



Adamstown Community College Work Experience Policy

INTRODUCTION

Each year, Leaving Certificate Applied and Transition Year students from Adamstown Community College go on work placements. The aim of work experience is to provide students with the opportunity to learn about the world of work, to explore possible career options and to actively develop skills for future enterprise and employability.

Schools and students rely on the willingness of employers/mentors to provide work placement opportunities and employers/mentors play a pivotal role in the success of these work experience programmes.

ROLES AND RESPONSIBILITIES

School roles and responsibilities:

- Assess the suitability of students to partake in each placement.
- Ensure that the student will not be exposed to foreseeable risks of injury or harm.
- In advance of the work placement the students should be briefed on the aims of the work placement as well as responsibilities and acceptable standards of behaviour while on placement.
- Define the learning outcomes of the placement in terms of knowledge, skills and competencies to be acquired.
- Give the host information on objectives and requirements set for the placement.
- Ensure that action is taken immediately if a complaint has been made by the host or the student.
- Ensure that all necessary documentation is in place e.g. Safety statement, risk assessments, insurance etc.
- Inform the employer/mentor of any medical conditions which may affect the safety and health of the student while on work placement.
- Provide the host with emergency contact details.

Host employer/mentor roles and responsibilities:

- Host employers/mentors have obligations to adhere to responsibilities under the Health and Safety Welfare Act (2005).
- Provide a safe workplace environment and appropriate supervision for the student.
- Assign tasks and responsibilities to students to match their ability and learning objectives and ensure that appropriate equipment and support is available.
- Ensure that tasks the student is involved in are adequately risk assessed.
- Ensure that an induction is provided to the student.
- Host employers/mentors should ensure that they are aware of their responsibilities under the Protection of Young Persons (Employment) Act 1996.
- Host employers/mentors should report any accidents involving the student to the school immediately.
- Alert the school of any potential problems with the placement.
- Complete a work placement evaluation at the end of the placement.

Student roles and responsibilities:

- Abide by the rules and regulations of the host employer/mentor.
- Take care of your own safety and health, and that of others who may be affected by your actions.
- Ensure all relevant forms are completed in consultation with the school and the host.
- Not partake in any activities that require specialist training without receiving that training.
- Following instruction, use any safety equipment that has been provided and take part in relevant training.
- Raise any safety and health concerns with the employer/mentor and school contact person and inform them about any accidents or illness which you think may be work related.
- Ensure that appropriate vetting is in place for their placement.

HOW WORK EXPERIENCE OPERATES IN ADAMSTOWN COMMUNITY COLLEGE:

Applications

Students are encouraged to find their own work placement. The programme coordinator contacts the employer/mentor following the student's organising of the placement.

Placement details

The facilitating employer/mentor will normally be required to complete a form confirming the availability, nature and dates of work experience.

Insurance

Leaving Certificate Applied and Transition Year students are insured by Dublin and Dun Laoghaire ETB insurers. Employers/mentors will be given a document containing Dublin and Dun Laoghaire Education and Training Board insurance details, which should be filed for reference. Check for exclusions for certain types of work.

Format Leaving Certificate Applied (LCA)

Students require a one day placement per school week. The work placement day for LCA

students in Adamstown Community College is a Friday.

Transition Year students

Students require a one week placement in the autumn and a second one week placement in the spring. The dates for these placement weeks will vary each academic year and will be posted on the TY calendar on the school website.

Attendance

The student is required to bring to work, on each placement day, the Work Experience Attendance record. Attendance at work is verified via this record. The employer/mentor is also asked to comment on the student's overall performance at the end of the placement.

Absence from work

The student on work placement is required to notify the school and the employer/mentor of a pending absence from work experience. Medical appointments and illnesses need to be explained by way of medical certification. The employer/mentor is asked to contact the programme co-ordinator (via the school mobile no.) in the case of a student's absence from work experience.

Payment

The employer/mentor is not required to make any payment to the student during work experience.

Monitoring

As part of the monitoring process, one of the college's teaching staff may phone or visit the student at the employer's/mentor's premises during work experience.

Recording

During the course of the work experience, a student will normally be required by the school to maintain a diary of his/her experiences so that they can reflect on the learning points when they return to school.

At the end of the work experience the employer/mentor must complete a work placement evaluation.

Credits

In order to gain credits for Work Experience, students need to have satisfactory attendance in the work placement and receive a satisfactory report from their employer/mentor

HEALTH AND SAFETY

While Adamstown Community College continues to have responsibility for students on work experience, the employer/mentor has the same responsibilities for their health, safety and welfare whilst the student is on their premises.

As most students undertaking work experience will be under the age of 18 years and in some cases, may be under 16 years, employer/mentors facilitating work experience should review the relevant sections of the 'Protection of Young Persons (Employment) Act 1996' to ensure compliance.

In general, the Act prohibits the employment of children under the age of 16 years. However, employer/mentors can take on 14 and 15 year olds as part of an approved work experience or education programme where the work is not harmful to their safety, health, or development.

There are also some limitations around working hours, rest breaks, night time work etc. which apply to those 17 yrs. and under.

Host employer/mentors must notify the school immediately of any accidents which occur during work placements. The school will ensure that the normal accident reporting procedures are followed and that the student's parents are made aware of the incident.