



**OUR  
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TERENURE



## **Transition Year Work Experience**

### **Information for Students 2021/22**

- 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.



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TERENURE



## Letter to Parents/Guardians (Work Experience)

September 2021

Dear Parents/Guardians,

I want to take this opportunity to reiterate a few details pertaining to your daughters' work experience placement. Your daughter has been advised to secure three different work experience placements and one Community Service placement. The dates of these are

- **Placement 1** 18th - 22nd October 2021
- **Placement 2** 7th - 11th February 2022
- **Placement 3** 14th - 18th February 2022
- **Placement 4** 3rd - 6th May 2022 (Note: 4 day week)

Your daughter will be covered by school insurance while on placement. It will be renewed on an annual basis in October. **This document is available on the school website.** We recommend, due to the restrictions in school insurance, that your daughter does not work an evening job or find a work placement working with large animals.

**Absences-** Students must inform their employer first and subsequently inform the school if she cannot attend her placement on any given day. This must be done prior to the start of business on the day of absence.

**Garda Vetting-** Your daughter will be instructed on completing Garda Vetting paperwork in school. Your signature will be required on paperwork. This is required for students over 16 years who wish to work with children or vulnerable adults.

If you own a business or work in a company that could accept one of our students on placement, please email me on [workexperience@olschool.ie](mailto:workexperience@olschool.ie). We are always looking to make new connections with employers and would really appreciate your continued support.

Please take this opportunity to discuss preferential work placements with your daughter. Where possible, students are encouraged to find placements in work related to the career in which they have a special interest. It is the responsibility of each student to make her own application and to find their own work experience placement as this is an essential element of preparation for the world of work.

Yours faithfully,

Aoife Ronan  
Deputy Principal



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### Letter to the Employer (Work Experience)

September 2021

Dear Sir/Madam

**Work Experience Placement for:** \_\_\_\_\_ (name) \_\_\_\_\_ (dates)

On behalf of Our Lady's School I would like to thank you for considering the above student on a work experience placement. Work experience is a very valuable part of our Transition Year Programme and its success is in no small part due to the generosity and goodwill of the local business community.

Our work experience programme will take place during the following weeks;

- **Placement 1** 18th - 22nd October 2021
- **Placement 2** 7th - 11th February 2022
- **Placement 3** 14th - 18th February 2022
- **Placement 4** 3rd - 6th May 2022 (Note: 4 day week)

Students will be covered by school insurance for the duration of their placement (see attached). Please note that they are covered for normal working hours but are not permitted to work at night.

While on work experience students are expected to be punctual, courteous and to carry out their assigned tasks in a professional manner. All our students have attended a course reviewing what to expect in the workplace and what is expected of them in return.

As work experience is designed to give students the widest possible insight into the general workplace, I would be most grateful if you could facilitate their exposure to a comprehensive scope of tasks and appropriate responsibilities.

Should you have any queries please do not hesitate to contact me.

Yours faithfully,

Aoife Ronan  
Deputy Principal (workexperience@olschool.ie)

Templeogue Road, Terenure,  
Dublin 6w, D6WKF44

T: 01 490 3241  
F: 01 492 2511

E: principal@olschool.ie  
W: www.olschool.ie

**Principal:**  
Marguerite Gorby

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



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### Letter to the Employer (Community Service)

September 2021

Dear Sir/Madam

**Community Service Placement for:** \_\_\_\_\_ **(name)** \_\_\_\_\_ **(dates)**

On behalf of Our Lady's School I would like to thank you for considering the above student on a Community Service Placement. Community Service is a very valuable part of our Transition Year Programme and its success is in no small part due to the generosity and goodwill of the local business community.

Our Community Service programme will take place during one of the following weeks;

- **Placement 1** 18th - 22nd October 2021
- **Placement 2** 7th - 11th February 2022
- **Placement 3** 14th - 18th February 2022
- **Placement 4** 3rd - 6th May 2022 (Note: 4 day week)

Students will be covered by school insurance for the duration of their placement (see attached). Please note that they are covered for normal working hours but are not permitted to work at night.

While on Community Service placement students are expected to be punctual, courteous and to carry out their assigned tasks in a professional manner. All our students have attended a course reviewing what to expect in the workplace and what is expected of them in return.

As Community Service placement is designed to give students the widest possible insight into the general workplace, I would be most grateful if you could facilitate their exposure to a comprehensive scope of tasks and appropriate responsibilities.

Should you have any queries please do not hesitate to contact me.

Yours faithfully,

Aoife Ronan  
Deputy Principal (workexperience@olschool.ie)

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## **Policy on placements outside of allocated Work Experience weeks**

A student in OLS is permitted a maximum of ONE additional placement during Transition Year if she has submitted all the relevant paperwork. This week will be given without the loss of credits. Other weeks taken above and beyond this extra week will automatically incur the loss of credits for absence from school.

If a student wishes to undertake Work Experience placement, in addition to the four allocated Work Experience placement dates, she must adhere to a specific application protocol.

