**WORK EXPERIENCE POLICY**

**St. Ailbe’s School, Rosanna Road, Tipperary Town**

Each year, Transition Year, Leaving Certificate Applied and Leaving Certificate Vocational Programme students from St. Ailbe’s School go on work placements and enjoy the opportunity to not only learn about the world of work and explore possible career options but also to actively develop skills for future enterprise and employability.

These work placements are, for many students, the highlight of their school year where they may have the opportunity to gain a real insight into the challenges and opportunities of work.

Schools and students rely on the willingness of employers to provide work placement opportunities and employers play a pivotal role in the success of these work experience programmes.

**Benefits to the Employer**

Work placements provide many opportunities and benefits to both employers and students. Those most commonly cited by employers are:

* **influencing the quality of future employees**: employers can help improve the quality and preparedness of young people coming onto the labour market;
* **development of recruitment channels:** building links with local schools can help to attract school leavers into jobs and can reduce recruitment costs;
* **brand awareness:** work placements are often formative for students and discussed frequently with peers. A work placement significantly impacts on their awareness of the brand and values of the organisation, which will be shared with others;
* **influencing career choices:** many employers report that work placements are the ideal way of raising the profile of career opportunities within their organisation and, in some cases, of dispelling unwarranted stereotyped views;
* **raising the community profile:** many employers attach importance to raising their profile in the community. Work placements provide a valuable means of creating a positive image amongst students, teachers, parents and employees;
* **creation of staff development opportunities:** the process of policy development, planning, implementation, monitoring and evaluation of work experience programmes gives scope for employees to develop their management and coaching skills, and widen their experience;
* **increased motivation of employees:** companies participating in education-business link activities have found that such activities increase the motivation of their employees;
* **understanding changes in the education system:** closer liaison with schools helps employers to improve their understanding of modern learning processes and current educational qualifications, and enhances their relationship with teachers.
* **monetary:** students may provide fresh perspectives, as well as providing an additional resource.

**Employability Skills** **and Competencies**

Some examples of each are provided below along with some examples of tasks which would assist in developing and accessing these competencies:

**Personal Skills: Independence** - allow the student to perform tasks with minimum help or approval, or without direct supervision.

**Learning** - provide some work related training and opportunities to learn. Watch for an interest in personal learning and development. Encourage questioning and assertiveness.

**Dependability** - offer tasks that require a degree of responsibility.

**People Skills**: **Active Listening** - Watch to see if full attention is being given to what other people are saying, if they take the time to understand the points being made, asks questions as needed, and does not interrupt inappropriately.

**Team Membership** - If possible assign some of the students’ time to join in on group work, and encourage participation where appropriate.

**Respect** - encourage interaction with people from diverse backgrounds and different levels of authority within the organisation. Do they take the feelings, needs, thoughts, wishes and preferences of others (including other cultures and races) into consideration, and give them worth and value.

**Task Skills: Time Management** - offer opportunities to manage their time efficiently. E.g. punctual clocking in/out, achieve tasks on time, allocate appropriate time to record information and finish what is started.

**Computer Skills** - encourage the use of a computer to write and print documents, and use email programs. Provide basic training on any in-house computer systems. Encourage them to prepare a report on their placement, or conduct some internet based research, etc.

**Customer Focus** - If appropriate, allow the student to engage with customers and learn how to develop an understanding and concern for customers’ needs.

**How Work Experience operates in St. Ailbe’s**

**Applications** – students are encouraged to find their own work placement. The Subject teacher or Programme Coordinator contacts the employer by letter, following the student’s organising of the placement. (Appendix 1)

**Placement details** - the facilitating employer will normally be required to complete a form confirming the availability, nature and dates of work experience. This is called a Work Experience Agreement Form.

(Appendix 2).

**Parental/Guardian Consent –** The Subject teacher or Programme Coordinator will contact the Parents/Guardians of each student to obtain consent to the specific Work Experience Placement. (Appendix 3)

**Insurance** – Transition Year, Leaving Certificate and Leaving Certificate Applied students are insured by the Tipperary Educational Training Board’s insurers. Employers will be given a document containing the relevant insurance details, which should be filed for reference. Check for exclusions for certain types of work.

**Format** – Transition Year students require 3 one week experiences which vary each academic year.

Leaving Certificate Applied (LCA) students require a one day per school week placement. The placement is from September to January and February to May.

Leaving Certificate Vocational Programme (LCVP) students require one week (five school days placement) during the academic year.

