



Coláiste Phobal Ros Cré



WORK EXPERIENCE POLICY

Policy Area	Schools
Document Reference number	CPR/
Version	1
Document Drafted by	Coláiste Phobal Ros Cré
Date previous version: Adopted by TETB	
Date Reviewed/Amended by School	January 2026
Date Reviewed/Ratified by School BOM	<date to be inserted>
Date noted / to be noted by TETB	<date to be inserted>
Policy Review Date	This policy will be reviewed every two years or earlier if legislative or Department of Education guidance changes.
Date of Withdrawal of Obsolete Document	<date to be inserted> Document Ref. No. CPR/ Version No. 1

Work Experience Policy for Students

Mission Statement

Our mission statement is committed to:

- Recognising the worth of the whole individual
 - Educating students in a caring environment
 - Promoting our cultural heritage
 - Preparing our students for a meaningful and spiritual life
 - Contributing to the life of the whole community.
-

1. Purpose of the Policy

The purpose of this policy is to provide a clear framework for students in **TY, Leaving Cert Applied (LCA) and Leaving Cert Vocational Programme (LCVP)** undertaking external work experience placements as part of their educational programmes. The policy ensures that all placements comply with Irish education requirements, employment legislation, child protection standards, and health and safety obligations.

This policy aims to:

- Introduce students to a work environment through supervised placements
 - Provide feedback and assessments based on student's performance
 - Develop personal and social skills related to job seeking and employment
-

2. Definition of Work Experience/Work Shadowing

Work Experience: Involves students working under supervision in an employer's premises to understand job roles and functions

Work Shadowing: The student observes an employee at work rather than engaging in tasks. This can be particularly useful in careers where students must observe rather than partake.

Work experience/work shadowing is unpaid and does not constitute employment.

3. Work Experience Structure

- **Leaving Cert Applied (LCA):** Work experience takes place every Friday, accounting for 20% of the school week. Students must adhere to employer guidelines during this day-long placement and are expected to fulfil the duties assigned by their employers.
 - **Transition Year (TY)** students must also complete two, two-week block placements during the year, typically in February and May, depending on the school calendar.
 - **Leaving Certificate Vocational Programme (LCVP):** 5th year LCVP students typically complete 3-5 days depending on the school calendar.
 - Please note that this is subject to change based on curricular need in the school.
-
-

4. Personnel

The Programme Coordinator works closely with the Senior Management in all aspects of the programmes. The Programme Co-ordinator has a database of past placements to support students if necessary.

5. Preparation

LCA students complete the 'Safety in the Workplace' module by HSA prior to their placement.

The teacher timetabled for careers prepare **LCVP** students for their placement using materials from LCVP textbook and classroom guidance.

TY students are prepared through the Guidance in the Classroom textbook, with modules preparing students for placement.

6. School responsibilities

All placements must be approved by the school prior to commencement.

- **Coordination:** Programme Coordinator briefs students on dates of work experience and prepares documentation
- **Preparation:** Prior to placement, students are prepared through career research, CV preparation, job-seeking skills, and health & safety training as outlined above.
- **Monitoring and Evaluation:** The student's progress is evaluated through phone calls to employers, site visits, and the completion of an Employer Report Form. The form is used to assess the student's performance, attendance, and learning outcomes.

- **Debriefing:** Upon returning, students complete a work experience diary and receive feedback in their Careers class
 - **Insurance:** Students are covered under the school's insurance, and parents/guardians must ensure that placements meet safety requirements.
-

7. Student Responsibilities

- **Securing Placements:** Students are responsible for securing their own work placements. The school provides support if necessary and the Programme Co-ordinator has a database of past placements.
 - **Adherence to Guidelines:** Students must follow the school's Code of Behaviour and the employer's rules, such as punctuality, dress codes, and health & safety practices.
 - **Reporting Absences:** Students must notify both the employer and the school in case of absence.
 - **Completion of Diary:** Students must keep a diary of tasks performed, challenges faced, and skills learned during the placement.
-

8. Host Employer Responsibilities

- Provide a safe workplace environment.
- Assign tasks that are appropriate for the student's abilities and learning objectives.
- Ensure adequate supervision and health & safety measures are in place, Employer's Liability and Public Liability Insurance.
- Employers are required to comply with the Protection of Young Persons (Employment) Act 1996
- Complete an Employer Report Form to assess the students' performance.
- Communicate with the school during the student's placement if necessary, including during site visits or calls from the work experience coordinator.

