

# **OUR LADYS SECONDARY SCHOOL**



## **Work Experience Policy**

## **Our Lady's Mission Statement**

*Our Lady's Secondary School is a holistic centre of development and learning where each person is special and treated as such. We, the staff and students, enjoy working together to realize our full potential in a healthy, safe, stimulating and friendly environment where the atmosphere is one of mutual respect, cooperation and challenge. Christian community is our heritage and goal, the Good News of the Gospel is our story.*

## **School Context**

Our Lady's Secondary School is a Voluntary Catholic School under the trusteeship of CEIST. The school is Co-Educational and currently has approximately 715 students and over 60 teachers as well as a range of ancillary and support staff. The school has a Board of Management comprised of Trustee Nominees, Teacher Nominees and Parent Nominees. The Board of Management delegates the day-to-day running of the school to the Principal. The school supports the principles of inclusiveness, equality of access and parental choice in relation to enrolment. In supporting these principles it also recognizes the rights of the Trustees CEIST, the Religious and Educational Philosophy of the Sisters of Mercy and the funding and resources available.

## **Mercy Philosophy of Education**

Inspired by the vision of Catherine McAuley, Mercy Education is committed to holistic development and to the achievement of the full potential of each student, particularly those who are disadvantaged or marginalised. It is a process informed and influenced by the teaching and example of Jesus Christ and is conducted in an atmosphere of care, respect and joy. Mercy Education is committed to ongoing whole school development in collaboration and partnership with the Board of Management, Staff, Students, Parents/Guardians and the wider community.

## **CEIST Core Values**

The Core Values of CEIST are:

- Promoting Spiritual & Human Development
- Achieving Quality in Teaching and Learning
- Showing Respect for Every Person
- Creating Community
- Being Just and Responsible

**This policy was created in accordance with Our Lady's Vision Statement.**

### **Introduction**

Work experience provides students with valuable experience of the work environment and helps students gain practical experience, assist their career choices and build their industry skills. Work placements are most often the first time that many students experience the work environment and good preparation and organisation of placements is essential if these opportunities are to be rewarding and safe.

### **Benefits to students**

Work placement programmes provide students with an opportunity to:

- 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 skill level.
- Evaluate industries that are of interest to them.
- Explore potential career paths.
- Develop skills for future employment.
- Develop interpersonal skills.
- Learn what it is to work as part of a team.

### **Benefits to host employers**

Participating in work placement programmes provides employers with an opportunity to:

- Participate in the education and career development of young people in the community.
- Assist young people in evaluating potential career paths.
- Identify young people with potential for their industry and develop future recruitment channels.
- Strengthen their links with the community and raise their business profile.
- Increase the supervisory, training and mentoring skills of their staff.
- Establish close links with the education sector.

### **Work placement programmes**

- **Transition Year:** Students partake in work placement as part of the Transition Year Programme. Work experience is completed in two one week blocks at various stage in the year.
- **Leaving Certificate Vocational Programme (LCVP):** LCVP is an additional intervention within the established Leaving Certificate. It aims to foster in students a spirit of enterprise and initiative and to develop their interpersonal, vocational and technological skills. Work experience is completed at various stages during the course of the two year programme.
- **Leaving Certificate Applied (LCA):** In the Leaving Certificate Applied programme students are required to complete two modules of work placement over the two-year programme. Students complete their work experience every Wednesday during the two years of the programme.
- **JCSP:** Where it is felt that such participation will benefit a student socially and equip him / her with life skills some JCSP students may complete work experience. This

will only happen after a consultation process between the student, their parent / guardian, the JCSP Coordinator / SEN Coordinator.

### **School roles and responsibilities**

- Assess the suitability of students to partake in each placement.
- Ensure the work placement is suitable for the student in question and be satisfied that the student will not be exposed to foreseeable risks of injury or harm.
- Name a person who acts as the school's contact in supervising and coordinating the work placements.
- In advance of the work placement, brief students on:
  - The aims of the work placement.
  - His/her responsibilities while on work placement.
  - Acceptable standards of behaviour.
  - The types of activities he/she is not to partake in.
  - The procedures to follow should he/she have any difficulties while on work placement.
  - Ensure that action is taken immediately if a complaint has been made by the host employer or the student.
  - Ensure that host employers have all necessary documentation in place e.g. Safety statement, insurance etc.
  - Inform the host employer of any medical conditions which may affect the safety and health of the student while on work placement.
  - Provide the host employer with emergency contact details.
- Liaise with the host employer before, during and after placement.
- Ensure that a work placement evaluation form has been received at the end of the placement.

