



Work Experience Policy

Introduction:

The completion of two weeks work experience during the academic year is a core requirement for students undertaking the Transition Year Programme at Ballymakenny College. The completion of a one week work placement is a core requirement for students undertaking the Leaving Certificate Vocational Programme.

These placements allow the students to experience a workplace setting for a short duration. It may also provide the students with opportunities to explore various career interests they may have developed. The goal is to encourage them to learn by reflecting on their experiences.

There is widespread acceptance of work experience as a vital element of such programmes and of the fact that the educational benefits far outweigh any difficulties encountered.

Aim:

Students are educated through experience of adult and working life as a basis for their own personal development and maturity.

Objectives/Learning Outcomes:-

Students will through TY/LCVP work experience;

- Gain an insight into a career or chosen occupation and experience day to day aspects of employment
- Learn beyond the confines of the organised curriculum through experiential learning and reflective practice
- Understand their own strengths and areas for development
- Build confidence and independence
- Make a connection between what they have learned and its application in a workplace setting
- Gain exposure to working within a team setting
- Develop skills of self-evaluation and reflective practice
- Demonstrate organisational skills

- Understand the importance of matters relating to health and safety, ethics and confidentiality in a workplace setting

Links with other policies/plans in the School:

- *Health and Safety*
- *Child Safeguarding Statement* □ *S.E.N.*
- *Code of Behaviour*
- *School Tour Policy*
- *Wellbeing Policy*
- *Guidance Plan*

Information for Students

A. General

1. Each student is required to complete *two* separate weeks of work experience for TY and one week for LCVP (Usually during Easter holidays).
2. Dates of TY Work Experience will be provided at the Parents' information evening in March/April preceding the commencement of the TY Programme.
3. TY students are expected to organise a different work placement for each of the weeks in question. We usually recommend a contrasting work placement.
4. These placements should be discussed with and approved by tutors/WE Co-Ordinator/LCVP teacher.
5. Placements may be *active* or *shadowing*. In an '*active*' placement the student will ideally work as a regular employee and carry out suitable tasks as per instruction; while '*shadowing*' placement allows the student to follow a professional for the week and see what their job entails. Shadow placements are common when a student wishes to work in an area where confidentiality is an issue.
6. **Students are not permitted to use part time jobs for work experience purposes and do not receive payment for work done.**
7. State Indemnity Insurance is in place and covers most placements. (*See Appendix 1*)
8. Some students may find that they will be offered work placements outside of dates above. Each of these extra placement opportunities will be considered on a case by case basis at the time by the WE Co-Ordinator.
9. In the event that an extra placement is authorised, the student must ensure that all the relevant placement documents are obtained from the school and completed, just as for their other two placements. The onus is on the student to complete and submit any coursework missed as a result of an extra work placement.
10. Students are encouraged to find placements independent of family/guardians to gain some exposure to the 'outside world'.

B. Insurance

11. As a Community School, students of Ballymakenny College are covered by the State Indemnity insurance scheme. Employers are indemnified in instances of negligence on

students' behalf. The policy does not extend to include certain activities. Please refer to the state indemnity insurance policy for further details. (See Appendix 1)

C. *Preparation*

1. Start planning early and identify what type of placement you may wish to pursue.
2. Talk to family, teachers and previous Transition Year/LCVP students for advice. (It is not your parents', guardians' or teachers' job to find you a placement; however, we are here to help.)
3. Prepare your CV and cover letter with the advice of your Tutor in Portfolio and Reflection class.
4. Students who **apply early** are more likely to get the placement they wish for and have in general a more noteworthy and constructive experience.
5. Details of your first proposed TY placement will be required by the school in mid-October so you need to get planning early.
6. Details of the second TY placement will be required by the school in mid-January.
7. Details of LCVP placements will be required by the school by mid-February.

D. *How to get started*

1. Consider jobs from many diverse (different) areas; Music, Art, Manufacturing, Engineering, Medicine, Education, Media etc. as very often a placement you might never have considered as a career can end up the one you most excelled in and go on to pursue.
2. Apply for jobs that are linked to your hobbies, subjects you like at school or future career prospects.
3. You will find contacts a number of ways;
 - Personal knowledge
 - Social Media
 - Asking family or friends
 - Asking last year's Transition Year students/LCVP students
 - Recruitment/Job Websites
 - Newspaper adverts
 - SharePoint (list of local employers is available here)
4. Contact the employer either in person, by phone or by email. This may take more than one attempt so persevere!
5. Have the exact dates of the work experience at hand.
6. If requested supply a cover letter of application and/or a C.V.
7. Remember the name of the person you were speaking with and get their contact details
8. Once you have an offer of a placement, ask the employer can they email it to you for your records.
9. Call the employer the week before the placement is to commence to confirm that you are still coming and to check with the employer regarding start time, attire, duties etc.

