



**OUR  
LADY'S  
SCHOOL**  
TERENURE



### **Transition Year Work Experience Information for Students 2020/2021**

- 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.
- Students who apply early get the best placements and have, in general, more worthwhile work experiences.
- You will be asked by the school for the contact details of each placement. Therefore it is imperative you have accurate information relating to your **contact person's name, phone number and email address.**
- Students must be 16 to be Garda Vetted.

### **Securing a Work Experience / Community Service Placement**

- Prepare a cover letter and your CV.
- Contact the employer either in person, email or phone. If you do not hear back within a reasonable amount of 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.
- You will need to know the **dates of your work experience**. Always ask the name of the person to whom you are speaking and keep a record of this in case you need to contact them again.
- If calling into a location in person, have the necessary paperwork such as the Our Lady's School 'letter to the Employer' and insurance letter with you.
- Make sure you get your contact person's name, number and email. The school will need this information.
- It is your responsibility to organise and coordinate with your work experience placement.
- Work experience is a fantastic opportunity to investigate potential career paths you may want to pursue after school. It is also worth considering jobs from many diverse areas, as very often a placement you might never have considered can end up being the one you excel in the most.
- Research work placements and try and connect with businesses that will be able to give you a worthwhile experience.

Templeogue Road, Terenure,  
Dublin 6w, D6WKF44

**T:** 01 490 3241  
**F:** 01 492 2511

**E:** [principal@olschool.ie](mailto:principal@olschool.ie)  
**W:** [www.olschool.ie](http://www.olschool.ie)

**Principal:**  
Marguerite Gorby

**Deputy Principals:**  
Stephen Rhatigan, Aoife Ronan