

## Transition Year Work Experience Policy

Ratified by the Board of Management on:  
9th October 2023

Signature:

*Mary White*  
(Chair of the Board of Management)

<i>Commenced: 2023</i>
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# Transition Year Work Experience Policy

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## 1. School Mission Statement & Aims of Transition Year

Our Lady's School Mission Statement:

*Our Lady's School is a community that embraces Christian values. The education it provides is rooted in a deep sense of faith.*

*We aim to create a positive, inclusive environment which enables everyone to reach their full potential. We promote mutual respect within the school community and strive to provide a happy and secure atmosphere which fosters a love of learning.*

*We encourage the development of the whole person, by fostering the personal, spiritual and moral development of every student. The realisation of individual talents and academic excellence is paramount.*

*We aim to create a friendly, healthy, safe and caring environment which affirms our pride in the school.*

*We promote the development of the necessary skills so that students may become responsible members of society. It is our wish to see every student leave Our Lady's School with moral integrity and a heightened sense of social conscience.*

The Department of Education Transition Year Programme Guidelines (1995) assert the mission of TY 'To promote the personal, social, educational and vocational development of pupils and to prepare them for their role as autonomous, participative, and responsible members of society.'

This governing aim resonates closely with the ethos of Our Lady's School and Transition Year has formed an integral part of the Our Lady's School curriculum since 1976. Since then our programme has evolved and developed to meet the changing needs of our students. Careful planning, which has taken account of the views of students, parents, staff and management, has informed this progression. Our Transition Year Programme offers students a variety of subjects and educational experiences designed to help our students to make the transition from the highly structured

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environment of the Junior Cycle to one where they will take greater responsibility for their own learning and decision making at Senior Cycle, and beyond. The TY Work Experience programme is a central component of this transition.

Informed by both DES guidelines and our school mission statement, our aims for the Transition Year Programme are:

- Nurture the development of the student as a whole person by building on their previous experiences, through a curriculum designed by the school that is aligned to the TY Programme Statement.
- Create space and opportunities for meaningful, enjoyable learning experiences through which the key competencies of students can be developed in the classroom and school, in the home and local community and in their roles as national and global citizens.
- Expand the student's experience and awareness of diverse future pathways and nurture the student's capacity to sustain their growth and development through a process of lifelong learning.
- Evolve continuously to meet the needs of the student through an evidence-informed reflection and renewal process, involving students, teachers, school leaders, parents, and community partners.
- To bring new kinds of learning opportunities to students and provide an orientation towards the world of work, including a component of actual work experience and community service
- To provide an opportunity for learners to reflect on and develop an appreciation of the value of learning in preparing them for the ever-changing demands of the adult world of work, further and higher education and contributing positively to a team.
- To develop general, technical and academic skills whilst engaging students in independent, self-directed learning required for Senior Cycle and life beyond school.
- To promote a learning environment in line with DES (1994) and NCCA guidelines (2023) that establishes Transition Year as a one-year programme that forms the first of a three-year senior cycle and continues to bridge the gap between the Junior Cycle and Leaving Certificate programmes.
- To create opportunities for students to build on their academic progress from Junior Cycle with a view to working towards the demands of Senior Cycle.

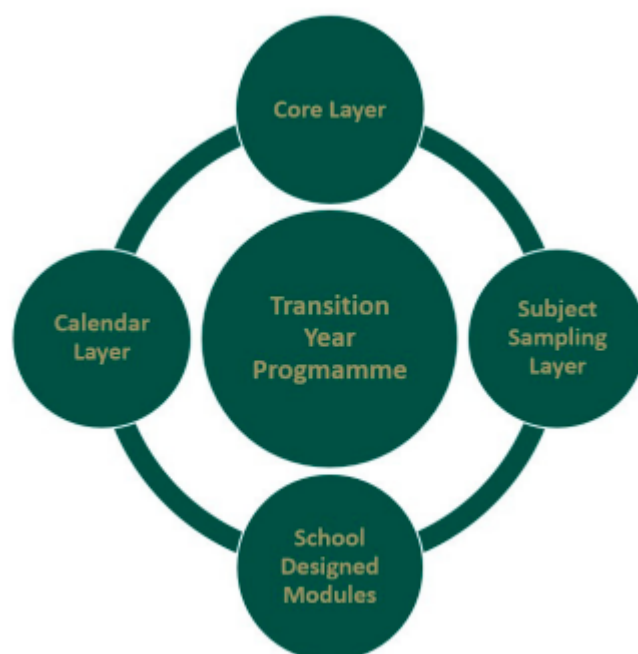
# Transition Year Work Experience Policy

