

## Transition Year Work Experience

### Information for Students 2018-2019

- Work Experience Co-ordinator: Miss Coyne
- Email: workexperience@olschool.ie
  
- Students must organise three different work placements and one Community Service placement for Transition Year.
- Students are **not** permitted to use part time jobs for work experience purposes and **do not** receive payment for work done.
- Insurance is in place and covers most placements. However, working with horses or dangerous dogs is not covered.
- PREPARATION is the key. Students who apply early get the best jobs and have, in general, more noteworthy experiences. Those who leave it until the last minute are very often disappointed and often report negative experiences as a result of their poor organisation.
- Your completed calendar and paperwork for placements will be required by the school the first day back in August. So remember, you need to get planning now!!
- Students must be Garda Vetted after their 16<sup>th</sup> Birthday.

### **Guidelines for securing placements**

Before you embark on your work experience in Transition Year, please ensure that you have followed the guidelines outlined below.

1. Thoroughly investigate potential careers which you may want to pursue after you finish School/ Apprenticeship/ College/ University
2. Speak to this year's fourth years and ask them what work placements they most enjoyed and also what they did not enjoy.
3. Apply for jobs that are linked to your hobbies or subjects you like.

4. Consider jobs from many diverse (different) areas, as very often a placement you might never have considered as a career can end up being the one you excel in and go on to pursue.
5. Research local companies and businesses that can provide you with a worthwhile work placement. Local business directories and online searches will help you locate potential employers.

### **Securing a work experience / Community Service placement**

1. Prepare a cover letter and your Curriculum Vitae. Adapt it to the requirements of the placement you would like to apply for. ( See examples attached)
2. Contact the employer either in person, email or phone. If you do not hear back within a reasonable time you may need to follow up with a phone call or a visit to the premises. You may need to apply to several places before you are successful.
3. If calling by phone, have dates of work experience at hand, a pen and paper. Always ask the name of person to whom you are speaking and keep a record of their name in case you need to make further contact with them.
4. If calling into a location in person, have the necessary paperwork and insurance letter with you. Take note of the name of the person who offers you a placement opportunity.
5. Once you have secured a placement, Provide your employer with
  - The Our Lady's School "letter to Employer"
  - A copy of the School Insurance

Good Luck and if first you don't succeed, try again!!!!