**Attendance** – the student is required to bring to work, on each placement day, the Employer’s Record of Attendance and Student Evaluation Form (Appendix 4) . Attendance at work is verified via this record. The employer/ mentor are also asked to comment on the student’s participation. This record is presented in school by the student after work experience.

**Absence from work –** the student on work experience is required to notify the school and the employer/ mentor of a pending absence from work experience. Medical appointments and illnesses need to be explained by way of medical certification. The employer/ mentor is asked to contact the school in the case of a student’s absence from work experience.

**Payment** - the employer is not required to make any payment to the student during work experience.

**Monitoring** - as part of the monitoring process, the student’s teacher may on occasion request to visit the student at the employer’s premises during the work experience.

**Recording** - during the course of the work experience, a student will normally be required by the school to maintain a diary of his/her experiences so that they can reflect on the learning points when they return to school.

**Feedback** - on completion of work experience, the employer is requested to provide feedback to the student on their performance. This is recorded in the Work Experience Attendance Record. This record is the responsibility of the student and must be presented at school following completion of work experience.

**Credits (LCA) –** in order to gain credits for Work Experience, students need to have satisfactory attendance in the work place and in work experience class, complete the work experience diaries and all Key Assignments in class.

**Health & Safety**

While St. Ailbe’s School continues to have responsibility for students on work experience, the employer has the same responsibilities for their health, safety and welfare whilst the student is on an employer’s premises.

As most students undertaking work experience will be under the age of 18 years and in some cases, may be under 16 years, employers facilitating work experience should review the relevant sections of the ‘Protection of Young Persons (Employment) Act 1996’ to ensure compliance.

In general, the Act prohibits the employment of children under the age of 16. However, employers can take on 14 and 15 year olds as part of an approved work experience or education programme where the work is not harmful to their safety, health, or development.

There are also some limitations around working hours, rest breaks, night time work etc. which apply to those 17 yrs. and under.

In taking steps to ensure the safety of students while on work experiences an employer should:

***Assess the Risks*** - in advance of any work experience student starting, identify any risks associated with the placement and minimise these were possible. Take into account that these young people are likely to be inexperienced, unaware of health and safety risks and physically or mentally immature.

They should not be required to operate any hazardous machinery or work in hazardous environments as their short placements would not allow sufficient training.

***Appropriate supervision*** - young people will be facing unfamiliar risks from the job they will be doing and from their surroundings and are therefore likely to need more supervision than adults. Good supervision will also help you to get a clear idea of their progress in the job and to monitor the effectiveness of their training.

***Induction -*** ensure any initial briefing/training that the student receives on commencing their work experience covers the important elements of your health and safety policy including:

• identifying any risks associated with their work experience or their presence on your premises

• ensuring that the students receive appropriate instructions about the tasks they are to perform and company safety regulations including the wearing of protective clothing or equipment

• advise on systems for dealing with accidents and emergencies. If the student is absent for any part of the placement or any incident or accident occurs, you should immediately notify the school. Contact details are provided on commencement of the placement.

**During The Work Experience**

**The Work Experience Provider Shall:**

* Be compliant with relevant Health & Safety legislation.
* Bring the relevant areas of the safety statement and risk assessment to the student’s attention outlining the workplace precautions, which must be observed.
* Provide the student with appropriate Personal Protective Equipment.
* Provide adequate and relevant Safety & Health training in compliance with best practice and National Legislation.
* Supervise the student to ensure that safe work practices are being observed.
* Ensure that the Safety and Health standards applicable to the student are the same as for full time employees.
* Advise the student of the procedures to be observed when discovering a fire and what action is required on hearing the fire alarm.
* Inform the contact person in St. Ailbe’s school of any accident involving the student. The St. Ailbe’s contact person will then inform the St. Ailbe’s Health & Safety Officer and parent.

**The Student shall:**

• Report to their work experience supervisor on commencement of placement.

• Establish from the person in charge what precautions should be taken while working on the premises.

• Attend any health and safety training provided by the work experience provider.

• Fully adhere to any safe system of work required by the work experience provider.

• Comply with any reasonable requests made in the interest of safety and health e.g. permit-to-work systems, etc.

• Work at all times to enable the work experience provider to comply with all relevant health and safety legislation.

• Seek clarification if concern or doubt exists about any work practice.

• Ensure own safety at all times.

• Not place colleagues or any other person at risk.

• Report defects in places of work, systems of work, equipment, tools etc. to the work experience provider.

• Wear the personal protective equipment provided.

• Not interfere with or misuse any appliance, equipment, etc. provided for securing safety.

• Report all accidents and dangerous occurrences to the work experience provider.

• Ensure a high standard of housekeeping is observed at all times, tidy up as necessary especially when work is completed.

• Report any unresolved health and safety issues to the work based supervisor.

• Not be under the influence of an intoxicant.

• Not engage in improper conduct or behaviour that could endanger their safety and health or that of any other person.

**Student is responsible for:**

* Ensuring that all documentation specified by the School is submitted at the end of the placement by the required date.
* Complying with the work experience provider’s terms and conditions of employment/and or enrolment. This includes abiding by all rules and regulations and attendance at any briefings in relation to policy issues.
* Personal conduct which upholds and enhances the good standing and reputation of the School.

**Personal Conduct**

* A student is expected to conform to the rules and discipline of the placement provider. Rules and required discipline may vary from provider to provider but certain conduct will tend to be common such as punctuality, courtesy, tolerance and good personal hygiene. Generally, the dress code for professional offices, government offices is formal.
* A student must make themselves aware of the Health and Safety policy of the work experience provider and appreciate and implement their personal duty of care for their own safety and for the safety of others.
* A student may be involved in work, which is confidential, normally of a legal/financial nature. Students should be discreet and not divulge this information to anyone. Discretion and the application of moral values are known as ‘integrity’, a quality essential for a professional person.
* Students are not permitted to partake of alcohol or illicit substances while at work or at lunch or other breaks. Students must not present themselves at work while under the influence of alcohol or an illegal substance.

**Appendix 1**

Letter of understanding between St Ailbe’s and the Employer providing Work Experience

Title & Name

Company

Address

Date

Dear Employer

On behalf of all involved in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at St. Ailbe’s School, we would like to thank you most sincerely for accepting one of our students on a work experience with you.

From experience we know that our students, following their work experience, are pleased at having gained such a valuable insight into the world of work. The new skills that the students develop during the work experience stands to them both at school and in their later lives.

We again wish to avail of this opportunity to reiterate our appreciation of your generous support of the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ work experience programme and of course hope that you will extend our thanks to all of your staff.

I have enclosed the Work Experience Agreement Form that you might return to the school, a copy of the Tipperary ETB Indemnity Policy for your reference and the Employers Record of Attendance and Student Evaluation Form which should be completed to provide feedback to St Ailbe’s on the students’ performance.

We look forward to speaking with you again in the future.

Kind regards

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**Appendix 2**

**ST AILBE’S WORK EXPERIENCE AGREEMENT FORM**

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| --- | --- |
| LEARNER | EMPLOYER |
| Learner’s name: | Employer: |
| Address: | Address: |
| Mobile number: | Supervisor: |
| Dates of work experience: | Supervisor contact no.: |
| Hours of work: | Supervisor email address: |
| Emergency contact name and number for learner: |

|  |
| --- |
| **LEARNER**As the Learner named above, I agree to take part in this Work Experience scheme, to be punctual in attendance and to inform the employer and my course co-ordinator of any absence due to illness, etc.I also agree to hold in confidence any information about the employer’s business that I may obtain during this work experience and not to disclose such information to another person without the employer’s permission.In addition, I also agree to observe all safety, security and other regulations laid down by the employer and made known to me by the employer, the employer’s representative or by displayed instructions.Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- |
| **EMPLOYER**As a representative of the above employer, I agree to the learner named above working on my premises on a work experience placement.A staff member will act as the learner’s supervisor.The learner will as far as possible be given tasks which are relevant to their course of study.We will take care not to place the learner at risk, and, as far as is reasonably practicable, safeguard their health, safety and welfare at workName: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# Appendix 3

# St. Ailbe’s School

## Work Experience Parental Consent

I/We give our full consent to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Student Name) to engage in work experience programme with

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Employer Name) at

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Employer Address).

I/We acknowledge that as part of work experience it is expected that:

* students complete the required number of days at their agree;
* students be in attendance for work each;
* students should they be unable to attend work for any reason inform both the employer and the school on 062 51905 at the earliest convenience;
* students ensure that they have made the necessary travel arrangements to and from their work experience;
* students be punctual and well-mannered while on their work experience;
* students keep a **daily record of their experience**;
* students observe all health and safety procedures while on work experience;
* students ensure they dress appropriately (including wearing protective clothing if required) for the duration of the work experience;
* students observe school’s insurance policy guidelines and refrain from engaging in exempted activities.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print name) Parent Guardian

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 4**





**Any additional comments you would like to make:**