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## 2. Introduction & Rationale

Our Lady's School, in line with its mission statement, is dedicated to fostering each student's love of learning and the development of the whole person. It is therefore committed to facilitate the completion of three different one-week work experience placements and one community service placement as they serve to enhance the learning experience of the student, providing experiences not available within the confines of the classroom.

Work Experience is a core component that forms part of the multi-layered approach to the Transition Year programme, specifically related to the Calendar Layer and is completed at designated times throughout the academic year. These placements enable the students to experience a workplace setting for a short duration, which has many educational benefits. It provides students with opportunities to explore various career interests that they may have developed in addition to enabling students to explore and nurture their skills, passions and signature strengths.



This policy is designed to ensure that students have a clear understanding of the Work Experience programme within Our Lady's School and to ensure that students stay safe and healthy as they enjoy the educational experience of work experience.

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## 3. Aims of Work Experience

Work Experience is an integral part of Our Lady's School Transition Year programme, and assists in preparing students for the world of work. It encourages students to take initiative, build confidence, develop knowledge, organisational and social skills, and creates opportunities to participate in and work as part of a team in the workplace and in society. It also allows them to broaden their interests, discover personal strengths and areas in which they can improve.

Through Transition Year Work Experience, students will:

- Have the opportunity to demonstrate organisational skill, develop confidence and independence
- Be provided with an understanding and appreciation of the workplace environment
- Learn beyond the confines of the organised curriculum through experiential learning and reflective practice
- Gain an insight into a career or chosen occupation and experience day-to-day aspects of employment
- Discover and develop personal strengths and areas for development in a different environment
- Be empowered to showcase their skills and abilities to an employer and work colleagues
- Develop self-evaluation and reflective practice and skills
- Understand the importance of matters relating to health and safety, ethics and confidentiality in a workplace setting

# Transition Year Work Experience Policy

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## 4. Preparation

In order to support students and parents in their preparation for TY Work Experience, the following steps are taken:

### 3<sup>rd</sup> Year (March - May):

- The TY Coordinator speaks to the parents of incoming TYs about Work Experience. Dates, formal procedures and the value of the placements are discussed.
- Work Experience Policy shared with parents including a letter to parents regarding work experience dates for the coming year (Appendix 1).
- Students are given a similar talk about sourcing and applying for work experience for the following year. It is noted that for certain placements, such as An Garda Síochána, medical roles and the media, positions are limited so immediate application is essential. Work experience procedures, additional work experience, work experience credits and reflections and Garda Vetting requirements are outlined.
- Students are given an opportunity to interview current Transition Year students about their experiences of work in TY.

### TY Induction (August of TY):

- Work Experience Preparation Workshop with the TY Coordinator. Topics covered such as:
  1. Garda Vetting and application for additional work experience
  2. Problem scenarios on the first day of employment
  3. Expectations of employers
  4. Health and safety
  5. Appearance: Grooming/appropriate attire as directed by the school and place of employment
- The students are reminded that it is vital that the necessary Google forms for placements are completed in a timely manner and within deadlines.
- Students who are finding it difficult to find placements are to speak to either the TY Coordinator as soon as possible.
- Students are shown where all necessary work experience documents including insurance forms are located within the TY Google Classroom.

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## Throughout TY:

### The TY Coordinator:

- Distributes a list of students and employers to the TY Teaching Staff. In turn all employers are contacted via phone or email to see how the students are faring on placement and to thank them for their participation in our Work Experience programme. This also enables the building up of a database of placements for future years.
- Uploads daily reflection form on Google Classroom each day for students to complete each evening. Also uploads the final weekly reflection form on Google Classroom on the last day of each placement for students to complete within one week.
- Creates an assignment on Google Classroom, for students to upload their completed work experience evaluation. This is to be completed no later than one week after the students' work placement has been completed.
- Collects and files employers' evaluation forms that have been returned directly to the school by the employer. These will be returned to the students and can then be used as references for future job opportunities.
- Allocates work experience credits to the students. These credits are allocated based on submission of work experience documentation including, submission of employer details, evaluation, daily reflections and final reflection for each of the four placements. In order for a student to receive the allocated credits all submissions must be done by required deadlines. (A total of 80 credits is available for work experience).

### Students (All documentation is submitted digitally through Google Forms on Google Classroom)

- Submission of employer details by the required deadline (Three weeks prior to placement).
- Completion of daily work experience reflection (each evening - to be completed before the next day's work experience).
- Completion of the final work experience reflection which is made available to students on the final day of work experience and must be completed within one week.
- Submission of Work Experience Evaluation form. This is either submitted by the student directly and sent by the employer directly to the school. Submission must be made no later than one week after the completion of the placement.
- Students must complete a Work Experience review and evaluation on their e-portfolio.



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## 5. Procedures

Students are encouraged to spend time researching and investigating potential careers that they may want to pursue after finishing school or have a special interest in. The programme encourages and facilitates students to speak to past Transition Year students regarding their experiences and to apply for work experience placements that are linked to hobbies, interests and subjects that students find enjoyable. Work experience is a fantastic opportunity to investigate potential career paths students may want to pursue after school. It is also worth considering jobs from many diverse areas, as very often a placement a student may never have considered can end up being one they excel in the most. Students should research work placements and try to connect with businesses that will be able to give them a worthwhile experience.

It is the responsibility of the student to organise a total of four different work experience placements for the specified dates given by Our Lady's School. It is a requirement that one of the work experience placements is of a Community Service type placement.

It is important to note the following:

- Students are not permitted to use part-time jobs for work experience purposes. Students do not receive payment for work undertaken during the work experience placement.
- It is the responsibility of the student to organise their own work experience, however, students who are finding it difficult to find placements are to speak to either the TY Coordinator as soon as possible and the TY Coordinator will go through some options with the student.
- Students must organise work experience for the assigned calendar weeks. Students will not be facilitated within the school during these weeks and students are not permitted to complete their work experience within the school.
- Students must engage in work experience through a registered organisation. Our Lady's School cannot grant work experience otherwise. This relates to a number of matters including that of insurance.
- It is the responsibility of each student to make their own application and to find their own work experience placements as this is an essential element of preparation for the world of work.

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- Preparation is key. Students who apply early typically have more worthwhile work experience.
- Students will be asked by the school for the contact details of each placement (no later than three weeks prior to work experience). Therefore it is imperative you have accurate information relating to your contact person's name, phone number and email address.
- Students must be 16 years of age to be Garda Vetted.

Students' application process for securing Work Experience / Community Service Placement:

- Prepare an email (Appendix 4) / cover letter (Appendix 5) and your Curriculum Vitae (CV) (Appendix 6)
- Students may initially contact employers either in person, email or phone. Please see attached sample email, letter and Curriculum Vitae which may assist students in contacting potential employers. Each of the documents may be adapted to the requirements of the placement that the student wishes to apply for.
- Contact the employer either in person, email, or phone. A phone call must be followed up by an email. 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. If calling by phone, have the relevant dates of work experience at hand, and pen and paper to take notes of your employer details. Always ask the name of the person to whom you are speaking and keep a record of their name in case you need to make further contact with them. Students may need to apply to several places before they are successful.
- 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 to get contact details for your employer. The school will require the following information: contact person's name, phone number and email address.
- Google Form is to be completed on Google Classroom with employers details at least three weeks prior to the commencement of work placement.
- It is students responsibility to organise and coordinate with your work experience placement. It is important students share school documentation with their employer (Appendix 2 / Appendix 3) including Insurance details (available on the TY Google Classroom).
- Garda Vetting may be required for the work experience. Students must be 16 to be Garda Vetted (Appendix 7).

