

# Transition Year Work Experience

2020/2021

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# Work Experience Programme

Education through the experience of adult and working life as a basis for personal development and maturity. - DES

Helps the students to prepare for the world of work.

Gives students a flavour of different career paths.

# Aims of Work Experience

**Work Experience enables the students to :**

Take Initiative

Build Confidence

Develop Social Skills

Broaden Interests

Discover personal Strengths and Weaknesses

Learn to work as part of a team

# Placement Dates

Work Placement – three different work placements and one community service placement.

**Placement 1** 19th - 23rd October

**Placement 2** 1st - 5th February

**Placement 3** 8th – 12th February

**Placement 4** 26th - 30th April

Placements are covered by school insurance.

# Garda Vetting

Working with children or vulnerable adults.

Does not apply to students under 16 years of age.

The school will submit the students application when they turn 16.

Students have been given the Garda Vetting forms. Parents/Guardians will have to sign the form.

# Examples of Work Experience Placements

Accountancy office

Libraries

Magazine Publishers

Laboratories

Hospital

Hotels

Veterinarian Clinic

Museums

Clothes shop

Pharmacies

Crèche/Playschool

Schools/Colleges

Newspaper/Radio Station

Engineering Firms

Beauticians/ hairdressers

Radio Stations

Law Firms/ Solicitors

Sports Facilities

Cookery Schools/Bakeries

Theatre

# Community Service

- Parish groups
- Working with the Elderly
- Working with disadvantaged children
- People with Special needs
- Youth Clubs
- DSPCA
- Barnardos
- Our Lady's Hospice
- Peter Mc Verry
- Charity Shops- Mrs. Quinns, Oxfam, S.V.D.P, Irish Cancer Society

# Additional Week Placements

- Students may have one additional week of work placement.
- They must submit an application form outlining why they think the work placement is worthwhile.
- It cannot clash with Christmas/Summer exams.
- A minimum of three weeks notice must be given.
- If the school is given a place on a programme, interested students will have to fill in an application, the place will be given out based on a lottery system.



# Additional Week Placements

- RTE
- Walk in my Shoes programme, St. Patrick's Hospital
- Mini Med Programme
- Ballymaloe Cookery School
- The Irish Defense Forces
- Bank of Ireland, Mespil Road
- School of Pharmacy and Pharmaceutical Sciences, Trinity College
- A & L Goodbody, Step in Experience, Law
- KPMG, Financial Services

# Information Pack

All Third year students have been given a work experience information booklet with information about;

- Garda Vetting
- Community service placement form
- Work experience placement form
- Insurance Form
- Evaluation Form
- Sample Curriculum Vitae and Cover letter

All above forms can also be found on the OLS school website under the Curriculum - Transition Year tab

# Organising Work Experience

It is the student's responsibility to organise and liaise with their work experience placement.

The school will gather the contact details from the students for their upcoming placements. It is imperative that the contact details (name of contact, phone number, email) given to the school is accurate.

The school will make contact with the work placement during the work experience week to check in and see how the student is doing.

Questions?

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