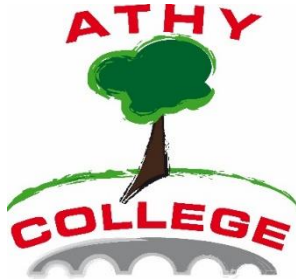


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# Athy College Kildare

## Work Experience Policy

Signed: \_\_\_\_\_

Chairperson of Board of Management

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

Signed: \_\_\_\_\_

Principal

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

## **MISSION STATEMENT**

In a caring school we are dedicated to fostering educational excellence empowering all students to reach their full potential – academic and social, physical and spiritual. Through partnership and cooperation, we openly respect and nurture the dignity and uniqueness of each individual’.

## **ETHOS**

Athy College is a caring school. The staff are dedicated to fostering educational excellence and earnestly endeavour to empower all students to reach their full potential – academic and social, physical and spiritual. Through partnership and cooperation, the staff of Athy College respect and nurture the dignity and uniqueness of everyone.

Athy College defines education as the on-going development of all students so that they may realise their true and best selves. The college motto is “Fas agus Foghlaim” (Lifelong Learning). From the outset students are taught they are partners in their own education. The school aims to prepare students for public examinations, in an age when academic qualifications are indispensable for admission to further education and entry into employment. The school recognises that its students are of varying cultural and social backgrounds and have a wide variety of aspirations and abilities.

The school embraces the vital role that parents, and guardians play in the overall education for their children. The school also recognises the importance of the community in which the student lives. For this reason, every effort is made to ensure that the student is aware of his/her role in the community and is encouraged to be positively involved in the wider community.

## **Rationale**

Work Experience plays an important role for students in the transition from school to adult working life. Experiencing the world of work, work simulation and work shadowing enhances their personal, social, vocational & educational development.

In Athy College work experience is as follows:

- Transition Year: 3 two-week blocks (dates TBC)
- 5th Year LCA 1: 2 two- week blocks (dates TBC)
- 6th Year LCA 2: 2 two- week blocks (dates TBC)

## **Aims and Objectives**

The aims for work-related learning focus on the provision the school makes for opportunities for students to prepare for adult working life. These include:

- To improve educational standards through using contexts that improve motivation and attainment for all students
- To ensure students follow courses and programmes which are appropriate to their longer-term aspirations and needs
- To improve students understanding of the world of work and its demands
- To improve the quality of provision and guidance
- To increase access and choice for all students
- To improve the transition of students from school to adult working life

## **Benefits of Work Experience:**

Work placements are most effective if teachers, students, parents and employers see it as an essential and integral part of a student's personal development and an opportunity to develop employability skills. Appropriate experiences of the world of work will benefit Students, schools and employers.

Advantages of Work Experience for students include:

- Improves student's knowledge & employability skills.
- Increases student's motivation to learn & attain better grades & go to third level
- Gives relevance to the work students do in school especially if the experience is in a related discipline.
- Develops links with guidance & consolidates work done in careers & guidance.
- Encourages students to consider the wide range of jobs available.
- Gives students an insight into the workings of business and industry.
- Highlights the skills, qualifications and experience needed by employers.

## **Work Experience Procedures**

- Before placement, preparation for work experience will be done in class.
- 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.
- On obtaining a work placement the student and prospective employer will be given/sent an information pack.
- A signed letter of consent from parents/guardians should be obtained from the student.
- Students and their parents should be informed in writing as to what is expected of them while on work experience.

- During the placement, our school may contact/visit the place of work to monitor progress and where this is not possible, the employer should be contacted by phone.
- On completion of the placement, our school will request a report from the employer.
- During and after their placement, students will detail their learning from the process.
- If a student encounters any difficulties, they should contact the Programme Coordinator immediately.

### **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 Athy 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 TY and LCA Coordinator and keep them fully informed.
- Credits – in order to gain credits for LCA Work Experience, students need to have satisfactory attendance in the workplace and in work experience class, complete the work experience diaries and all Key Assignments in class.

### **Ratification by Board of Management**

This policy was adopted and ratified by the Board of Management.