

COLÁISTE ABBÁIN

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# Coláiste Abbáin Internal and External Work Experience Policy

## Mission Statement

*Coláiste Abbáin endeavours to provide quality education for all students in a caring, disciplined and respectful environment. We aim to prepare students for life and responsible citizenship and motivate them towards the achievement of their full potential.*

## Rationale:

Work Experience plays an important role for students in the transition from school to adult working life. Experiencing the world of work, work simulation and work shadowing enhances their personal, social, vocational & educational development. Work experience is a requirement of the Link modules program. In Coláiste Abbáin work experience is as follows:

## Definitions

<b>Word or Phrase</b>	<b>Meaning for the purpose of this policy</b>
Teacher	WWETB Staff member who has been assigned the role of co-ordinating Work Placement for group of students.
Work Placement Provider	Employer who agrees to facilitate / supervise a Work Placement student / learner.
Student	A person who is studying Post Primary College level
Learner	Any other participant who is studying in a relevant ETB Programme
Garda Vetting	If a work placement is facilitated in an organisation where there are children / dependent vulnerable adults. The student is required to gain Garda clearance for this purpose unless they themselves are under 16.
Work Placement Provider Agreement	The form that the Work Placement Provider must complete when they are facilitating a work placement.
Employers Liability – Indemnity Letter to Host Employers	The WWETB Insurer’s letter of evidence of cover for the Work Placement Programme.
Student / Learner Work Placement Agreement	The agreement which is required to be completed and signed by the participating student / learner indicating their understanding of their obligations as a WWETB student / learner whilst on work placement. If the student / learner is under 18 or is a vulnerable adult learner the parents / guardians must also complete the form and also sign it.
Work Placement Notification Form	The form which is completed by the Teacher / Tutor which provides the WWETB Insurance Section with work placement details.
Work Placement Evaluation Form	The form which is completed by the Work Placement Provider evaluating the student’s abilities, conduct and outlining any concerns.
Work Placement Monitoring Form	The form which is completed by the Teacher who is monitoring the process throughout.

**Transition Year:** 3 weeks in November, February and April (will vary on school calendar each year)

**5th Year LCVP students:** 3 days in February (usually the week before mid-term, during mock examinations)

**LCA students:** 4 one-week blocks of work experience (two sessions in 5<sup>th</sup> year and two sessions in 6<sup>th</sup> year)

**Other:** Some Students will chose to engage in work experience during a week in term subject to parental & school approval. This is to facilitate certain careers or placements that are not available to them during allocated school weeks. It is encouraged that this only takes place in Transition Year & not in 5th year.

### **Aims and Objectives:**

The aims for work-related learning focus on the provision the school makes for opportunities for students to prepare for adult working life. These include:

- To improve educational standards through using contexts that improve motivation and attainment for all students
- To ensure students follow courses and programmes which are appropriate to their longer term aspirations and needs
- To improve students understanding of the world of work and its demands
- To improve the quality of provision and guidance
- To increase access and choice for all students
- 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.

### **Advantages of Work Experience for Students:**

- Improves pupil's knowledge & employability skills.
- Increases pupil's motivation to learn & attain better grades & go to third level
- Gives relevance to the work students do in school especially if the experience is in a related discipline.
- Develops links with guidance & consolidates work done in careers & guidance.
- Encourages pupil to consider the wide range of jobs available.
- Gives pupil an insight into the workings of business and industry.
- Highlights the skills, qualifications and experience needed by employers.

### Advantages for School & Employers:

- Brings the curriculum to life through developing closer links with business and industry.
- Creates links with the community & develops a positive image of the school.
- Highlights the essential employability skills needed for future.
- Employers gain an insight into developments in education and can relate education to the work environment.
- Can create an opportunity for seasonal or part time work. Develops links with guidance & consolidates work done in careers & guidance.

