



Transition Year

Additional Work Experience Procedures

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Transition Year - Additional Work Experience Procedures

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).

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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. 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 1). 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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1. Appendices

Appendix 1 - Additional Work Experience Application Form

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?

2. What type of work will you be doing?

3. How does this placement relate to your subjects and your desired future career?

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: