

### Work experience Information

It is the students responsibility to find their own work experience for each of the 3 weeks and provide the relevant documentation outlined below. Please look up the golden pages for details of businesses and also speak to your career guidance teacher during careers class for best guidance on where to seek work experience.

### Vetting Documentation

If your son/daughter is planning on work experience in a crèche, school or in an industry with minors and he/she is 16years old or older they must download, complete and return all of the required documentation attached here to Castletroy College school office 8weeks prior to the commencement of work experience.

### Work Experience Information

Work experience 1: 19<sup>th</sup> November-23<sup>rd</sup> November 2018

Work experience 2: 11th Feb-15th Feb 2019

Work experience 3: 7th May - 10th May 2019

- A letter will be required by the Transition Year Co-ordinator & Year Head Ms.Mc Grath from the business/Industry where your son/daughter is going on work experience prior to the commencement of each work experience, deadline is Monday 5<sup>th</sup> November 2018. This is worth 10 credits. A late submission of the letter results in 0 credits.

Details that are required on the letter include:

- The name of the business, name, email address and phone number of the person in the business to whom your son/daughter will be linked to along with the dates, times that he/she will be there.

A letter that can be given to your potential employer will be given out during reflection classes the week beginning 17th September 2018. I have included a copy of it here...this is the detail that you are looking for when going to an employer. Please read carefully. Any questions , please ask Ms. Mc Grath.

### One week prior to when you are going on work experience

Every student will be given an EMPLOYER PACK and a STUDENT PACK during your reflection class that week.

#### **EMPLOYER PACK**

You must give your employer the pack which contains, an insurance letter, a general letter and an evaluation form. You must ensure that you collect the evaluation form from the employer at the end of the week and submit to Ms.Mc Grath on your return.

#### **STUDENT PACK**

Each student will receive GUIDELINES around work experience. You will also receive a Diary of work experience that you must complete i.e handwritten for any 3 days that you are on work experience including an evaluation sheet. This must be completed and returned to Ms. Mc Grath on/before 30<sup>th</sup> November 2018. This will be 10 credits. Late submission of these documents results in 0 credits.