### Procedure:

- Students and parents are informed of the placement dates in May (where possible) of previous school year (letter home).
- Students in early September are informed of process (see below)

Stage of Process	Action required	Time frame	Person Responsible
Step 1	Identify any Garda Vetting requirements and submit the forms	Start of College Year within the first week	Teacher
Step 2	a) Issue letter of introduction  CV is prepared during class time  b) To search for a work placement – students are encouraged to use personal contacts	During placement search  During placement search	Teacher  Student

<p><b>Step 3</b></p>	<p>To submit details of proposed work placement to the Teacher.</p> <p>Co-ordinator checks forms &amp; if Garda vetting is required this process begins.</p>	<p>As soon as information is available</p>	<p><b>Student</b></p> <p><b>Teacher</b></p>
<p><b>Step 4</b></p>	<p>Work Placement Provider Agreement form to be completed in full (even if communicated verbally by the Work Placement Provider) and returned to coordinator.</p>	<p>As soon as information is available</p>	<p><b>Students presents to employer.</b></p> <p><b>If not returned – teacher completes via telephone call</b></p>
<p><b>Step 5</b></p>	<p>a) Request for approval of work placement by Principal / Deputy Principal</p> <p>b)-Queries regarding insurance should be addressed to the Insurance Section at WWETB Head Office, Ardcavan</p>	<p>As soon as Step 4 is completed</p> <p>As soon as Step 4 is completed</p>	<p><b>Teacher and Principal / Deputy Principal</b></p>
<p><b>Step 6</b></p>	<p>Ensure the Student / Learner Work Placement Agreement is delivered, understood, completed in full and signed by relevant parties. Parents are informed via text message that forms have been distributed to students.</p>	<p>As soon as Step 5 is completed</p>	<p><b>Teacher and Student (To include Parents / guardians for under 18's or vulnerable adults)</b></p>

<b>Step 7</b>	IPB Indemnity letter to be completed with details from Work Placement Provider Agreement form.	As soon as Step 6 is completed	<b>Teacher</b>
<b>Step 8</b>	Work Placement Notification Form to be completed and sent to the WWETB Insurance Section	No later than one week prior to commencement of placement	<b>Teacher</b>
<b>Step 9</b>	To put together a Work Placement Provider Pack and send onto the Work Placement Provider.	Prior to commencement of placement	<b>Teacher</b> A copy of all completed documentation included self-addressed envelope for return of Work placement Evaluation forms.
<b>Step 10</b>	To monitor the progress of the student / learner whilst on placement – a monitoring form is provided to document this part of the process	During placement	<b>Teacher</b>
<b>Step 11</b>	<p>a) To notify the Principal / DP of any concerns raised about the placement / student</p> <p>b) Immediately notify the Principal / DP of any accidents or incidents that happen during the placement</p>	<p>During/After the placement as applicable</p> <p>Immediately upon notification by Student or Work Placement Provider</p>	<b>Teacher</b>

<b>Step 12</b>	Returned Work Placement Provider's Evaluation form to be made available to the student / learner.	Upon completion of placement	<b>Teacher</b>
<b>Step 13</b>	To follow up with a courtesy "Thank you" letter to the Work Placement Provider	Within six weeks of completion of placement	<b>Student</b>

**Procedure for external weeks work experience:**

- Students/Teachers complete the above 13 steps
- Parents must sign this form, acknowledging student absence from school.
- Special placement will not be permitted during internal exams.
- Co-ordinator places an alert on VSWare to inform staff.

**Feedback/Assessment:**

Feedback within work related learning is chiefly in the form of a telephone conversation with the co-ordinator & the employer post the work experience. An evaluation form is also completed by their employers. This is then kept on file.

**Students on Internal Work placement:**

- Principal / Deputy principal to be contacted with dates of work placement.
- Agreement given by Principal /Deputy Principal.
- Garda Vetting and insurance documentation to be received before student arrives on placement at Coláiste Abbáin.
- Contact details of parents/guardians and medical information to be received.

**Special Educational Needs:**

Students needs will be considered when researching work experience placements.

### Garda Vetting:

TY, 5<sup>th</sup> + 6th Year students who work with vulnerable people such as children, people with special needs or the elderly may need to be Garda vetted at the discretion of the employer. The student requiring vetting will liase with the co-ordinator who will begin the vetting procedure as outlined below. Students under the age of 16 cannot be garda vetted, in that instance a Validadtion of Identity form will be signed by Principal.

Stage	Action Required by	Action Required
1	Parent / Guardian and student	Student, Parent/ Guardian completes Completed as per guidelines Students must return this form to the <b>Work Experience co-ordinator incl 100 point checklist.</b>
2	School	Work experience co-ordinator checks the form and confirms it is completed correctly.
3	School (Last step taken by school)	Sends forms to WWETB Garda Vetting Office, Dungarvan.
4	Parent/Guardian	Await email from Garda vetting Unit and complete requested information.
5	Parent/Guardian or student	Inform teacher of results and furnish confirmation.
6	Teacher	Teacher keeps copy on file and attached copy to Employer pack.

Ratified by the BOM on 2<sup>nd</sup> June 2021