



Grange Post-Primary School
Iarbhunscoil na Gráinsí
windows of opportunity

Work Experience Policy



msletb
Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

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Grange Post Primary School Work Experience Policy for Transition Year (TY) and Leaving Certificate Vocational Programme (LCVP) / Life, Community and Work (LCW)

School Name:

Grange Post Primary School

1. Introduction

Work experience is an integral part of the curriculum in Transition Year (TY) and Leaving Certificate Vocational Programme (LCVP) / Life, Community and Work (LCW). It provides students with the opportunity to gain practical insight into the world of work, develop key skills, and explore potential career pathways.

This policy outlines the procedures, responsibilities, and expectations relating to student work experience placements in Grange Post Primary School.

2. Policy Statement

Grange Post Primary School acknowledges the value of work experience / shadowing as an integral part of the educational process. It aims to develop the skills and knowledge necessary for students to participate fully and succeed in the workplace and wider society. Work experience is included as an essential element of the TY and LCVP/LCW programmes.

3. Purpose of Work Experience / Work Shadowing

Work experience should:

- Provide learning opportunities not available in the classroom.
- Support career exploration and informed subject/career choices.
- Strengthen links between the school and the wider community.
- Enhance personal development and confidence.
- Offer understanding and appreciation of the workplace. Provide students with practical experience of the workplace.
- Increase self-confidence in applying for employment.
- Allow students to showcase their skills and abilities to potential employers. Allow students to develop employability and life skills (communication, teamwork, punctuality, responsibility).
- Improve students' chances of securing future employment.
- Provide opportunities for certification and assessment where applicable.

4. Duration and Timing

- **LCVP/LCW Students:** Will complete one full week of work experience / shadowing throughout the year. Dates are set at the discretion of the coordinator/LCVP/LCW teachers, in consultation with school management and staff.
- **TY Students:** Typically engage in one day per week over a set period made known to the students in June before they commence TY. In Grange Post Primary School, it occurs on many Wednesdays throughout the school year. TY students may also be facilitated with additional work experience opportunities outside of these times.

5. Recognised Types of Work Experience

- **Work Placement:** Active engagement in workplace tasks.
- **Shadowing Work:** Observing professionals in their daily roles.

6. Procedures

1. **Preparation:** Students complete an in-class work preparation programme.
2. **Securing Placements:** Students are encouraged to find their own placements to promote responsibility.
3. **Documentation:** Introduction letters and insurance details are provided by the school.
4. **Confirmation:** The school will contact employers, either by telephone or email, to monitor and review the progress of students during their work experience placement.
5. **Post-Placement:** Employers complete an evaluation. Students reflect on their experience through reports/diaries.

7. Student Responsibilities

Students are expected to:

- Be punctual and adhere to the employer's schedule.
- Inform both employer and school of any unavoidable absences.
- Follow workplace rules and procedures.
- Dress appropriately and comply with hygiene standards.
- Take responsibility for their own learning and show initiative.
- Respect confidentiality and workplace policies.
- Maintain the good name of Grange Post Primary School. Complete all assigned documentation (e.g. work experience diary).
- Report issues of concern to their employer, parents, or school immediately.
- Not leave or change placement without prior school approval.
- Unacceptable behaviour, such as theft or serious misconduct, will result in removal from placement and disciplinary action in line with the school's Code of Behaviour.

8. Parent/Guardian Responsibilities

- Support their child in securing placements.
- Arrange transport where necessary.
- Communicate any health needs or additional support to the school.
- Encourage responsibility and learning.

9. Employer Responsibilities

- Provide a safe, supportive, and inclusive environment.
- Assign appropriate tasks or observation opportunities.
- Communicate any concerns to the school.
- Complete an evaluation of the students' performance.

10. Health and Safety

- Students must follow all health and safety protocols.
- Where required, students must complete certifications such as Manual Handling, First Aid, or Safe Pass.
- Garda Vetting is required for placements involving substantial unsupervised access to children or vulnerable adults.

11. Insurance

Students are covered under Grange Post Primary's School's insurance during their placement, subject to standard conditions and exceptions. Employers receive insurance confirmation prior to placement.

12. Attendance and Absence

- Full attendance is expected during all scheduled work experience days.
- In the event of illness, students must contact both their employer and school.
- A medical certificate may be required for absences.

12. Confidentiality

Students must respect confidentiality and discuss any concerns with their work experience coordinator / senior management of the school.

13. Assessment and Credits (LCVP/LCW/TY)

- Students must meet minimum attendance requirements.
- Complete diaries, key assignments, and reflection tasks.
- Maintain satisfactory performance and engagement to receive school credits / grades.

14. Remuneration

Work experience is unpaid. Employers are not expected to cover travel or meal costs.