### **Host employer roles and responsibilities**

- Provide a safe workplace environment and appropriate supervision for the student.
- Assign tasks and responsibilities to students to match their ability and learning objectives and ensure that appropriate equipment and support is available.
- Not to permit the student to partake in any task that requires additional skills or specialist training.
- Ensure that tasks the student is involved in are adequately risk assessed and the necessary controls implemented. While a school continues to have responsibility for students on work placement, the host employer has the same responsibilities for their safety and health whilst the student is on an employer's premises.
- As some students undertaking work placement will be under the age of 18 years and in some cases, may be under 16 years, host employers should ensure that they are aware of their responsibilities under the '*Protection of Young Persons (Employment) Act 1996*'.
- Have an adequate safety statement and insurance cover in place.
- Immediately report any accidents involving the student to the school.
- Alert the school of any potential problems with the placement.
- Complete a work placement evaluation form at the end of the placement.

### **Student roles and responsibilities**

- Abide by the rules and regulations of the host employer, its normal working hours, code of conduct and rules of confidentiality, etc.
- Take care of your own safety and health, and that of others who may be affected by your actions.
- Ensure all relevant forms are completed in consultation with the school and the host employer.
- Not to partake in any activities that require specialist training.
- Follow instructions, use any safety equipment that has been provided and take part in relevant training.
- Raise any safety and health concerns with the host employer and school contact person and inform them about any accidents or illness which you think may be work related.

### **Insurance**

It is recommended that host employers have adequate employer's liability and public liability insurance in place. If a host employer requests proof of the school's insurance, a State Indemnity Confirmation Statement can be provided as proof of State Indemnity upon request.

### **Personal Accident Insurance**

Personal Accident Insurance is a no fault compensation policy that is taken out by parents, usually through a scheme managed by the school, which for a small premium covers certain up front medical costs in the event of an injury sustained by their child. Personal Accident policies are not based on negligence and pay out when a certain event occurs provided it was not a deliberate act on the part of the claimant. All students in Our Lady's Secondary School avail of this cover.

Ratified by the Board of Management on: March 25<sup>th</sup> 2019

Date of Review: June 2020

Chairperson of Board of Management: Gary Carville

**Appendix 1: TY Work Experience Details**

Student Name	
Student Class Group	
Company Name	
Company Address	
Company Contact Name	
Company Number	
Company Email Address	

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**Appendix 2: Work Experience Letter**

**Name of Student:** \_\_\_\_\_ **Class: 4A**

Dear Sir/ Madam,

Many thanks for giving the above-named student the opportunity to gain experience in your area of work from April 10<sup>th</sup> - 13<sup>th</sup> inclusive. The school very much appreciates your cooperation with the Transition Year Work Experience Programme. We would also be grateful if you could fill in the attached evaluation form and return it to the school either by post or with the student as work experience accounts for 15% of the students overall certification.

The insurance policy held by the school indemnifies the Board of Management against any legal liability it incurs in connection with the participation with the students in the work experience programme. In the case of employers who provide opportunities for work experience, they are normally indemnified by their own insurance policies. However should an additional charge be levied, please inform the school. All Transition Year students have 24-hour school insurance.

We are confident that our students will be punctual, co-operative and appropriately dressed at all times. Due to the large number doing work experience it will not be possible to visit all the students during the week. However, should a problem arise please contact our work experience co-ordinator Ms Hanniffy during school hours.

If you require any additional information please do not hesitate to contact the school.

Yours sincerely,

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Mr. Eddie Kelly

Principal

### Appendix 3: Employers Assessment of TY Students

Name of student:

Please rate the students using the following numbers

**1 = Very Good**                      **2 = Good**                      **3 = Satisfactory**                      **4 = Poor**

1. Attendance =
2. Punctuality =
3. Personal Appearance =
4. Ability to deal with customers/students =
5. Reliability =
6. Diligence =
7. Amenable to correction and advice =
8. Relations with other staff members =
9. Honesty and trustworthiness =
10. Self confidence at work =
11. Friendliness and eagerness to please =

Any other comments:

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Thank you for taking the time to complete this report