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## 6. Insurance

Our Lady's School's Public and Employers Liability policies operate to cover the legal liability of the school in relation to Transition Year Work Experience organised by students, granted by the school subject to the normal terms, conditions and exceptions of the policies. **It is the responsibility of each student to ensure they furnish their employer with all details pertaining to work experience, in particular insurance.**

The school insurance will be renewed on an annual basis, and it provides indemnity in respect of the school's liability whilst the student is on work experience. Students may not take a placement requiring them to work evening shifts, or to work with animals/machinery in an unsupervised capacity. The school insurance requires that all work experience must be of benefit to the student and part of the educational programme backed by the school and involves 'shadowing', not hands on work. The purpose of Work Experience is to allow students to gain insight into various careers by shadowing trained professionals in those careers. Work experience outside of the school term must be approved by the Programme Coordinator in advance.

The school insurance only covers placement within the Republic of Ireland, Northern Ireland, Great Britain, the Isle of Man and the Channel Islands. However, should a student wish to engage in work experience outside of the Republic of Ireland they must be approved by the school prior to acceptance.

Employers may request a copy of the school Work Experience Insurance Letter. This is available to students on the TY Google Classroom, under 'Classwork' 'Work Experience'. It is the responsibility of students to download this letter and share it with their work experience employer.

The Public Liability Policy covers the legal liability arising from third party bodily injury or third party property damage as a result of the negligence of Our Lady's School Board of Management or its employees. In some circumstances, accidents may occur which are not the result of negligence. It is therefore recommended that all students engaged in sporting/high risk activities take out Personal Accident Insurance.

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## 7. Garda Vetting

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016 provide a statutory basis for the vetting of persons carrying out activities relevant with children or vulnerable persons. The Act stipulates that a relevant organisation shall not permit any person to undertake relevant work or activities on behalf of the organisation, unless the organisation receives a vetting disclosure from the National Vetting Bureau in respect of that person. It affects students seeking placement in Montessori schools, primary schools, sports clubs, creches, nursing homes, hospitals, hospices, youth centres, etc. At present the Garda Vetting process may take between 6-8 weeks to be completed. This legislation does not apply to students under the age of 16 years but does apply on the day of their 16th birthday. Students cannot apply for Garda Vetting prior to their 16th birthday. Therefore, students may need to consider the order of their work placements to guarantee that there is adequate time to ensure the Garda Vetting process is complete between their 16th birthday and the start of their work experience placement.

Steps for applying for Garda Vetting:

- A JMB Vetting Application form and a parent/guardian consent form must be downloaded. This is available on the TY Google Classroom and also on the Our Lady's School website (Appendix 7).
- These forms are to be completed by the students and their parent/guardian.
- The completed forms are to be returned to the Transition Year coordinator. This is to be done in person to allow the coordinator to identify any mistakes before submission.
- The school principal will attach a cover letter certifying the identity of the students and send the forms onto the JMB.
- When these forms are received by the JMB, they will be put onto an electronic system and sent to the Garda Vetting unit.
- The parent/guardian will receive an online form from the Garda Vetting office asking for additional information to be entered and returned.
- When a student has been vetted, the paperwork will be returned to the school via email. The parent/guardian will be informed by the Vetting Office when the vetting has been sent to the school. It is the responsibility of the student to inform the TY Coordinator that the vetting has been processed.
- A printout of the official Garda Vetting will be given to the student to bring to her placement.

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## **8. Requirements of Students on Work Experience**

Students are expected to represent Our Lady's School to the best of their ability. Students on work experience remain subject to the School Code of Behaviour, and in addition, should comply with all guidelines given by the employer.

Students should be punctual, courteous and carry out their assigned duties / tasks in a professional manner. In the exceptional circumstance where a student is not able to attend work experience, students must inform their employer and subsequently inform the TY Coordinator. This must be done prior to the start of business on the day of absence.