Work Placement

Student Agreement

A. *Pre-Placement*

1. I will familiarise myself with the placement organisation / employer(s) through web searches, company literature, personal contacts, past students etc.
2. I will produce Garda vetting correspondence to the employer if requested.
3. I will clarify the learning outcomes and assessment criteria expected during placement.
4. I will find out the procedures for contacting my employer in the case of illness/non-attendance for any reason during my work placement week.

B. *During Placement*

Students are expected to conform to all the conditions and rules that apply to employees in the appointed workplace with responsibility to meet the norms and expectations for professional conduct in the particular field of work. In particular I will:-

- 1. Take responsibility to maximise the learning potential of the placement situation. I will actively seek, identify and request learning opportunities and experiences and making suggestions as to how I could contribute constructively.**
2. Maintain punctual attendance for work on the agreed days & times.
3. Attire appropriately and behave in a professional conduct in line with the organisations expectations, norms and standards.
4. Familiarise myself as directed by the employer with all policies and procedures relevant to working in the organisation and comply with any training provided.
5. Follow the organisations policies & procedure in all aspects of the work, clarifying if unsure.
6. Regular liaise with my work placement supervisor / mentor regarding work progress and discuss any challenges, difficulties or issues arising from the work placement.
7. Contact the school in cases of concern or where any difficulties arise or if your place of work experience changes or does not take place.
8. Comply with assessment requirements by filling in your Daily Diary constructively each evening.

C. *Post-Placement*

1. I will complete the *work experience diary* document in a constructive manner. Ensure a hard copy is handed to your tutor.
3. I will reflect on learning gained during my work placement and endeavour to integrate aspects of this learning into work / future programmes of study.
4. Maintain contact and engagement with the employer as appropriate.

Work Placement

Ballymakenny College Agreement

A. *Pre-Placement*

1. Process Garda Vetting forms for students where necessary.
2. Provide Insurance Cover for students on placement. This along with a host employer guidance sheet will be provided to all students. (*Appendix 2*)
3. Liaise with employers relating to student progress on their work experience. This will be done via staff calls during the week. This will then be recorded via Google Forms and reported on at the end of each term.
4. Clarify learning outcomes, reporting arrangements, record-keeping and assessment criteria expected during placement with both student and employer.
5. Obtain a permission note from home and a confirmation of work placement acceptance from the employer in the event that the student is working and staying away from home for the week.
6. Inform Students of the procedures and processes relating to this policy.
7. All students will be provided with the relevant documents needed for the duration of their work experience.

B. *Post-Placement*

1. Placement reports are compiled, included in term reports and credits/grades awarded accordingly, depending on the programme.
2. Students are interviewed about their Work Experience as part of their portfolio interviews and credits/grades awarded accordingly, depending on the programme.
3. Other pieces of assessment such as the WE diary will also be evaluated, and credits/grades awarded accordingly.
4. Provide feedback to the students on their placement and follow up with employers if necessary.

Work Placement Employer Agreement

A. *Pre-Placement*

Note: *Students are not to be paid for work placement; after all, you are providing them with a valuable experience.*

1. Identify relevant and meaningful work for the student, enough to represent 5 days of employment.

2. Work experience usually takes one of two forms:

“Work experience”: This is when students are actually involved doing the work. Students can be given "hands on" tasks according to ability. They should not be left unobserved with awkward or difficult tasks.

“Work shadowing”: This is when the student spends time observing or "shadowing" a skilled worker.

The form of experience which you provide will largely depend on the nature of the company. Hopefully they will be able to do a mixture of the two.

3. Appoint & prepare a mentor / supervisor to support the student in the workplace.
4. Discuss the proposed work with the student and guide the student in their proposed work placement. Consider discussing working hours, aims and objectives of the work, any special conditions to be fulfilled by either the student or the employer during the placement, plus any other relevant information.

