola and Mary Ward. It underpins our Mission Statement, which states: *Our school is a caring Christian Community in which students have the opportunity to achieve academic excellence and to grow spiritually, emotionally, socially, creatively and physically in a healthy environment.*

Introduction to Transition Year

The mission of the Transition Year Programme is to promote the personal, social, educational and vocational development of our students and to prepare them for their role as autonomous, participative and responsible members of society. (As laid down by the Department of Education and Science, Transition Year Guidelines)

- Education for maturity in a stimulating focussed way with emphasis on social awareness and increased social competence. This aim is promoted in programmes such as Religious Education, Development Education, Model United Nations, Toastmasters, Life Skills as well as through participation in activities exclusive to Transition Year students and those activities open to the wider student body.
- Promotion of general, technical and academic skills with an emphasis on interdisciplinary subjects for example: Languages, Mathematics, Science, Humanities, Home Economics, Art, IT, Enterprise, Physical Education, Music and Drama Therapy.
- Education through experience of adult and working life as a basis for personal development and maturity. This aim is promoted through the work experience, speakers, outings and career related activities.

In the Transition Year Programme, the student will take greater responsibility for her own learning and decision-making. Students will be encouraged to participate in learning strategies which are active and experiential, and which aim to help the student develop a range of critical thinking and problem-solving skills.

A key feature of Transition Year is the wide range of teaching and learning methods used.

Some of these methods include:

- Activity based learning
- Group work – discussion, debates, role plays
- Project work and research
- Visiting Speakers and seminars
- Study visits and field trips
- Personal responsibility for learning
- Work experience and community involvement
- Computer based learning
- Oral Presentations
- Demonstrations

Work Experience in Transition Year

Work experience -is coordinated by the Transition Year Team

What is it?

- “Work experience” involves spending time as part of a school course, learning at first-hand about life in a workplace.
- The employer agrees to co-operate with the school in taking on a student for a work experience placement, usually for about 8 to 10 weeks each Monday.
- The employer knows that he/she is taking on a person as part of a learning experience, not as some form of cheap labour.

The student needs to be aware that:

- The placement is part of the school course and offers a great learning opportunity.
- The employer – who has an enterprise to run – is co-operating with the student with limited direct benefit to the enterprise.
- Both employer and student will complete a report at the end of the placement.
- These reports will become important documents for future reference.

Getting the Best from Work Experience:

To get the most from a work experience placement, it is worth thinking in terms of **three** stages. For a student to get maximum benefit, it is important that each stage goes well. The three stages are:

1. Preparation:

- **Searching** for a placement which will suit your interests
- **Presenting** yourself to the employer and making a good case for yourself
- **Understanding** what the employer expects from you

2. Placement:

- **Turning up** in good time
- **Presenting** yourself appropriately
- **Following** the instructions given by your supervisor
- **Performing** the given tasks
- **Getting on** with the other workers
- **Dealing** with people in a friendly and courteous way

3. Reflection:

- **Thinking** about the placement
- **Talking** about the placement with your family – and friends, if you wish!
- **Writing** a report on your placement
- **Discussing** your work experience in class and with your teachers
- **Clarifying**, in the light of your placement, your plans for further work experience, for studying and for the future

Community Involvement

This is across five Mondays

Aim of Programme:

- To develop an understanding of Community Service in terms of its structure and processes
- To promote development and appreciation of the needs of society among the students

Type of Placement:

- Experience in any of the community care services is a relevant element in the preparation for adult life. Services such as those concerned with social and economic disadvantage, physical, sensory and mental disabilities, and for special groups such as children, the chronically ill and the aged are most appropriate for this preparation.

Community Service will include:

- Briefing of student prior to placement
- The support of parents
- Coordination by the school
- Commitment and input to the process by the students
- Keeping of records in the form of a journal
- Reporting of progress through tutorial

Students find their own placements for both Work Experience and Community Involvement

Assessment

Work Experience and Community Involvement are assessed in the following ways:

- School diary signed weekly at Work Experience and shown to the class tutor each week
- Self-reflection is via a Work Experience eportfolio on Onenote
- Contact with the employer by the coordinator to ensure all is going well

Code of Conduct for Work Experience / Community Involvement

Agreement form

I agree that:			
I will attend the workplace on the assigned Mondays and at the times agreed with my employer, subject to a maximum of seven hours per day excluding breaks and lunch time.			
I will perform my placement duties to the best of my ability and comply with all reasonable directions of the employer and its employees.			
If during the placement I have access to information which is private and confidential, I will not convey to any person outside the organisation any knowledge or information which I have gained as a result of the placement.			
I will notify my employer and school of any absences e.g. sickness, school activities, etc.			
If I am in contact with any member of the public as part of the placement, I will treat them with the highest respect and politeness as I am aware that I am representing the organisation and school at all times during the placement.			
I will comply with all Health and Safety regulations.			
I recognise that my involvement in work experience is a privilege and as such I have responsibilities to my employer and my school.			
Mobile phones must be switched off during my working day and I will not avail of internet access for personal use.			
<u>TY Contact Details:</u>			
TY Phone Number:		086 1896279	
TY E-mail:		ty@loretoclonmel.ie	
Student's Signature:		Date	
Employer's Signature:		Date	
Parent/Guardian's Signature:		Date	