Students are required to adhere to all health and safety guidelines and procedures. Students must take personal responsibility for their own learning on work experience, in order to gain the maximum benefit from the time spent in the work environment. Students are expected to dress appropriately. Many employers may have a dress / hygiene code, depending on the nature of their business or for health and safety reasons. Students are expected to follow all reasonable instructions issued by their employer. Students are expected to show initiative, a good work ethic, a positive attitude and enthusiasm in their work experience.

## **9. Confidentiality**

Students must respect confidentiality in relation to observations, discussions, etc. made while on work experience placement. Any issues of concern should be discussed only with the relevant person(s) within the work placement environment.

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## 10. Additional Work Experience

There may be opportunities throughout the academic year for students to attend courses or work placements in addition to their four allocated weeks of work experience. In such exceptional circumstances, students may be granted permission for additional work experience placements throughout the year, to attend career linked courses or placements. Such placements are not permitted during key dates, including but not limited to Carlingford, Musical, Exams or other key dates.

Students must seek permission from the TY Coordinator to accept a work placement with a specific programme designed for Transition Year Students or attend certain placements that may not be available within the allocated four weeks. E.g. courses run by universities, hospitals, law firms, banks, etc. Working in shops, cafes, creches or family businesses will not be considered as additional work experience options. Students will be required to show that the placement is only available on certain dates and not during the allocated four weeks.

There are some specific TY programmes available throughout a number of organisations that are applied for throughout the Summer months by Our Lady's School. If the school is successful in their application of such programmes the following procedures will apply:

- An internal application process will take place amongst interested students. Notification to express interest will be communicated to students via Google Classroom.
- If a student wishes to avail of this placement, they will need to register their interest on Google Classroom, 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 be offered the placement. They will be required to take the necessary steps in applying for additional work placement (as per below).

Procedures for application of additional work placement (Including college courses):

- Students must seek permission to accept a work placement with a specific programme designed for Transition Year Students or attend certain placements that may not be available within the allocated four weeks.
- If students have an additional placement, they must first check the date with the TY Coordinator.

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When the date is agreed then the student submits an application via email for an additional placement.

- Students must download and complete the additional work experience application form. This is available on the TY Google Classroom and also on the Our Lady's School website (Appendix 8). Students must show, in their application form, that the placement is a field that they wish to pursue after they complete their Leaving Certificate.
- Both student and Parent/Guardian will both be asked to sign the additional work experience form which must be returned to the TY Coordinator. This will ensure the student doesn't lose credits for their absence from school.
- The completed form must be emailed to the TY Coordinator as soon as possible.
- The TY Coordinator will review the application and confirm to the student via email if their application has been approved or not.
- If the application is approved by the TY Coordinator, the student should inform the employer of same.
- The TY Coordinator will inform the TY Team and the School Office that the student has been granted additional work experience and this will be updated on VSWare via the School Office. Parents or guardians should not record additional work experience via the App.
- It is the responsibility of the student to send all relevant paperwork to their employer and to update the Additional Work Experience Google Forms (employer details, reflections, evaluations, etc) on Google Classroom.
- It is the responsibility of the student to catch up on work / assignments missed during her absence from school.
- Please note that applications will be considered on a case-by-case basis.
- 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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## 11. Appendices

Appendix 1	-	Letter to Parents or Guardians (Work Experience)
Appendix 2	-	Letter to Employer (Work Experience)
Appendix 3	-	Letter to Employer (Community Service)
Appendix 4	-	Sample Email Seeking Work Experience
Appendix 5	-	Sample Cover Letter Seeking Work Experience
Appendix 6	-	Curriculum Vitae
Appendix 7	-	Garda Vetting
Appendix 8	-	Additional Work Experience Application Form





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## **Letter to Parents/Guardians (Work Experience)**

September 20--

Dear Parents/Guardians,

I would like 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 Block 1** (Date to be included)
- **Placement Block 2** (Date to be included)
- **Placement Block 3** (Date to be included)
- **Placement Block 4** (Date to be included)

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 to your daughter on the TY Google Classroom.** It is important to note that due to the restrictions in the school insurance, students may not take a placement requiring them to work evening shifts or to work with animals/machinery in an unsupervised capacity. The school insurance requires that all work experience must be of benefit to the student and part of the educational programme backed by the school and involves 'shadowing', not hands on work. The purpose of Work Experience is to allow students to gain insight into various careers by shadowing trained professionals in those careers.