B. *During Placement*

1. Provide relevant and meaningful employment and learning opportunities for the student as agreed in the proposal, which provides opportunities to use and further develop knowledge and skills and optimises engagement opportunities.
2. Provide suitable supervision and workspace arrangements.
3. As a partner and facilitator of the learning experience, consider what site-specific Training / Induction / Orientation activities would be necessary / useful to the student.
4. Provide a healthy and safe working environment for the student and ensure the student is made aware of all necessary legislation, ethical, confidentiality and security issues (data protection,

intellectual property rights etc.), policies and procedures (e.g. bullying policy, harassment policy, etc.), training opportunities and any other site-specific issues appropriate to working in the organisation.

5. Maintain accurate records of the students work progress / supervision meetings as necessary,
6. Provide regular and constructive informal / formal feedback to the student to improve performance and stimulate learning. Feedback should be specific, relevant, and timely and include recommendations for improvement.
7. Contribute to the evaluation of the student during the placement by completion of evaluation forms conducting via a phone call.

C. *Post-Placement*

1. Provide student with an overview of their placement performance and areas they might improve on. The employer may also choose to invite suggestions from the student on how the placement opportunity might be improved.
2. Provide feedback to Ballymakenny College on the placement process by completing the assessment grid for the student done via phone call, and by making any other relevant comments and suggestions which might benefit the student in the future.

Success Criteria & Monitoring

The Work Experience Policy was devised in consultation with the students, parents, staff, management and Board of Management of Ballymakenny College.

It will be reviewed regularly as part of the normal Whole School Development Planning review cycle. If necessary, it may be reviewed at any time considering changing circumstances and/or changing legislation. Any amendments which need to be made will be in keeping with the general philosophy of the school. Any suggested amendments/improvements will be communicated to the Principal or Deputy Principals who will consult with all partners.

Approved by the BOM of Ballymakenny College on 17th of April, 2024

Signed by Chairperson: *Máire Ní Bhroíthe*

STATE INDEMNITY CONFIRMATION STATEMENT	
Delegated State Authority	The State Claims Agency (SCA) confirms that the named Community and Comprehensive Schools (see reverse) are delegated under the National Treasury Management Agency (Amendment) Act, 2000 and subsequent orders.
Limit of indemnity	Unlimited in amount
Territorial Limits	Does not apply to claims which are within the scope of State Indemnity
Jurisdiction limits	In accordance with Jurisdiction of Courts and Enforcements of Judgments Acts
Scope	Community and Comprehensive Schools, their servants and/or agents, will be indemnified by the State in respect of any claims for personal injury and/or third party property damage, arising from the negligence of the Community and Comprehensive Schools, their servants and/or agents. This indemnity extends to cover only the negligence of the Community and Comprehensive Schools, their servants and/or agents, and does not extend to indemnify any third party, its servants and/or agents concerning any negligent act or omission by the latter.
Exclusions	The following classes of claim are expressly excluded from the SCA's remit under the enacting legislation: <ul style="list-style-type: none">• claims involving a question as to the validity of any law having regard to the provisions of the Constitution;• claims made in respect of infection, directly or indirectly, with Hepatitis C or the human immunodeficiency virus (HIV), or both, through the administration of blood or blood products or in respect of related matters;• claims in which certain torts other than negligence are pleaded.
Indemnity to third parties	State indemnity, as outlined above, applies to personal injury and third party property damage claims which are the result of a Community and Comprehensive Schools' negligence, including those which may arise in connection to a specific agreement/contract. There is no requirement to name third parties in the confirmation statement as this indemnity is set out in legislation. A Community and Comprehensive School does not have the authority to extend State indemnity in respect of a third parties' negligence.
Cláire Breen Director State Claims Agency	
State Claims Agency, Treasury Building, Grand Canal Street, Dublin 2 T: (+353 1) 228 8000 stateclaims@ntma.ie www.stateclaims.ie	
SCA-CSI-01	

(Appendix 2)

