

THE ENCLOSED DOCUMENTS TO BE GIVEN TO THE EMPLOYER BY THE STUDENT

THE WORK PLACEMENT SUMMARY SHEET MUST BE RETURNED TO MS. MARREN AFTER THE MIDTERM BREAK – MONDAY 06/11/2023

Dear Parent / Guardian.

As you are aware your son/daughter will soon undertake one week of Work Experience as part of the Transition Year Programme. As part of their programme students must seek work placement in an appropriate place of work. It is important that your son/daughter seeks employment in an area which is of interest and benefit to them.

The **dates of placement are from Monday 18th– Friday 22nd December 2023.**

While we will make every effort in the school to inform and advise all students of appropriate places of work, **it is the responsibility of the student to seek and verify his/her own placement.** It is intended that all work undertaken as part of the work placement be conducted in a safe, positive and encouraging environment and that all experience be beneficial to your son/daughter in the future. It is with this in mind that we as a school will decide on the appropriateness of the chosen work placement before the student commences his/her placement.

Enclosed please find:

A Work Experience pack to be presented to the employer containing:

- Host Employers Guidance Leaflet.
- A State Indemnity Confirmation Certificate (Our school insurance).
- **Work Placement Summary Sheet. This Work Placement Summary Sheet must be returned to YH/Tutor on the day we return from Halloween break Monday 6th November 2023.**

You will be informed of the procedures regarding **Garda vetting** which is required for those who wish to work with any vulnerable groups (eg: in childcare, schools, nursing homes, hospitals etc). It is a lengthy process so please see the school website for further garda vetting information and follow the guidelines in relation to forms NVB1 and NVB3 should your son/daughter require vetting for the placement this December. The closing date for receipt of the **completed vetting application forms is Monday 23/10/23.**

During work experience students should keep a daily record of their experience in their school journal. This may be used in a follow-up activity for their portfolio and end of year interview.

If you have any queries regarding Work Experience, please do not hesitate to contact me. Thanking you for your support.

Yours sincerely
Deirdre Marren
deidre.marren@staidans.ie
