

Work Experience Information for Employers
(You **MUST** give this to your employer before you start)

What is Work Experience?

The term work experience is used to describe schemes where students visit places of work and, for a brief period, do a certain amount of work alongside people who are earning a living.

It may take two forms, actual *work experience*, where the pupil actively participates in the work, or it can be *work shadowing*, where the pupil merely observes a person engaged in work. During, and at the end of the period, students are required to complete a booklet designed to evaluate what they have experienced and learnt.

The School requires each student to obtain voluntary work experience for a period of four weeks on two occasions during their Transition Year.

This is regarded as an integral part of the Transition Year programme and careful preparation and follow-up will take place. These students are 15/16 years old and have completed the Junior Certificate.

The value of work experience

1. It gives pupils an opportunity to get first-hand experience of typical working conditions in a shop, factory, office or other place of work.
2. It gives pupils a chance to find out about particular jobs and careers by working alongside people who are doing these jobs.
3. Pupils can meet and talk to people who are working for their living, and they can ask them direct questions about their jobs.
4. It helps students find out something about their own skills, talents and interests.

5. It helps pupils to see the links between the subjects they are studying at school and the skills they will need in working life.
6. It gives them responsibility. They are out on their own. They are expected to be punctual, independent and helpful to others.
7. It helps pupils to understand why industry, commerce and business are important for the welfare of the country.

Payment

As the aim of work experience is primarily educational there is no obligation on companies to pay students.

Contact with the School

Your main contact with the school will be through the Work Experience co-ordinator, Ms. Doyle, who will answer any questions you may have: Phone No. (086) 0474714, email: paula.ward@mounttemple.ie. You also can expect a phone call from a member of the school staff during the one/two weeks. At the end of the placement you are asked to return a short assessment form to the school.

Thank you for taking the time to read this leaflet and helping out with our work experience programme. It is very much appreciated.

Are the students insured?

The Department of Education indemnifies the Board of Mount Temple School for the Board's liability to the students engaged in work experience. However, it is also necessary for the employer to inform his insurers that the student is present in the place of employment on the work experience section of his/her course. Any queries in relation to this should be referred to Ms. Doyle.

P. Doyle
Work Experience Co-ordinator.