



# *St. Mary's Secondary School*

Convent of Mercy, Newport, Co. Tipperary, V94 RY18

Telephone 061-378344 Fax 061-378358

[www.stmarysnewport.com](http://www.stmarysnewport.com)

Registered Charity Number: 20148379



## **Work Experience Policy**

St. Mary's Secondary School, Newport, is a Voluntary Catholic Secondary School under the Trusteeship and the Patronage of C.E.I ST. (Catholic Schools, An Irish Schools Trust). The School is grant aided by the Department of Education & Skills, and is a co-educational school.

**School Management:** The Board of Management of St. Mary's Secondary School is a statutory Board, appointed pursuant to the provisions of the Education Act 1998.

### **Mission Statement:**

St. Mary's Secondary School, Newport operates as a Catholic co-educational Secondary School, to provide teaching and learning of the highest quality for the benefit of the community which it serves.

### **In pursuing this mission we aim:**

- To provide a quality educational experience that caters for the full range of academic aptitude and abilities.
- To foster the intellectual, physical, social, cultural, moral and religious development of our students.
- To enable pupils to achieve their full potential academically.
- To promote the Catholic ethos and faith.
- To cater for the needs of the local community in so far as ethos, resources and facilities permit.

**Ethos:** As a CEIST school, St. Mary's seeks to promote the five key elements of the CEIST charter.

Promoting Spiritual and Human Development.

Achieving Quality in Teaching and Learning.

Showing Respect for Every Person.

Creating Community.

Being Just and Responsible.



# *St. Mary's Secondary School*

Convent of Mercy, Newport, Co. Tipperary, V94 RY18

Telephone 061-378344 Fax 061-378358

[www.stmarysnewport.com](http://www.stmarysnewport.com)

Registered Charity Number: 20148379



## **Purposes of work experience**

St. Mary's Secondary School, Newport recognises the value of Transition Year (TY) work experience, and Leaving Certificate Vocational Programme (LCVP) 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 is an obligatory component of the Transition Year and the Leaving Certificate Vocational Programmes. Our school relies on the willingness of employers to provide work placement opportunities. Employers play a pivotal role in the success of our work experience programmes, and we are extremely grateful to them for facilitating our students.

Work experience should:

- Provide learning opportunities which are 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 opportunities of securing employment.

## **Policy statement**

St. Mary's Secondary School, Newport aims to include appropriate work experience as an integral element of the Transition Year Programme and the Leaving Certificate Vocational Programme in the school.



# *St. Mary's Secondary School*

Convent of Mercy, Newport, Co. Tipperary, V94 RY18

Telephone 061-378344 Fax 061-378358

[www.stmarysnewport.com](http://www.stmarysnewport.com)

Registered Charity Number: 20148379



## **Considerations**

This policy has been reviewed in accordance with the St. Mary's Secondary School, Newport, Child Safeguarding Statement, and in line with the Children First Act 2015 and the Child Protection Procedures for Primary and Post- Primary Schools 2017. While reviewing this policy, due consideration has been given to all aspects of the wellbeing of students at St. Mary's Secondary School, Newport. General Data Protection Regulation came into force in May 2018, and this policy has been reviewed in accordance with best practice as detailed in this legislation.

## **Recognised types of work experience**

Appropriate work experience may take several forms:

- Work placement
- Work shadowing
- Work simulation
- Work based learning.

## **Placement**

The onus is placed on the student him/herself to make every reasonable effort to gain appropriate placement, and thereby to realise the importance and value of being personally proactive and responsible for his/her own decision making in this respect. This process should begin as soon as possible in order to give the student the best possible chance of securing his/her desired placement.



# *St. Mary's Secondary School*

Convent of Mercy, Newport, Co. Tipperary, V94 RY18

Telephone 061-378344 Fax 061-378358

[www.stmarysnewport.com](http://www.stmarysnewport.com)

Registered Charity Number: 20148379



## **Procedures**

Before placement, a preparation for work experience programme will be undertaken in class. In addition to this, details regarding the work experience module will be shared with parents at an Information Evening which will be held prior to their son/daughter commencing Transition Year. Once the year begins, students are given a work experience pack which contains a) a sample letter to the prospective employer, b) an Employer's report form and c) a letter for the prospective employer from the school's insurance company.

1. Students are required to complete and submit an Employer Details form at least two weeks prior to commencing placement. Once the Employer Details form is submitted, an Employer Letter and Employer Evaluation Form will be shared with the prospective employers.
2. A Parent/Guardian Consent form should be submitted prior to the commencement of work experience. During the placement, a member of the Transition Year Core Team will contact/visit the place of work of each student to monitor progress.
3. During and after their placement students will detail their learning from the process in their individual Student Diary of Work Experience.

## **Remuneration**

Employers are not expected to remunerate students during work placement, nor to pay travel or subsistence costs incurred.

## **Specific Requirements**

Certain 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, for example, St. Mary's Secondary School students will have substantial, unsupervised access to children or vulnerable adults. Any students requiring Garda vetting for



# *St. Mary's Secondary School*

Convent of Mercy, Newport, Co. Tipperary, V94 RY18

Telephone 061-378344 Fax 061-378358

[www.stmarysnewport.com](http://www.stmarysnewport.com)

Registered Charity Number: 20148379



their placement must ensure that it is submitted in sufficient time for the vetting process to be completed prior to the start date of their placement. Please note that the student may seek such vetting only upon reaching 16 years of age.

## **Insurance**

Students are covered by St. Mary's Secondary School, Newport insurance during work placement, subject to certain conditions and exceptions. Students will not be allowed to attend work experience unless it is covered by the school insurance scheme.

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

When taking up work experience, students are expected to represent St. Mary's Secondary School to the best of their ability. Students on work experience remain subject to our school 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 environment to that of a family business/part time job/St. Mary's Secondary School. Students will be prepared for work experience during the



# *St. Mary's Secondary School*

Convent of Mercy, Newport, Co. Tipperary, V94 RY18

Telephone 061-378344 Fax 061-378358

[www.stmarysnewport.com](http://www.stmarysnewport.com)

Registered Charity Number: 20148379



appropriate class modules for TY or LCVP, prior to going on work experience. All students are required to complete the Student Diary of Work Experience.

## **Attendance:**

Dates for work experience will be set out prior to a student entering Transition Year/LCVP. All work experience shall take place during dates set by the school. If a student wishes to take part in any additional work placements that are outside of the set dates, he/she should speak with the Programmes Coordinator. Each application will be dealt with on a case-by-case basis, and the final decision lies with the Programmes Coordinator and management. Students must be engaged in work for the allocated work experience period. Students are expected to be present and punctual at their designated work experience location during normal working hours. Students should not leave their work experience location without prior permission. All students are responsible for their own transport arrangements to work placement.

**Absence:** If a student is unable to attend work experience, he must inform the employer and the programmes Coordinator immediately. Absence from work experience is permissible only in very exceptional circumstances (e.g., illness) and will require a full explanation, Medical Certificate etc. Please note that students who have not completed the planning and preparation for work experience in class will not be eligible to participate in work placement.

## **Appropriate Dress/Hygiene:**

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



# *St. Mary's Secondary School*

Convent of Mercy, Newport, Co. Tipperary, V94 RY18

Telephone 061-378344 Fax 061-378358

[www.stmarysnewport.com](http://www.stmarysnewport.com)

*Registered Charity Number: 20148379*



## **Instructions/Initiative:**

Students are expected to follow all reasonable instructions issued by employers, and to show initiative in their practice. Students shall reflect such initiative when completing their individual Work Experience Diaries. Students should also familiarise themselves as necessary with the policies and procedures of their workplace. If students are uncomfortable, or have any concerns regarding instructions received during their work placement, they should contact the school Programmes Coordinator at the earliest opportunity.

## **Health, Safety and Student welfare:**

While St. Mary's Secondary School, Newport continues to have responsibility for students on work experience, the employer also has a duty of care to provide the students with safe working conditions.

## **Documentation:**

Students are required to return all relevant work experience documentation as advised by the Programmes Co-ordinator both prior to, and after commencing, work experience. All such documentation will be appropriately stored in line with GDPR guidelines. Failure to return documentation can impact on work placement assessment and grade.

## **Confidentiality:**

Students must respect confidentiality in relation to observations made while in the workplace. Any issues of concern should be discussed only with the Programmes Coordinator



# ***St. Mary's Secondary School***



Convent of Mercy, Newport, Co. Tipperary, V94 RY18

Telephone 061-378344 Fax 061-378358

[www.stmarysnewport.com](http://www.stmarysnewport.com)

Registered Charity Number: 20148379

**If students have a genuine difficulty during work experience, they should contact St. Mary's Secondary School immediately. Students shall not leave or change their placement without prior permission from the school.**

## **Student Responsibilities while on Work Experience:**

- Be on time and adhere to agreed employer 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 St. Mary's Secondary School
- Respect the employer.
- Respect the place of work.
- Report anything that makes you feel uncomfortable or causes you distress to the Programmes Coordinator/Guidance Counsellor, employer or your parents at the earliest possible time.
- 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 St. Mary's Secondary School Code of Behaviour.



# *St. Mary's Secondary School*

Convent of Mercy, Newport, Co. Tipperary, V94 RY18

Telephone 061-378344 Fax 061-378358

[www.stmarysnewport.com](http://www.stmarysnewport.com)

Registered Charity Number: 20148379



## **Timetable for Review.**

The Work Experience Policy will be reviewed as the need arises, and/or every three years. The next review is scheduled to take place in 2026.

Policy review team: Ms. E. Mullally, Ms. G. Foley, Ms. O Thornton

## **Relevant dates for this policy:**

Policy reviewed and amended by team: October, 2022.

Consultation & review with Programmes Coordinator: 23<sup>rd</sup> November, 2022, and 2nd February, 2023.

Consultation & review with LCVP teachers: 3<sup>rd</sup> February, 2023.

Consultation with Career Guidance teacher: 8<sup>th</sup> February, 2023

Consultation & review with Principal: 7<sup>th</sup> February, 2023 and 9<sup>th</sup> February, 2023.

Consultation with Staff: 9<sup>th</sup> February, 2023

Consultation with Parents: 24<sup>th</sup> February, 2023



# St. Mary's Secondary School

Convent of Mercy, Newport, Co. Tipperary, V94 RY18

Telephone 061-378344 Fax 061-378358

[www.stmarysnewport.com](http://www.stmarysnewport.com)

Registered Charity Number: 20148379



Discussion at Parents Council Meeting: 14<sup>th</sup> March, 2023

Draft Policy Review presented to Board of Management: 31st May, 2023

Policy ratified by Board of Management: 31<sup>st</sup> May, 2023

Signed: *Michal Boncau*

Chairperson, Board of Management

Date: 31/5/2023

Signed: *John Cusack*

Principal, St. Mary's Secondary School

Date: 31/5/2023