



Boherbue Comprehensive Work Experience Policy 2020

Purposes of work experience

Boherbue Comprehensive recognises the value of work experience as part of a programme of study designed to develop the skills and knowledge which will enable students to participate fully and succeed in the workplace and in society. Work experience should:

- Provide learning opportunities not available in the classroom.
- Provide an understanding and appreciation of the workplace environment.
- Allow students to discover personal strengths in a different environment.
- Increase students' self-confidence in relation to applying for employment.
- Allow students to develop their abilities and showcase them to an employer.
- Increase the student's chances of securing employment.
- To afford the learner the opportunity to be assessed for certification purposes as appropriate.

Policy statement

Boherbue Comprehensive aims to include appropriate work experience as an integral element of the TY and LCA programmes in our School.

Work Experience Duration

TY students in Boherbue Comprehensive School will engage in Two Full Weeks of Work Experience over the course of the school year. The dates for work experience will be made at the discretion of the Transition Year Co-Ordinator, in consultation with School Management.

Recognised types of work experience

Appropriate work experience may take a number of forms:

- Work placement. (not with a family member)
- Work shadowing.(TY option only)

LCA students in Boherbue Comprehensive School will engage in one day per week for the school year or two block of work experience each of two-week duration. The LCA coordinator will decide which option applies to each year group.

Placement

Students must find their own work placement well in advance of the starting date. In LCA work experience is part of the Vocational Preparation Module.

Procedures

1. Before placement, a preparation for work experience programme will be done in class.
2. Students approaching employers will be given a letter of introduction from our School.
3. Students may be allowed to go on work experience by the Programme Co ordinator outside of the designated periods if there is a legitimate reason e.g work experience in a large company who will designate particular dates for TY students from different schools.
4. On obtaining a work placement, our School will write/email to the sponsor giving details of insurance, as well as student responsibilities.
5. On completion of the placement, our School/Centre will request a report from the sponsor.
6. During and after their placement, students will detail their learning from the process as part of their coursework for certification.

Remuneration

Employers are not expected to remunerate students during work placement, or to pay travel or subsistence costs incurred.

Some specific requirements

Certain specific work placements have specific requirements, for example, certification in manual handling, first aid or 'Safe Pass'.

Garda vetting will be necessary for students seeking placement in situations where, for example, students will have substantial, unsupervised access to children or vulnerable adults. School can help with the vetting process which can take weeks.

In Transition Year students are advised to do two different types of work experience

Insurance

Students are covered by Boherbue Comprehensive insurance during work placement, subject to certain conditions and exceptions as specified by the State Claims Agency.

Requirements of students on work experience

When taking up work experience students are expected to represent our School to the best of their ability. Students on work experience remain subject to our School Code of Conduct and, in addition, should comply with any guidelines laid down by the employer.

Learning: Students must take responsibility for their own learning while on work experience, in order to gain the maximum benefit from the time spent within the work environment.

Attendance: Students are expected to be present and punctual at their designated work experience place during normal working hours. Minimum requirements in relation to attendance apply to various courses.

Absence: If a student is unable to attend work experience, s/he must inform the employer and course coordinator immediately. Absence from work experience is permissible only in very exceptional circumstances e.g. illness, and will require a full explanation, Medical Cert etc.

Appropriate Dress/Hygiene: Many employers have a dress and/or hygiene code, whether due to the nature of their business or for health and safety reasons. Students must comply with this code.

Instructions/Initiative: Students are expected to follow all reasonable instructions issued by employers and to show initiative in their practice. Students should also familiarise themselves as necessary with the policies and procedures of their workplace.

Documentation: Students are required to keep/collect all relevant work experience documentation as advised by the Class Teacher.

Confidentiality: Students must respect confidentiality in relation to observations made while in the workplace. Any issues of concern should be discussed only with their Programme Co Ordinator in our School.

If students have a genuine difficulty during work experience, they should contact our School immediately. Under no circumstances should they leave or change their placement without prior permission from our School and alternative placement may be arranged for the remaining days.

Student responsibilities on Work Experience:

- Make your own arrangements in relation to getting to and from your place of work.
- Be on time and adhere to employers start and finish times.

Inform the employer and school of any unavoidable absences.

- Respect and comply with all rules, procedures and reasonable requests from the employer.
- Adhere to all health and safety guidelines and procedures.
- Maintain the good name of Boherbue Comprehensive School.
- Respect the employer, employees and members of the public you come in contact with.
- Respect the place of work e.g. clean up after yourself. Adhere to workplace rules in relation to the use of Mobile phones and Social Media.

- Report anything that makes you feel uncomfortable to the employer, your parents or the school at the earliest possible time.
- If something arises that causes distress seek support from your parents or the school.
- Pilfering, stealing or interfering with employer's equipment or stock will result in immediate dismissal from work experience and will be dealt with appropriately using the schools code of behaviour.
- Students must work closely with their TY/LCA Coordinator and keep them fully informed.
- **Credits** – in order to gain credits for LCA 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.