



## **Transition Year Work Placement Guidelines 2020/2021**

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.
- It is compulsory that students use one of these work placement blocks to engage in voluntary work for the benefit of the community.

<b>Work Placement 1</b>	<b>Work Placement 2</b>	<b>Work Placement 3</b>
<b>6<sup>th</sup> October 2020</b> <b>to</b> <b>15<sup>th</sup> December 2020</b>	<b>12<sup>th</sup> January 2021</b> <b>to</b> <b>9<sup>th</sup> March 2021</b>	<b>16<sup>th</sup> March 2021</b> <b>to</b> <b>11<sup>th</sup> May 2021</b>

### **Employer Contact Details**

Once Work Placement has been secured it is important that the enclosed form entitled 'Work Place Offer' is returned to [ty@clonturkcc.cdetb.ie](mailto:ty@clonturkcc.cdetb.ie), 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 [info@clonturkcc.cdetb.ie](mailto:info@clonturkcc.cdetb.ie)