

Transition Year Work Experience

Information for Students 2017-2018

- Work Experience Co-ordinator: Miss Coyne
- Email: workexperience@olschool.ie

- Students may organise a minimum of two different work placements for every Tuesday of the academic year.
- You are not expected to work during mid- term breaks or school holidays.
- 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.
- 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!!
- Some students may find that they will be offered a week work placement. We would encourage acceptance of these offers BUT students need to be aware that they still need to secure placements for every Tuesday.

How to get started

- Start thinking **NOW** about what type of jobs you are interested in.
- Talk to family, friends and transition year students. (It is not the job of your parents or teachers to find you a job-we are here to help.)
- Speak to this year's fourth years and ask them what work placements they most enjoyed and also what they did not enjoy.
- Apply for jobs that are linked to your hobbies or subjects you like.
- 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.

Where will I find some contacts?

- Google
- Family contacts
- Present fourth year students
- Neighbours

How do I apply for work experience?

- Contact the employer either in person, email or phone-this may take 2 or 3 attempts but do persist.
- Have dates of work experience at hand, a pen and paper.
- If calling into a location in person, have the necessary paperwork and insurance letter with you.
- 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.