HOST EMPLOYERS GUIDANCE LEAFLET	
<p>Dear Host Employer,</p> <p>Thank you for considering facilitating a work placement for our student which will take place from _____ to _____.</p> <p>The work placement will provide the student with valuable experience of the work environment and help him/her gain practical experience, assist their career choices and build their industry skills. The school community is deeply appreciative of the opportunities provided.</p> <p>Please see a 'Work Placement Summary Sheet' attached which contains key details relating to the placement including:</p> <ul style="list-style-type: none">A. Student details;B. Parent/Guardian details;C. School contact details. <p><u>Can you please complete sections 'D. Host Employer Details' and 'E. Placement Details' of the 'Work Placement Summary Sheet' and return a signed copy to the school directly or via the student.</u></p> <p>Please find some guidance on the work placement programme below. Please do not hesitate to contact the school if you have any queries in relation to the programme.</p> <p>What is work experience?</p> <p>Work experience in post-primary schools is a short-term placement of students with local employers during the school year. Placements are organised by the school authorities in association with the student and are an integral part of the student's educational programme.</p> <p>What are the benefits to host employers?</p> <p>Participating in work placement programmes provide host employers with an opportunity to:</p> <ul style="list-style-type: none">• Participate in the education and career development of young people in the community;• Assist young people in evaluating potential career paths and develop future recruitment channels;• Strengthen your links with the community and raise your business profile. <p>What are the benefits to students?</p> <p>Work experience programmes provide students with an opportunity to:</p> <ul style="list-style-type: none">• Observe a variety of tasks being completed in the workplace;• Enhance their knowledge and understanding and prepare them for the world of work;• Undertake supervised work appropriate to their abilities;	<ul style="list-style-type: none">• Evaluate industries that are of interest to them and explore potential career paths. <p>What are my roles and responsibilities as the host employer?</p> <ul style="list-style-type: none">• Provide a safe workplace environment and appropriate supervision for the student;• Assign tasks and responsibilities to students to match their ability and learning objectives;• Ensure that tasks the student is involved in are adequately risk assessed and the necessary controls implemented. This duty is no more onerous than the everyday requirement for employers to risk assess employee activities;• Ensure that an induction is provided to the student including instruction and details on the appropriate tasks, emergency procedures, special arrangements e.g. uniform, protective clothing etc.• Report any accidents involving the student to the school contact person immediately. <p>What activities should students not partake in?</p> <p>Students should not partake in the activities which:</p> <ul style="list-style-type: none">• Are beyond their physical or psychological capacity;• Involve the use of specialist machinery or equipment;• Require specialised training. <p>Are students covered by insurance while on work placement?</p> <p>Community and Comprehensive Schools are State indemnified which extends to cover work placements. This means the school will be indemnified by the State in respect of all claims for personal injury and third party property damage, arising from the negligence of the school. Please see a State indemnity Confirmation Statement attached which operates in lieu of an insurance policy. As State indemnity is enshrined in legislation, the State indemnity Confirmation Statement does not stipulate a period of cover as it is effective from the date issued. Employers who provide placements for students should confirm that it is appropriate with your insurer. Most students have personal accident insurance which provides cover for medical costs in the event of an accidental injury.</p> <p>Yours sincerely,</p> <p>School Principal</p> <p>_____</p>

(Appendix 3)

WORK PLACEMENT SUMMARY SHEET

- Sections A, B and C to be completed by the school, in consultation with the student and a signed version forwarded to the host employer.
- Sections D and E are then to be completed by the host employer signed and returned to the school contact person directly or via the student. The host employer should retain a completed version for their records.

A. Student Details	B. Parent/Guardian Details
Student name:	Parent/Guardian name:
Student address:	Parent/Guardian address:
	Parent/Guardian mobile number:
Student has personal accident cover: <input type="checkbox"/> Yes <input type="checkbox"/> No	Parent/Guardian work number:
Relevant student medical conditions:	

C. School Details	
School name:	School phone number:
School address:	School email:
	Contact person name:
	Contact person work phone number:
	Contact person work email:
School insurance details:	State indemnified.

D. Host Employer Details (to be completed by Host Employer)	
Host employer:	Host employer phone number:
Host employer address:	Contact person name:
	Contact person role:
	Contact person phone number:
	Contact person email:
Host employer insurance details:	The host employer has employers liability and public liability cover in place: <input type="checkbox"/> Yes <input type="checkbox"/> No The school may request copies of such insurance documentation.

E. Placement Details (to be completed by Host Employer)	
Placement programme:	
Type of work placement:	Hours of work
Description of tasks to be performed:	

Please confirm that the following documents have been provided to the host employer:

- Host Employers Guidance Leaflet State indemnity Confirmation Statement

Signed: _____ Student	Date: _____	Signed: _____ Parent/Guardian	Date: _____
Signed: _____ School contact person	Date: _____	Signed: _____ On behalf of the Host Employer	Date: _____