Points to Note for TY Work Experience

1. Brief yourself on the company/organisation/community in which you're going to be involved.
2. Be aware of the duties you are to undertake.
3. Observe the dress code of the organisation.
4. Show interest at all times during this experience.
5. Be encouraging to all those you encounter, and show empathy.
6. Ask for clarification if you don't understand the task to be undertaken.
7. DO NOT pass judgement on people or situations.
8. DO NOT day dream while on task.
9. Make a note of your duties and training schedules.
10. Write down your observations.
11. State whether your experiences in this area encouraged or discouraged you to pursue it as a career.
12. Work on your communication skills.
13. Observe Health and Safety procedures at all times.
14. Evaluate your experience in your journal.
15. Last but not least, always be on time!

Note: In case of an emergency or illness where you will not be able to attend your Monday placement, send a text message as soon as possible to the number given below stating why you are absent and that your employer has been informed.

If no information is given or your employer has not been informed, demerits will apply.

Note: *The TY Diary must be shown to the tutor in tutor class every week to ensure it has been signed by the employer.*

Guidelines for TY Work Experience Placement

1. Work Experience gives you a chance to **try out a job that you think you might like in the future** – do not waste this chance by picking any kind of a job. Think about what you would like to do when you finish school and see if you can find an employer that would be willing to give you work in this area.
2. If you would like to try out a job that is not too close to where you live, then **you should arrange a lift** – lots of people that live near you travel for work.
3. Your working day should be at least from 9am to 4pm but it looks good to your employer if you can be flexible. You should try and suit them!
4. Make sure your employer knows that there is **no requirement for any payment** to be given to you during work experience ie: he does not have to pay you.
5. Try and pick a **busy place** where you will have **lots to do** so that you can learn lots of **new skills** and get **plenty of experience**. Talk to other students to help you pick a place where you will get good experience.
6. When you find an employer that has agreed to accept you be sure to find out the **Employers Name, Address and Contact Numbers**, hours of work, dress code etc and fill the relevant information into the agreement form
7. Tip: Remember there will be lots of students looking for work experience so when you are looking for a job you should
 - Make a **good impression** - dress neat & tidy, be polite, be nice...
 - **Start looking early** as good places fill up quickly
8. Be sure to update your CV on return to include your referee and details of work
9. You will have to complete a work placement diary also and have it completed (at least handwritten) on return from placement

Work Experience / Community Involvement Diary

The following is a guide to completing the diary for work experience and community involvement. It is by no means exhaustive. Students should include as many of these areas as are appropriate to their work experience placement. Select one or more observations each week and investigate it as it relates to their work placement

Duties performed:

- Outline the tasks you carried out throughout the work day regardless of how small the tasks may have been.
- Include any training or instructions given.
- Fire Safety Regulations / Fire Drill evacuation procedures.
- Health and Safety Procedures.

Difficulties encountered:

- Include anything that you considered a difficulty at the time regardless of how insignificant it may seem.
- You may have been asked to carry out a task that you were unfamiliar with.
- Outline how you mastered unfamiliar tasks.
- Work was repetitive or too easy.
- Explain briefly how you overcame this difficulty.
- Did you ask for help or clarification?
- Did you persevere until you mastered the task?
- How did you respond to challenges?
-

Observations / Learnings:

- Range and type of work carried out by someone working in this career area – opportunities to specialise.
- Level of preparation required in advance of meeting client.
- Skills and qualities required/desirable in this career area.
- Use of technology (and its benefits in this career area).
- Age profile of workers.
- Use of teamwork – benefits.
- Good staff morale.
- Importance of experience – gained over the years.
- Importance of cleanliness of environment.
- Importance of precision and accuracy.
- Importance of discipline and punctuality.
- Dress – formal/casual.
- Daily schedule – same/varied.
- Tiring work – on feet all day?
- Anti – social working hours – late hours / weekends.
- Qualifications and need for / desirability of ongoing training.

- Importance of good reputation.
- Something you were not aware of about this job/career.
- Challenging aspects of this job.
- Rewarding aspects of this job.

Arachas (Dublin) Commercial
The Courtyard, Carmanhall Road
Sandyford Industrial Estate
Dublin 18 DX211006

11th March 2022

Insured Name: Sisters of Loreto and Loreto Education Trust Board
Policy Number: DNRES0563399
Location 039: Loreto Secondary School, Clonmel

Dear Sirs,

We refer to your recent enquiry and can confirm that the Company will indemnify the Insured in respect of legal liability (as defined under the Public Liability Section Insuring Clause) in accordance with Sub Section 4B Extension 8. Work Experience Schemes.

The Company will indemnify any Principal in respect of the legal liability of the Insured for which the Insured is entitled to indemnity under the Policy arising out of the performance of such work by any student in accordance with Sub Section 4B Extension 8.

Principal means any employer participating in a work experience scheme organised by the Insured.

The Limit of indemnity is €30,000,000 any one Event.

The period of insurance is from 01/03/2022 to 28/02/2023.

Cover is at all times subject to the terms, Definitions, Conditions, Exclusions, Endorsements and limitations of the actual Policy issued.

Please contact us if you have any queries.

Yours faithfully,

Sarah McDonnell

Sarah McDonnell
Religious Education Team

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Dublin 4
Ref. RWE

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D. Browne, S. Casey, A. Holmes, A. Kelleher, U. Lange (German)
Allianz p.l.c. registered in Ireland No. 143108
Registered Office: Allianz House, Elmpark, Merrion Road, Dublin 4.
Allianz p.l.c. is regulated by the Central Bank of Ireland.

Transition your Work Experience Form

(Please return to TY Co-ordinator)

Student's name	
Student's address	
Student's phone number	
Employer's name	
Employer's address	
Employer's contact telephone number	
Employer's contact e-mail	
Supervisor responsible for the student	
Start date of work experience	
end date of work experience	
Hours of work	

As the student named above I agree to take part in this work experience scheme. I also agreed to hold in confidence any information about the employer's business which I may obtain during this work period and not to disclose such information to other person without the employer's permission. I also agree to observe all safety security and other regulations laid down by the employer and made known to me either by the employer's representative or by displayed instructions.

Student's Signature:		Date	
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As the parent/guardian of the student named above I confirm that I have read and understood this form and the other accompanying documents and agreed to her taking part in this scheme and undertake that she will observe the conditions set out above. I confirm that she does not suffer from any physical condition which would result in an unnecessary risk to her health and safety or to the health and safety of another person.

Parent/Guardian's Signature:		Date	
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As representative of the above employer I agreed to the student named above working at my premises in accordance with our letter of understanding.

Signature:		Date	
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Procedure for Completing Garda Vetting Application for TY Students

Garda Vetting is conducted in respect of any person who is carrying out work or activity which may consist of the person having access to, or contact with, children or vulnerable persons.

Only students 16 or over need to be vetted.

A valid email address and internet connection is required to complete the application.

All TY students must have their Garda Vetting completed and handed in as soon as they turn 16, regardless of their work experience arrangement.

Procedure:

1. Complete both the Vetting Invitation Form (NVB1) and the Parent/Guardian Form (NVB3).
2. Return both forms to the school.
3. The school will send the forms to the Joint Managerial Body (JMB).
4. The JMB will then email the parent/guardian with a link to complete the vetting process online.
5. Complete the vetting application online.
6. The JMB will then email the school confirming that vetting has been granted.

Note:

- In the Vetting Invitation Form (NVB1):
 - In Section 1, both the email address and the contact number given must be that of the parent/guardian and not of the student.
 - The role being vetted for is "TY Work Experience".
 - In Section 2, the name of the organisation is "Loreto Secondary School".
 - It is not necessary to provide documentation to validate identity.
 - The form must be signed and dated on or after the student turns 16 before it can be returned to the school.



JMB Ref:

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Form NVB 1

Vetting Invitation

Section 1 – Personal Information

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):											
Middle Name:											
Surname:											
Date Of Birth:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td>D</td><td>D</td><td>/</td><td>M</td><td>M</td><td>/</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	/	M	M	/	Y	Y	Y	Y
D	D	/	M	M	/	Y	Y	Y	Y		
Email Address:											
Contact Number:											
Role Being Vetted For:											
Current Address:											
Line 1:											
Line 2:											
Line 3:											
Line 4:											
Line 5:											
Eircode/Postcode:											

Section 2 – Additional Information

Name Of Organisation:

I have provided documentation to validate my identity as required *and*
 I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. Please tick box

Applicant's
 Signature:

Date:

D	D	/	M	M	/	Y	Y	Y	Y
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Note: Please return this form to the above named organisation. An invitation to the e-vetting website will then be sent to your Email address.



PARENT/GUARDIAN CONSENT FORM (NVB 3)

Applicant Details

Forename(s):																																				
Surname:																																				
Date Of Birth:	D	D	M	M	Y	Y	Y	Y																												

Parent/Guardian Details

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):																																				
Surname:																																				
Relationship to applicant:													Father:	<input type="checkbox"/>	Mother:	<input type="checkbox"/>	Guardian:	<input type="checkbox"/>																		
Address:																																				
Line 1:																																				
Line 2:																																				
Line 3:																																				
Line 4:																																				
Line 5:																																				
Eircode/Postcode:																																				

Parent/Guardian Consent

I, being the Parent/Guardian of the above named applicant, consent for the National Vetting Bureau to conduct vetting in respect of the above named applicant in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

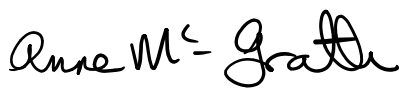
Parent/Guardian Signature:	<input style="width: 250px; height: 40px;" type="text"/>	Date:	D	D	M	M	Y	Y	Y	Y
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This policy was agreed on the date noted below.

Signed: 

Ms. Mary Ryan, Chairperson of Board of Management

Date: 30th January 2023

Signed: 

Ms. Anne Mc Grath, Principal

Date: 30th January 2023