**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,

Lyndsey Phelan  
TY Coordinator

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## **Letter to the Employer (Work Experience)**

September 20–

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 Block 1** (Date to be included)
- **Placement Block 2** (Date to be included)
- **Placement Block 3** (Date to be included)
- **Placement Block 4** (Date to be included)

Students will be covered by school insurance for the duration of their placement (see attached). Please note that due to the restrictions in the school insurance, students may not take a placement requiring them to work evening shifts, or to work with animals/machinery in an unsupervised capacity. The school insurance requires that all work experience must be of benefit to the student and part of the educational programme backed by the school and involves 'shadowing', not hands on work. The purpose of Work Experience is to allow students to gain insight into various careers by shadowing trained professionals in those careers.

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,

Lyndsey Phelan  
TY Coordinator ([workexperience@olschool.ie](mailto:workexperience@olschool.ie))

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## **Letter to the Employer (Community Service)**

September 20–

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 Block 1** (Date to be included)
- **Placement Block 2** (Date to be included)
- **Placement Block 3** (Date to be included)
- **Placement Block 4** (Date to be included)

Students will be covered by school insurance for the duration of their placement (see attached). Please note that due to the restrictions in the school insurance, students may not take a placement requiring them to work evening shifts, or to work with animals/machinery in an unsupervised capacity. The school insurance requires that all work experience must be of benefit to the student and part of the educational programme backed by the school and involves 'shadowing', not hands on work. The purpose of Work Experience is to allow students to gain insight into various careers by shadowing trained professionals in those careers.

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 community involvement, 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,

Lyndsey Phelan  
TY Coordinator ([workexperience@olschool.ie](mailto:workexperience@olschool.ie))

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

## **Sample Email Seeking Work Experience**

Dear Mr... / Mrs ... / To whom it may concern,

I am a Transition Year student in Our Lady's School Terenure. We are required to undertake a week-long 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 \_\_\_\_\_ (e.g. Accounting) and would appreciate it if I could spend one of our work experience sessions with your company \_\_\_\_\_ (name of company).

I am a hardworking student, who loves the challenge of learning new skills and building on past 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).

The work experience dates are from Monday \_\_\_\_\_ (insert date/month/year) to Friday \_\_\_\_\_ (insert date/month/year).

The placement will be covered by the school's insurance. Please note that due to the restrictions in the school insurance, students are not to take a placement requiring them to work evening shifts, or to work with animals/machinery in an unsupervised capacity.

I assure you that I will comply with the conditions you lay down regarding work, safety and confidentiality.

Thank you in advance for your consideration.

Kind regards,

\_\_\_\_\_

Type your name above

## **Sample Letter Seeking Work Experience**

Address Line 1,

Address Line 2,

Address Line 3.

Date:

Phone Number:

Email:

Company Name

Company Address

Dear Mr... / Mrs ... / To whom it may concern,

I am a Transition Year student in Our Lady's School, Terenure. We are required to undertake a week-long 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 \_\_\_\_\_ (e.g. Accounting) and would appreciate it if I could spend one of our work experience sessions with your company \_\_\_\_\_ (name of company).

I am a hardworking student, who loves the challenge of learning new skills and building on past 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).

The work experience dates are from Monday \_\_\_\_\_ (insert date/month/year) to Friday \_\_\_\_\_ (insert date/month/year).

The placement will be covered by the school's insurance. Please note that due to the restrictions in the school insurance, students are not to take a placement requiring them to work evening shifts, or to work with animals/machinery in an unsupervised capacity.

I assure you that I will comply with the conditions you lay down regarding work, safety and confidentiality.

Thank you in advance for your consideration.

