



# *Coláiste Iognáid S.J.*

Bóthar na Mara, Gaillimh

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## **Transition Year Work Experience Procedure**

### **LINK TO MISSION STATEMENT**

Coláiste Iognáid aspires to be a community wherein mutual respect, cooperation and justice are integral features. The school's ethos seeks to develop each student's religious, moral, social, intellectual and cultural sensibilities. Our Ignatian Vision guides procedures and processes within the school. Cura personalis is one of the defining features of the ethos of the college where each student will be cared for. The unique character of each person is acknowledged and valued. One of the central aspirations of the college is that we should be "people for others". All our policies are informed and guided by these principles.

### **INTRODUCTION BY THE BOARD OF MANAGEMENT**

The Board of Management recognises the importance of Transition Year Work Experience and is fully committed to following the key principles of best practice in implementing this policy.

In developing this policy, we have given serious consideration to the democratic and child-centred principles of the school. The establishment of a sound learning environment at school and classroom level is critical to effective teaching and learning.

This policy document sets out procedures to be applied to support Transition Year students taking part in work experience programmes in the school.

### **RATIONALE**

Work Experience plays an important role for students in the transition of students from school life to adult working life. Experiencing the world of work, work simulation and work shadowing enhances their personal, social, vocational & educational development. Work experience is an integral aspect of the TY programme.

### **Aims and Objectives**

The aim of TY work experience is to improve students understanding of the world of work and its demands.

- To improve educational standards through using contexts that improve motivation and attainment for all students
- To improve the quality of provision and guidance
- To increase access and choice for all students
- To ensure students follow courses and programmes which are appropriate to their longer term aspirations and needs
- To improve the transition of SEN students from school to adult working life

### **Benefits of Work Experience**

Work placements are most effective if teachers, students, parents and employers see it as an essential and integral part of a pupil's personal development and an opportunity to develop employability skills. Appropriate experiences of the world of work will benefit students, schools and employers.

### **Procedure**

- Students and parents are informed of the dates for placement via the school calendar and by the Transition Year Coordinator.(when and by whom?).
- Agreement forms and insurance letters are distributed.
- Students must research placements.
- Students approach potential employers and seek placements.
- Agreement forms are returned to the coordinator at TY induction.
- Garda vetting forms for participating students are completed where required.
- Students or parents/guardians will communicate details of placements to the Transition Year co-ordinator via email to [transitionyear@colaisteiognaid.ie](mailto:transitionyear@colaisteiognaid.ie).
- In TY induction students learn about the behaviour that is expected at work experience.
- Placement takes place every Friday for the duration of the Public Health crisis.
- Student take their TY diary to work experience and the employer signs.
- Students show their diary to class tutor in the weekly careers class.
- On completion of the placement the employer completes an evaluation form which is returned by the student or parent/guardian to the coordinator.
- Coordinator spot checks on work experience by phoning employers randomly throughout the year. Records of these phone calls are entered into the chronicle of the relevant student on Compass.
- At the end of the work experience, the evaluation forms must be filled and given to the TY coordinator.

### **Garda Vetting**

All students wishing to work with children or vulnerable adults need to be garda vetted. Garda vetting can only take place once a student is 16. Therefore, students are unable to do work experience with these groups until they have turned 16. The vetting takes a number of weeks to arrange. Forms are available from the programme coordinator in the school.

## **POLICY PUBLICATION**

This policy was adopted by the Board of Management on 24/01/2022.

## **REVIEW**

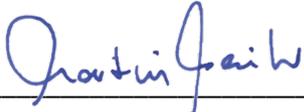
This policy has been made available to school personnel. The policy is published on the school website and is available to parents and pupils on hardcopy upon request. A copy of this policy will be made available to the Department and the patron if requested.

## **RATIFICATION**

This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website and will otherwise be readily accessible to parents and pupils on request. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

Signed: 

Principal

Signed: 

Chairperson of Board of Management

Date: 24 January 2022

## Appendix 1: Code of Conduct

### TRANSITION YEAR WORK EXPERIENCE CODE OF CONDUCT

I agree that:

I will attend the workplace on the assigned days 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 (via the Compass App) 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.

<b>Signature of Student</b>		<b>Date</b>	
<b>Signature of Employer</b>		<b>Date</b>	
<b>Signature of Parent/Guardian</b>		<b>Date</b>	

## **Appendix 2**

### **Points for students to note**

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. Bring your TY diary to work experience to be signed each week
6. Be encouraging to all those you encounter, and show empathy.
7. Ask for clarification if you don't understand the task to be undertaken.
8. Don't pass judgement on people or situations.
9. Don't day dream while on task.
10. Make a note of your duties and training schedules.
11. Write down your observations.
12. State whether your experiences in this area encouraged or discouraged you to pursue it as a career.
13. Work on your communication skills.
14. Observe Health and Safety procedures at all times.
15. Evaluate your experience in class notebook on One Note.
16. Last but not least, always be on time!