

ATHY COLLEGE

Policy on work experience.

Work experience forms an integral part of the following programs:

- Leaving Cert Applied (1 or 2 weeks in each session).
- Vocational Leaving Cert.(2 weeks
- P.L.C.

Arranging work experience

The coordinator oversees the writing of a letter requesting work experience from an employer. This letter should include a reply slip and a copy of the school's insurance policy.

A signed letter of consent from parents/guardians should be obtained from the student. In post leaving cert courses, this letter should be signed by the student.

Students and their parents should be informed in writing as to what is expected of them while on work experience.

A representative from the school should endeavour to visit students while on work experience. Where this is not possible, the employer should be contacted by phone.

If a student encounters any difficulties they should contact the coordinator immediately.

A report should be completed by or on behalf of the employer and returned to the school.

Signed: _____

Chairperson, BOM

Date: _____

Autumn 2009