The school reserves the right to withdraw a student if safety concerns arise.

9. Parents/Guardians Responsibilities

- Provide written consent

- Support student behaviour and attendance
 - Inform the school of relevant medical or support needs
 - Parents are encouraged to provide feedback if they wish.
-

10. Child Safeguarding

The school is committed to safeguarding all students in line with the Children First Act 2015.

- Employers must agree to adhere to child safeguarding principles
 - Students must not be placed in unsupervised or isolated environments
 - Any child protection concerns must be reported immediately to the school's Designated Liaison Person (DLP)
-

11. Documentation and Procedures

- **Insurance Letter:** Schools provide a letter detailing insurance coverage to employers, provided through IPB by Tipperary ETB.
 - **Special Requirements:** Certain placements may require certifications (e.g., Manual Handling, Safe Pass, Garda Vetting). Students must adhere to these requirements and have same in place prior to placement.
-

12. Sanctions for Non-Attendance

Leaving Certificate Applied Students are expected to maintain a minimum of 90% attendance for their work experience placements to ensure they fully benefit from the programme and receive the associated credits. Failure to meet this requirement, particularly through ongoing absences without valid reasons, may result in the following sanctions:

- **Loss of Credits:** If a student consistently fails to attend work experience without a valid reason, they will not receive the necessary credits to pass the work experience module.
- **Parental Notification:** Ongoing or unnotified absences will result in the student's parents or guardians being contacted.

These measures are being put in place to ensure that students engage meaningfully with their work experience and fulfil the programme's requirements.

13. Data Protection


All personal data shared in relation to work experience placements will be processed in accordance with the Data Protection Act 2018 and GDPR. Information will only be shared where necessary and with appropriate consent.


14. Review of Policy

This policy will be reviewed every two years or earlier if legislative or Department of Education guidance changes.

Date of Adoption: 27/5/26 Date of Review: May 28

Signed:


Chairperson


Secretary

APPENDIX 1: Sample



Coláiste Phobal Ros Cré

Roscrea Community College

Leaving Cert Vocational Programme

Re: Placement for Work Experience

For the student who bears this letter and is named below

Dear Sir / Madam

_____ is a 5th Year Leaving Certificate Vocational Programme Student at Coláiste Phobal Ros Cré.

The Work Experience Module is part of this course and is approved by the Department of Education and Skills. Students are expected to source work experience for five days from 23rd February-27th February 2026 or another convenient time outside school hours.

I would very much appreciate it, if you could offer work experience to the above-named student. Coláiste Phobal Ros Cré very much appreciates you accepting our students on work experience. If you can facilitate a placement, please complete and return the attached form at your convenience.

Many thanks for your support and commitment to our school community.

Yours sincerely

LCVP Coordinator

Please note the following:

- 1. The Employer must sign the Assessment Form (which the student will bring on the first day of Placement) at the end of the Student's Work Experience.**
- 2. The Student will have Insurance Cover – Copy attached. Please read conditions and terms and sign the Employer's Section below.**
- 3. The student will work the normal hours.**
- 4. The student will have full responsibility for their own accommodation and transport.**

FOR EMPLOYER

Name of Student:

Name of Firm / Business

Address:

Telephone Number:

Name of Contact Person:

Dates of Experience

APPENDIX 2: Sample



Coláiste Phobal Ros Cré
Roscrea Community College

EMPLOYER'S REPORT ON LCVP WORK PLACEMENT

Employer's Name and Address:

Student's Name:

Attendance Date/s:

No. of Days:

Please tick the following (✓)

	Excellent	Acceptable	Poor	Please comment
Time-Keeping				
Relationship with others				
Initiative				
Ability to carry out tasks				
Ability to follow instructions				
Ability to overcome problems				
Attitude towards job				