1. The student must be seeking permission to accept a placement with a specific programme designed for Transition Year Students.
2. She must show, in her application form, that the placement is a field that she wishes to pursue after she completes her Leaving Certificate.
3. If her application is approved by the Transition Year Coordinator, your daughter will be asked to complete school paperwork, which will be given to the student by the TY Coordinator.
4. Both student and Parent/Guardian will both be asked to sign the form which must be returned to the TY Coordinator. This will ensure the student doesn't lose credits for her absence from school.
5. On her return to school after her placement an evaluation of the placement needs to be completed and put on her e-portfolio.

### Important Notes:

- It is the responsibility of the student to catch up on any work/ assignments missed during her absence from school.
- A maximum of **ONE** additional placement will be given without the loss of credits.
- If a student fails to adhere to the policy outlines, it will result in the loss of credits for the duration of the time the student is absent from school.



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***Additional Work Experience Placement Application Form***

**Student's Name:**

**Class:**

**Date of Placement from:** \_\_\_\_\_ **to** \_\_\_\_\_

**Name and address of Company/ Institution:** \_\_\_\_\_

1. Why are you interested in accepting this Work Experience placement?

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2. What type of work will you be doing?

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**3. Please note that it is up to the student to catch up on work missed in school, including project deadlines, group work, etc.**

Student Signature:

Parent/guardian Signature:

Programme Coordinator Signature:



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## **Policy Re Application for Lottery Placements**

In August/ September, the Work Experience Coordinator will apply on behalf of the students in the school for limited place courses.

These include:

- RTE
- Walk in my Shoes- St. Patricks
- Mini Med Programme
- Defence Forces
- School of Physics-TCD
- “So you want to be a Doctor” St. Vincent’s University Hospital

If the school is successful in gaining a place on the course, details will be provided to all the students in Transition Year on the TY Google Classroom.

If your daughter wishes to avail of this placement, she will need to register her interest, complete any application form necessary and submit it by a specific deadline.

The Transition Year Coordinator will read the application forms and suitable candidates will be drawn randomly on a lottery basis.

The successful candidate will then be offered the placement and the additional work placement application form will be completed by the Work Experience Coordinator and student.

Both student and Parent/Guardian will both be asked to sign the form which must be returned to the TY Coordinator. This will ensure the student doesn’t lose credits for her absence from school.

It is the responsibility of the student to catch up on any work/ assignments missed during her absence from school.

A maximum of **ONE** additional placement if relevant paperwork is received will be given without the loss of credits.



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### *Sample Cover Letter*

Your Address  
Terenure  
Dublin 6W

Date  
Phone Number  
Email

Name of the Company

Address of the Company

Dear Sir/Madam/To whom it may concern,

I am a Transition Year student in Our Lady's School, Terenure. We are required to undertake a one week work experience placement during Transition Year. This is an opportunity for me to develop my knowledge of the world of work and inform my career path. I am interested in exploring a career in .... and would appreciate it if I could spend one week with your business/company.

I am a hardworking student, who loves the challenge of learning new skills and building on my strengths. I am... (add some personal information as to why you are interested in this career choice, any previous work experience and include some personal interests).

There are four work experiences weeks available to me:

- **Placement 1** 18th - 22nd October 2021
- **Placement 2** 7th - 11th February 2022
- **Placement 3** 14th - 18th February 2022
- **Placement 4** 3rd - 6th May 2022 (Note: 4 day week)

The placement will be covered by the school's insurance and I assure you that I will comply with all conditions such as punctuality, safety and confidentiality.

Thank you in advance.

Your sincerely,

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NAME



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## *Sample CV*

**Name:**

**Address & E-mail:**

**Phone:**

**D.O.B:**

### **Profile**

I am an outgoing and enthusiastic person. I thoroughly enjoy meeting new people and making life-long memories. I work well as part of a group and enjoy leadership opportunities. I like to challenge myself often and am able to learn from both success and failure. I am quite determined and give everything that I partake in 100%.

### **Education**

**2009 – 2016** St. Pius X GNS, Fortfield Park, Terenure, Dublin 6w.

**2016 – Present** Our Ladys School, Templeogue Road, Terenure, Dublin 6w.

### **Junior Certificate Results 2021**

<b>Subject</b>	<b>Level</b>	<b>Grade</b>
English		
Irish		
Maths		
French		
History		
Geography		



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### Achievements

- Black Belt in Judo 2018
- Student Council Member 2017 – 2018
- School Spirit Award, 2016
- Attendance Award 2014 & 2015

### Experience

**Summer 2019:** Worked on a voluntary basis in my local hockey club, helped coach younger club members.

### Areas of Special Interest

**Music:** I have completed Grade 3 in the piano and sing in the school choir. **Sports:** I play with the Junior B hockey team and have a great interest in sports and fitness.

**Interests:** I enjoy reading and have a great interest in cooking and baking. I am an active member in the school's Green School Committee

**Referees** \*\*\* *Note you must ask people before you name them as a referee*

Name

Position

Address

Email

Phone Number