



Transition Year Work Placement Guidelines 2021/2022

Below are guidelines in relation to Work Experience for Transition Year Students in Clonturk Community College for the forthcoming academic year.

Structure

- Each Student must arrange their own placements.
- Work Placement is a compulsory module as part of the Transition Year programme.
- Work Placement is set to run in three blocks and it is expected that students will use this opportunity to try three separate working environments.
- Work Placement will run every Thursday for the duration of the day. This excludes holidays
- It is compulsory that students use one of these work placements blocks to engage in voluntary work for the benefit of the community.

Work Placement Block 1	Work Placement Block 2	Work Placement Block 3
7 th October- 2 nd December	9 th December- 17 th February	3 rd March- 19 th May

Employer Contact Details

Once Work Placement has been secured it is important that the enclosed form entitled 'Work Place Offer' is returned to Alex Grimes, so that the Employer can be contacted and the conditions of the work placement explained.

Insurance

Each Student has been provided with 3 copies of the Insurance form for Employers Liability (enclosed). This form should be completed and given to the Employer at time of securing placement.

Health and Safety

In advance of the Students commencement of Work Placement you (referring to the Parent / Guardian) must ensure the following has been checked:

- You have contacted the Employer before your son/daughter commences the work placement to ensure that suitable arrangements are in place e.g. safety induction, supervision arrangements etc.
- You have satisfied yourself that your son/daughter has access to the employer's safety statement and in particular to the risk assessments relating to their job and that they have read and understand them.
- You must ensure that if your son/daughter has arranged their work experience to be carried out on a construction site that the Student has completed the 'Safe Pass Programme' as per construction regulation requirements.
- You are aware of any personal protective equipment required to be worn and that your son/daughter has access to this equipment. You must also ensure that your son/daughter is aware of how this equipment should be used and that they comply with any instructions and training provided

Assessment

Work Placement is a highly important part of the Transition Year programme and the evaluation and assessment of this part of the programme has a number of components:

- **Initiative in finding placements**
- **Report from the relevant employers**
- **A reflection on their experiences**

The student will be awarded credits on each aspect listed above.

Contact

If you have any queries, please do not hesitate to contact the TY Team at ty@clonturkcc.cdetb.ie