Leaving Cert Applied Work Experience (LCA)

Signed: _____

Position: _____ Date: _____

Date: _____

APPENDIX 3: Sample



Coláiste Phobal Ros Cré
Roscrea Community College

Leaving Cert Applied Work Experience (LCA)

Re: Placement for Work Experience

For the student who bears this letter and is named below

Dear Sir / Madam

_____ is a Leaving Certificate Applied Student at Coláiste Phobal Ros Cré. As part of the programme the student must participate in a work experience placement one day per week for ten weeks. Work experience is approved by the Department of Education and Skills and as you will agree it is a valuable learning experience for the young people in our community.

If you can assist with a work placement for one of our students on either a Friday or a Saturday for ten weeks, I would be most grateful.

Yours sincerely

LCA Coordinator

Please note the following:

1. The Employer must sign the Assessment Form (which the student will bring on the first day of Placement) at the end of the Student's Work Experience.
2. The student will have Insurance Cover – Copy attached. Please read conditions and terms and sign relevant Employer's Section.
3. There is no obligation of payment and the student will work the normal hours.
4. The student will have full responsibility for their own accommodation and transport

FOR EMPLOYER

I will give Work Experience to: _____

(Name of Student)

Each Friday or Saturday commencing on: _____

I have read and accept terms of the Employer's Liability Insurance Policy

CCP0002173

Signed: (Employer) _____

FOR PARENT(S) / GUARDIAN(S)

Parent(s) / Guardian (s) Signature: _____

APPENDIX 4: (Sample)



Coláiste Phobal Ros Cré
Roscrea Community College



EMPLOYER'S REPORT ON LCA WORK PLACEMENT

Employer's Name and Address:

Student's Name:

Attendance Date/s:

No. of Days:

Please tick the following (✓)

	Excellent	Acceptable	Poor	Please comment
Time-Keeping				
Relationship with others				
Initiative				
Ability to carry out tasks				
Ability to follow instructions				
Ability to overcome problems				
Attitude towards job				

Any additional information:

Signed: _____

Position: _____ Date: _____

APPENDIX 5: (Sample)



Coláiste Phobal Ros Cré

Roscrea Community College

Transition Year (TY)

Re: PLACEMENT FOR WORK EXPERIENCE

Date:

Dear Sir/Madam,

_____ is pursuing a Transition Year Course in Coláiste Phobal Ros Cré this year. The course, which is sanctioned by the Department of Education and Skills, is a departure from the more traditional examination orientated courses, with which you are no doubt familiar. The Course will give students a wider range of experiences, more opportunities to use their initiative and help to widen their horizons and attitudes. At the end of the course a more mature student will resume formal study for the Leaving Certificate.

Work Experience is an important element of the course and I respectfully ask if you would consider offering up to two weeks' work experience to the above-named student between

The following points are important:

- 1. The student will have insurance cover – see over.**
- 2. There will be no pay involved.**
- 3. The student will work the normal hours.**
- 4. The student will have full responsibility for accommodation and transport.**

Yours sincerely

Transition Year Coordinator

FOR EMPLOYER USE ONLY

Name of Student:

Name of Company:

Address:

.....

.....

Name of Contact Person:

Tel. No.:

Contact Person Email Address:

Convenient time to receive call:

I will give Work Experience to the above-named student during the following dates:

2 weeks _____

1 week _____

1 week _____

I have read and accept the terms of the Employer's Liability Insurance Policy Number CCP0002173

Signed: (Employer)

Date:

APPENDIX 6: (Sample)



Coláiste Phobal Ros Cré
Roscrea Community College



EMPLOYER'S REPORT ON TY WORK PLACEMENT

Employer's Name and Address:

Student's Name:

Attendance Date/s:

No. of Days:

Please tick the following (✓)

	Excellent	Acceptable	Poor	Please comment
Time-Keeping				
Relationship with others				
Initiative				
Ability to carry out tasks				
Ability to follow instructions				
Ability to overcome problems				
Attitude towards job				

Any additional information:

Signed: _____

Position: _____

Date: _____