Yours Sincerely,

\_\_\_\_\_  
Type your name above

## **Sample Curriculum Vitae**

**Name:**

**Address:**

**Email:**

**Telephone:**

**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**

**2012 – 2020**                      St. Pius X GNS, Fortfield Park, Terenure, Dublin 6w.

**2020 – Present**                Our Ladys School, Templeogue Road, Terenure, Dublin 6w.

### **Junior Certificate Results 2023**

<b>Subject</b>	<b>Level</b>	<b>Grade</b>
English	Higher/Ordinary	
Irish	Higher/Ordinary	
Maths	Higher/Ordinary	
French	Common	
Science	Common	
History	Common	
Geography	Common	
Business Studies	Common	
Religious Education	Common	
Home Economics	Common	

## Experience

Date:

Employer:

Address:

Job Titles:

Duties:

## Interests and Hobbies

**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

## Skills and Qualities

- Good communication skills.
- Organisational ability.
- Creative flair and eye for detail.
- Customer awareness.
- Flexible and willing to learn new skills.

## Achievements

- Black Belt in Judo 2020
- Student Council Member 2019 – 2018
- School Spirit Award, 2017
- Attendance Award 2016 & 2015

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

Name:

Position:

Address:

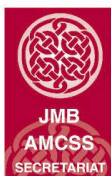
Email:

Telephone:

Thank you for taking the time to read my Curriculum Vitae. I look forward to hearing from you.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## **Guidelines for completing Vetting Invitation Form (NVB 1)**

Please read the following guidelines before completing this form.

### **Miscellaneous**

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The Form should be completed in ball point pen.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

**If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. Please note that where the applicant is under 18 the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on this form.**

### **Personal Details**

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.

Please allow one digit per box for your contact number.

The Current Address means the address you are now living at.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

### **Role Being Vetted For**

The role being applied for must be clearly stated. Generic terms such as “Volunteer” will not suffice.

### **Declaration of Application**

The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.



## Instructions for filling out Garda Vetting forms

1. WRITE IN BLOCK CAPITALS  
WITH BLACK PEN.

Joint Managerial Body  
Emmet House  
Milltown  
Dublin 14 V3K8



JMB Ref:

2. LEAVE BLANK

Form NVB 1

### Vetting Invitation

#### Section 1 – Personal Information

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

3. STUDENT'S INFO.

Forename(s):

Middle Name:

Surname:

Date Of Birth:

4. N.B. PARENT'S INFO.

Email Address:

Contact Number:

Role Being Vetted For:

5. PUT IN THE EXACT NAME  
OF THE ORGANISATION.

Current Address:

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Eircode/Postcode:

6. HOME ADDRESS

#### Section 2 – Additional Information

Name Of Organisation:

7. OUR LADY'S SCHOOOL

I have provided documentation to validate my identity as required *and*

I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. Please tick box ☐

9. STUDENT'S SIGNATURE

Applicant's

Signature:

Date:

8. TICK THE BOX

10. DATE

Note: Please return this form to the above named organisation. An invitation to the e-vetting website will then be sent to your Email address.

AN GARDA SÍOCHÁNA



NATIONAL VETTING BUREAU

**PARENT/GUARDIAN CONSENT FORM (NVB 3)**

**Applicant Details**

Forename(s):

Surname:

Date Of Birth: 

D	D	/	M	M	/	Y	Y	Y	Y
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11. STUDENT'S INFO.

**Parent/Guardian Details**

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):

Surname:

Relationship to applicant: Father: 



 Mother: 



 Guardian:

Address:

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Eircode/Postcode:

12. PARENT'S INFO.

**Parent/Guardian Consent**

I, being the Parent/Guardian of the above named applicant, consent for the National Vetting Bureau to conduct vetting in respect of the above named applicant in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Parent/Guardian  
Signature:



Date:

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

13. PARENT'S SIGNATURE

14. DATE



### **PARENT/GUARDIAN CONSENT FORM (NVB 3)**

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---



## Additional Work Experience 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. How does this placement relate to your subjects and your desired future career?

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

Student Signature:

Parent/guardian Signature:

Programme Coordinator Signature: