



Scoil Dara



Kilcock



WORK EXPERIENCE

HANDBOOK FOR EMPLOYERS

Message from the Coordinator

Dear Employer,

Thank you for providing work experience for one of our Transition Year students.

The work experience you are generously providing will play a significant part in the learning opportunities for this student. One of the strengths of the Transition Year programme is that, through the generosity of people like you, students have the opportunity to experience the world of work.

The world of work is a rich environment for a student. So much can be learned about work, work practices, people and the needs of society. Our students will be encouraged to be good learners in their places of work.

Please do not hesitate to contact the school if you have any query, question, observation or suggestion. We will be delighted to hear from you and to be influenced by your suggestions and observations. The generosity, support and enthusiasm of employers towards our students in work placement contributes greatly to the success of the Transition Year programme. The whole school community and parents are very grateful and deeply appreciative of this support and of the opportunities provided for students.

Work experience is undertaken on the Friday of each week, with the times of starting and finishing being agreed between the employer and the student. Work experience placements will consist of a block of ten (10) Fridays.

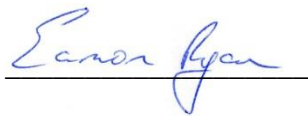
As an employer you will want to know:

1. **The school insurance policy held by the school indemnifies the Board of Management against their legal liabilities for the participation of students in the work experience programme.** Employers who provide opportunities for work experience are normally indemnified by their own insurance policies without additional charge. Please check this matter with your insurer. It is normal practice within the insurance industry for insurers to provide the appropriate indemnity to employers who facilitate work experience programmes. Moreover, our experience has been that insurers make no additional charge for including students under an employer's policy. However, should an additional charge be levied, the Board of Management will reimburse the employer.

2. The school will closely monitor the progress of each student while on work experience and any communication from an employer will receive immediate attention.
3. At the end of the period of work experience the employer will be requested to fill out a simple evaluation form indicating how the student performed while on work experience.

Thank you for your attention and, in particular, for your valued assistance now and in the past.

Yours sincerely,

A handwritten signature in blue ink, reading "Eamon Ryan", is written over a horizontal line.

Eamon Ryan

Programme Coordinator
Scoil Dara
eamonryan@scoildara.ie

Scoil Dara
Church Street
Kilcock
Co Kildare

23rd August 2019

Insured Name: Scoil Dara
Policy Number: CE RES 4079131

Dear Sirs,

We refer to your recent enquiry and can confirm that we will provide cover to the Insured for legal liability (as defined under the Public Liability Section Insuring Clause) in accordance with Extension 8 Work Experience Schemes of this Section.

The Company will indemnify The Employer as principal in respect of the legal liability of the Insured for which the Insured is entitled to indemnity under the Policy in accordance with the Indemnity to Principals Clause contained in the Policy.

The Public Liability limit of indemnity is €30,000,000 any one Event.

The period of insurance is from 01/09/2019 to 31/08/2020.

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 sincerely,



Fearghal Kelly
Religious Education Team

GUIDELINES FOR EMPLOYERS

1. Employers should be satisfied that they have all the necessary details about the student that they require. Each student will present his / her work experience employer with a Personal Details sheet which is likely to provide all the information that an employer would require.

2. **On the First Day of Work Experience** (or before work experience begins)

The employer or representative should meet with the student and:

- (a) Agree with the student the starting and finishing times, break times and the work duties
- (b) Introduce the student to the relevant other staff members
- (c) Inform that student of any special rules, work practices etc
- (d) Brief the student on relevant health and safety procedures

3. **Work for Students**

Every employer / supervisor will want to:

- (a) Plan a variety of tasks appropriate to the student and useful to the employer
- (b) Provide suitable instruction / demonstration on tasks on which the student will be engaged
- (c) Explain any special arrangements, e.g uniform, protective clothing, reception, security etc
- (d) Provide clear guidelines for the student on tasks which the student should not engage in

4. **Mentor System**

An employer may consider it appropriate to arrange that a member of staff is assigned to mentor and liaise with the work experience student. The person would:

- (a) Be available to answer the student's questions
- (b) Provide the student with feedback as appropriate during the work experience placement
- (c) In consultation with the employer, complete and return the school's written report.

WORK EXPERIENCE DATES 2019-2020

Session 1		
1	Friday	6 th Sept
2	Friday	13 th Sept
3	Friday	20 st Sept
4	Friday	27 th Sept
5	Friday	4 th Oct
6	Friday	11 th Oct
7	Friday	18 th Oct
8	Friday	25 th Oct
9	Friday	8 th Nov
10	Friday	15 th Nov

Session 2		
1	Friday	22 rd Nov
2	Friday	29 th Nov
3	Friday	6 th Dec
4	Friday	13 th Dec
5	Friday	20 st Dec
6	Friday	10 th Jan
7	Friday	17 th Jan
8	Friday	24 th Jan
9	Friday	31 st Jan
10	Friday	7 th Feb

Session 3		
1	Friday	14 th Feb
2	Friday	28 th Feb
3	Friday	6 th March
4	Friday	13 th March
5	Friday	20 th March
6	Friday	27 th March
7	Friday	3 rd April
8	Friday	24 th April
9	Friday	1 st May
10	Friday	8 th May

WHAT STUDENTS HAVE BEEN TOLD ABOUT WORK EXPERIENCE

Students have been given the following instructions and advice regarding their work placement:

1. Details To Employer

Each student will provide the employer with the **Student Personal Details** form. This form provides details of the student's name, address, parent/guardian contact details, and the school contact details.

2. Attendance

Students must attend at work experience on each designated day. If unable to attend the student must notify the employer as soon as possible and also present a written explanation to the school for the absence.

3. Punctuality

Students should aim to always be punctual for their work experience and this means that students should arrive five minutes before the appointed time. If the student is going to be late, the student must notify the employer of this as soon as possible

4. Dress Code

Students must comply with the dress code of the work placement. In addition to compliance with the employment placement dress code, students must be neat and tidy

5. Taking Instruction

Students are expected to listen carefully and respectfully to each and all instructions given. If unsure, students should seek clarification.

6. Use of Work Placement Facilities

Student should only use facilities for which they have been given specific permission. All facilities used must be used with care and consideration.

7. Reputation and Good Name

Students will be conscious that in the work placement, the good name and reputation of the work placement, the school, and student will be at stake. Each is priceless and is to be guarded and protected.

TRANSITION YEAR WORK EXPERIENCE

STUDENT PERSONAL DETAILS

Name: _____

Address: _____

Mobile: _____

Parent / Guardian Name(s): _____

Parent / Guardian Phone Contact: _____

Student Health: _____

CONFIRMATION

The following document have been given to employer

() Employer Handbook

Signature: _____ **Student**

_____ **Parent / Guardian**

Date: _____

Transition Year

WORK EXPERIENCE PLACEMENT DETAILS

(Please retain this form in your TY Folder and complete the online form via the school website)

Session 1 []

Session 2 []

Session 3 []

Student Name: _____

Date of Birth: _____

Class Group: _____

Mobile: _____

Parent / Guardian Name: _____

Parent / Guardian Contact: _____

Employer Name _____

Type of Business _____

Employer Address _____

Employers Email Address _____

Employer's Phone Number: _____

Supervisor's Name & Contact Number
(if different from employer) _____

Placement Start Date: _____

Placement Finish Date: _____

Hours of Work:

Daily Start Time: _____

Daily Finish Time: _____

Lunch Time: From _____ to _____

Details of your Work Duties: _____

Dress Code: _____

Method of travel to and from Work Placement

Please confirm

I , _____, have provided my employer with a copy of the employers handbook.

(Yes) / (No) Employer Handbook (delete as appropriate)