

# **Borrisokane Community College**

## **Work Experience Policy**



### **Mission Statement**

*We seek to promote a caring and committed school community which will facilitate the education of our students and where each individual is valued as a unique human being.*

*"Is ar scáth a chéile a mhairimid"*

### **Purposes of Work Experience:**

*Borrisokane Community College* recognises the value of work experience as part of a programme of study designed to develop the skills and knowledge which will enable students to participate fully and succeed in the workplace and in society. Work experience should:

- Provide learning opportunities not available in the classroom.
- Provide an understanding and appreciation of the workplace environment.
- Allow students to discover personal strengths in a different environment.
- Increase students' self-confidence in relation to applying for employment.
- Allow students to showcase their abilities to an employer.
- Increase the student's chances of securing employment.

### **Policy Statement**

*Borrisokane Community College* includes appropriate work experience as an integral element of the TY/LCA and LCVP programmes in our college.

### **Procedures**

1. Before placement, preparation for work experience will be done in class.
2. On obtaining a work placement the student and prospective employer will be given/sent an information pack.
3. During the placement, our School/Centre may contact/visit the place of work to monitor progress.
4. On completion of the placement, our School/Centre will request a report from the employer.
5. During and after their placement, students will detail their learning from the process.

## **Remuneration**

Employers are not expected to remunerate students during work placement, or to pay travel or subsistence costs incurred.

### **Some specific requirements**

Certain specific work placements have specific requirements, for example, certification in Manual Handling, First Aid or 'Safe Pass'. Garda vetting will be necessary for students seeking placement in situations where they may be working with children or vulnerable adults. Any students requiring Garda vetting for their placement must ensure it is done in sufficient time for the vetting process to be completed prior to the start date of their placement.

### **Insurance**

Students are covered by Tipperary ETB's insurance during work placement, subject to certain conditions and exceptions as laid out in the Insurance Policy. Students will not be allowed attend work experience unless it is covered by the ETB Insurance Scheme.

### **Requirements of students on work experience**

All students shall be responsible for finding their own work experience placement. When taking up work experience students are expected to represent our college to the best of their ability. Students on work experience remain subject to our college's Code of Behaviour and, in addition, should comply with any guidelines laid down by the employer.

**Learning:** Students must take responsibility for their own learning while on work experience, in order to gain the maximum benefit from the time spent in the work environment. It is advised that work experience placement should be in a different work environment to that of a family business/part time job/Borrisokane Community College. Students will be prepared for work experience during the World of Work module (LCVP) and appropriate class/modules for TY and LCA prior to going on work experience. All students are required to complete a work experience diary for LCVP/LCA work experience and encouraged to do the same for TY work experience.

**Attendance:** Dates for work experience will be set in the preceding year of a student entering LCVP/TY/LCA. All work experience shall take place during dates set by the school. Students must be engaged in work experience for the allocated work experience period. Students are expected to be present and punctual at their designated work experience place during normal working hours. All students are responsible for their own transport arrangements to work placement.

**Absence:** If a student is unable to attend work experience, s/he must inform the employer immediately and contact the course coordinator at Borrisokane Community College.

**Appropriate Dress/Hygiene:** Many employers have a dress and/or hygiene code, whether due to the nature of their business or for health and safety reasons. Students must comply with this code.

**Instructions/Initiative:** Students are expected to follow all reasonable instructions issued by employers and to show initiative in their practice. Students should also familiarise themselves as necessary with the policies and procedures of their workplace.

**Documentation:** All paperwork must be submitted well in advance of each work placement. All work experience requires a Work Experience Agreement signed by the employer and parents/guardians. Students are required to keep/collect all relevant work experience documentation as advised by the class teacher/coordinator.

**Health & Safety:** While Borrisokane Community College continues to have responsibility for students on work experience, the employer has the same responsibilities for their health, safety and welfare whilst the student is on an employer's premises. As most students undertaking work experience will be under the age of 18 years and in some cases, may be under 16 years,

employers facilitating work experience should review the relevant sections of the 'Protection of Young Persons (Employment) Act 1996' to ensure compliance. Parents/Guardians must give full consent for the work placement to take place and be satisfied that these placements are appropriate and safe for their son/daughter.

All employers will be requested to complete the Employer Form below prior to commencement of Work Experience.

### ***Confidentiality:***

Students must respect confidentiality in relation to observations made while in the workplace. Any issues of concern should be discussed only with their work experience mentor in our college.

If students have a genuine difficulty during work experience, they should contact Borrisokane Community College immediately on 067-27268.

### ***Student responsibilities on Work Experience:***

- Be on time and adhere to employers start and finish times.
- Inform the employer and school of any unavoidable absences.
- Respect and comply with all rules, procedures and reasonable requests from the employer.
- Adhere to all health and safety guidelines and procedures.
- Maintain the good name of Borrisokane Community College.
- Respect the employer.
- Respect the place of work e.g. clean up after yourself.
- Report anything that makes you feel uncomfortable to the employer, your parents or the school at the earliest possible time.
- If something arises that causes distress seek support from your parents or the school.
- Pilfering, stealing or interfering with employer's equipment or stock will result in immediate dismissal from work experience and will be dealt with appropriately using the schools code of behaviour.
- Students must work closely with their LCVP teacher / TY/LCA/LCVP Coordinator and keep them fully informed.
- Credits – in order to gain credits for LCA Work Experience, students need to have satisfactory attendance in the work place and in work experience class, complete the work experience diaries and all Key Assignments in class.

*This policy was ratified by Borrisokane Community College Board of Management on June 14<sup>th</sup> 2018.*

*This Policy will be reviewed on a regular basis.*

## Work Experience/Work Shadowing Employer Form

**Instructions:** Please complete the following form & tick the appropriate boxes

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Telephone Number of Employer: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Telephone Number of Student: \_\_\_\_\_

Description/Nature of Work the student will be undertaking \_\_\_\_\_

\_\_\_\_\_

3. Will the student be left unsupervised at any time while working Yes  No

4. Will the student be given tasks involving lifting Yes  No

If you stated yes, briefly explain what the students would be lifting \_\_\_\_\_

5. Will the student be operating any mechanical machinery Yes  No

6. Will the student be working with or near hazardous chemicals Yes  No

If you stated yes, briefly explain

\_\_\_\_\_

7. Will the student need protective clothing and equipment (PPE)?

Yes  No

If you stated yes will you provide the protective clothing and equipment

Yes  No

8. Will the student be working at a height Yes  No

If you stated yes, briefly explain

\_\_\_\_\_

9. Will you familiarise students with building and emergency procedures in the workplace

Yes  No

10. Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

*Thank you for completing this form & for giving the student an invaluable opportunity*