

Meánscoil na mBráithre Críostaí, Cill Chainnigh
Christian Brothers Secondary School, Kilkenny.

Phone: 056 7721402 Fax: 056 7763652 email: office@cbskilkenny.ie



WORK EXPERIENCE Policy June 2019

School Name:	Christian Brothers Secondary School, Kilkenny
School Address:	James's Street, Kilkenny
School Details:	CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
School Management:	The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

Work Experience Policy

Purposes of work experience

CBS Secondary School Kilkenny recognises the value of work experience as part of a programme of study designed to develop the skills and knowledge which will enable students to participate fully and succeed in the workplace and in society. Work experience should:

- Provide learning opportunities which are not available in the classroom
- Provide an understanding and appreciation of the workplace environment
- Allow students to discover personal strengths in a different environment
- Increase students' self-confidence in relation to applying for employment
- Allow students to showcase their abilities to an employer
- Increase the student's chances of securing employment.

Policy statement

CBS Secondary School Kilkenny aims to include appropriate work experience as an integral element of the Transition Year Programme in the school.

Considerations

This policy has been developed in accordance with the CBS Kilkenny Child Safeguarding Statement and in line with the Children First Act 2015 and the Child Protection Procedures for Primary and Post- Primary Schools 2017.

While developing this new policy, due consideration has been given to all aspects of the wellbeing of students at CBS Kilkenny and particularly to the Wellbeing School Improvement Plan (May 2018),

General Data Protection Regulation came into force in May 2018, and this policy has been developed in light of this legislation.

Recognised types of work experience

Appropriate work experience may take a number of forms:

- Work placement
- Work shadowing
- Work simulation
- Work based learning.

Placement

Students will normally be encouraged to find their own work placement. In cases where the student cannot find an appropriate placement, CBS Kilkenny will assist the student to identify a suitable employer. We have an extensive Work Experience database resource to utilise in such instances. However, the onus is placed on the student himself to make every reasonable effort to gain appropriate placement and thereby realise the importance and value of being personally proactive and responsible for their own decision making in this respect.

Procedures

1. Before placement, a preparation for work experience programme will be undertaken in class.
2. On obtaining a work placement, the school will provide an information pack to the student and prospective employer giving details of School Insurance (Appendix 1), Employer Letter and Report form (Appendix 2), Parent/Guardian Consent form (Appendix 3) and the Student Diary of Work Experience.
3. During the placement, teachers of TY classes will contact/visit the place of work to monitor progress.
4. On completion of the placement, the school will request a completed Employer Report from the sponsor.
5. During and after their placement, students will detail their learning from the process in their individual Student Diary of Work Experience.

Remuneration

Employers are not expected to remunerate students during work placement, or to pay travel or subsistence costs incurred.

Some specific requirements

Certain specific work placements have specific requirements, for example, certification in manual handling, First Aid or 'Safe Pass'. Garda vetting will be necessary for students seeking placement in situations where, for example, students will have substantial, unsupervised access to children or vulnerable adults. Any students requiring Garda vetting for their placement must ensure that it is submitted in sufficient time for the vetting process to be completed prior to the start date of their placement. Please note that the student may seek such vetting only upon reaching 16 years of age.

Insurance

Students are covered by CBS Kilkenny insurance during work placement, subject to certain conditions and exceptions (Appendix 1). Students will not be allowed attend work experience unless it is covered by the school insurance scheme.

Requirements of students on work experience

It is preferable that all students shall be responsible for finding their own work experience placement. When taking up work experience students are expected to represent our school to the best of their ability. Students on work experience remain subject to our school code of conduct and, in addition, should comply with any guidelines laid down by the employer.

Learning: Students must take responsibility for their own learning while on work experience, in order to gain the maximum benefit from the time spent in the work environment. It is advised that work experience placement should be in a different

environment to that of a family business/part time job/CBS Secondary School. Students will be prepared for work experience during the appropriate class modules for TY prior to going on work experience. All students are required to complete the Student Diary of Work Experience and upload the salient learning outcomes onto their E-Portfolio.

Attendance: Dates for work experience will be set in the preceding year of a student entering Transition Year. All work experience shall take place during dates set by the school. Students must be engaged in work for the allocated work experience period. Students are expected to be present and punctual at their designated work experience location during normal working hours. All students are responsible for their own transport arrangements to work placement.

Absence: If a student is unable to attend work experience, he must inform the employer and TY Programme Coordinator immediately. Absence from work experience is permissible only in very exceptional circumstances (e.g. illness) and will require a full explanation, Medical Cert etc. Please note that students who have not completed the planning and preparation for work experience in class will not be eligible to participate in work placement.

Appropriate Dress/Hygiene: Many employers have a dress and/or hygiene code, due to the nature of their business or for health and safety reasons. Students must comply with this code.

Instructions/Initiative: Students are expected to follow all reasonable instructions issued by employers and to show initiative in their practice. Students shall reflect such initiative when completing their individual Work Experience Diaries. Students should also familiarise themselves as necessary with the policies and procedures of their workplace. If students are uncomfortable or have any concerns with regard to instructions received during their work placement, they should revert to TY Coordinator at the earliest opportunity.

Health and Safety and Student welfare: While CBS Kilkenny continues to have responsibility for students on work experience, the employer has the same responsibilities for their health, safety and welfare whilst the student is on an employer's premises. As most students undertaking work experience will be under the age of 18 years and in some cases, may be under 16 years, employers facilitating work experience should review the relevant sections of the Protection of Young Persons (Employment) Act 1996 to ensure compliance. Parents/Guardians must give full consent for the work placement to take place and be satisfied that these placements are appropriate and safe for their son. (Appendix 3)

Documentation: Students are required to return all relevant work experience documentation as advised by the TY Co-ordinator/Mentor Teacher both prior to and after commencing Work Experience. All such documentation will be appropriately stored in light of GDPR guidelines.

Confidentiality: Students must respect confidentiality in relation to observations made while in the workplace. Any issues of concern should be discussed only with their Work Experience TY Coordinator/Mentor Teacher in the school.

If students have a genuine difficulty during work experience, they should contact CBS Kilkenny Secondary School immediately on 056-7721402. Students shall not leave or change their placement without prior permission from the school.

Student Responsibilities while on Work Experience:

- Be on time and adhere to agreed employer 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 CBS Secondary School, Kilkenny
- Respect the employer.
- Respect the place of work.
- Report anything that makes you feel uncomfortable to the TY Coordinator/Mentor teacher, 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 CBS Kilkenny Code of Behaviour.
- Students must work closely with their Work Experience TY Coordinator/Mentor Teacher and keep them fully informed.
- Credits – in order to gain credits for Work Experience/ Gaisce, students need to have satisfactory attendance in the work place and must ensure that their individual Work Experience Diaries are completed and Employer Report forms are signed by the employer/organisation and returned to the school.

Approval

This policy has been approved by CBS Kilkenny Board of Management.

Signed: _____ **Date:** _____

Chairperson, Board of Management

Appendix 1: Letter of Insurance

Appendix 2: Employer Letter and Report

Appendix 3: Parent/Guardian Consent

Appendix 1: Letter of Insurance

Meánscoil na mBráithre Críostaí, Cill Chainnigh
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Phone: 056 7721402 Fax: 056 7763652 email: office@cbskilkenny.ie

The HR Manager
Company Name,
Address.

Re: Work Experience placement

Student Name

Dear Sir/Madam

Please be advised that it is in order for our student Student Name, to participate in a Work Experience placement with Company Name as part of his TY Work Experience module on dates: Monday 17/12/18 – 21/12/18.

While on such work experience placement the student is covered by this school's insurance policy.

“The General Liability section of the school's policy has been extended to include liability arising from or in any way associated with any Work Experience programme organised by the school or in which they participate including indemnity to any employer in respect of the performance of such by any student subject to the terms, conditions, exclusions and limitations of the school's policy.”

Yours sincerely,

Mr. Gerard Morrissey
TY Coordinator

19-11-2018

Appendix 2: Employer Letter and Report

Meánscoil na mBráithre Críostaí, Cill Chainnigh
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Phone: 056 7721402 Fax: 056 7763652 email: office@cbskilkenny.ie

EMPLOYER'S DETAILS

CONTACT NAME/TITLE etc.

ADDRESS

Re: Work Experience placement: ***STUDENT NAME***

Dear Sir/Mam,

Please be advised that it is in order for our student ***STUDENT NAME***, to participate in a Work Experience placement with; ***EMPLOYER'S DETAILS*** as part of his TY Work Experience module on dates: (***DATES etc.***)

It is our belief that this experience is greatly beneficial to our students and we hope that it may prove of some value to you also as employers. We would like to remind you that the work undertaken during periods of work experience should be unpaid and the school would prefer if it would be.

Please find attached the Employer's Report form for this student which should be completed by his employer and returned to this school at the end of the placement.

While on such work experience placement the student is covered by this school's insurance policy.

"The General Liability section of the school's policy has been extended to include liability arising from or in any way associated with any Work Experience programme organised by the school or in which they participate including indemnity to any employer in respect of the performance of such by any student subject to the terms, conditions, exclusions and limitations of the school's policy."

The school appreciates that the employer will have in situ appropriate workplace policies. Should an employer have any concern about any aspect of the Work Experience placement we would advise you to make contact with the school in order to seek further clarification.

We thank you for your continued cooperation and support for this school and our students.

Yours sincerely,

Mr. Gerard Morrissey
TY Coordinator
DATE

Appendix 2: Employer Letter and Report

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WORK EXPERIENCE MODULE

STUDENT NAME: _____
(TY1)(TY2)(TY3)(TY4)

Contact Person: _____ Company Name: _____ Address: _____ PHONE: _____
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How well the student has grasped the nature of work placement.	A B C D E F
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Student's ability to follow instructions and liaise with co-workers	A B C D E F
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Student's ability to work independently	A B C D E F
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Student's ability to complete tasks and meet deadlines	A B C D E F
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Grades: A – Excellent, B – Very Good, C – Good, D – Fair, E – Poor, F – No effort

<p>Please add any further comments you wish to make about this student:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Comments about the Work Experience Programme:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>MANAGER/SUPERVISOR: _____</p> <p>COMPANY STAMP</p>
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Appendix 3: Parents;/Guardians' Consent

WORK EXPERIENCE - CHRISTMAS

Parents'/Guardians' Consent Form

I give permission for my son _____ Class: _____ to participate in a work-experience scheme organised by the school at the below-listed firm(s) for the purpose of gaining experience and insight into the world of work. I confirm that he does not suffer from any disability which could result in unnecessary risk to his safety or that of other people.

I understand that it is a necessary condition of the scheme that students do not receive wages/salary in respect of the time spent at work-experience.

I am aware that students participating in the work-experience aspect of the course will be treated, as far as possible, as new employees, subject to the normal conditions and hours of work. They will be given real work to perform and such work will be related to their capabilities.

COMPANY NAME: _____

Signed: _____

Date: _____

Parent/Guardian

WORK EXPERIENCE - SUMMER

Parents'/Guardians' Consent Form

I give permission for my son _____ Class: _____ to participate in a work-experience scheme organised by the school at the below-listed firm(s) for the purpose of gaining experience and insight into the world of work. I confirm that he does not suffer from any disability which could result in unnecessary risk to his safety or that of other people.

I understand that it is a necessary condition of the scheme that students do not receive wages/salary in respect of the time spent at work-experience.

I am aware that students participating in the work-experience aspect of the course will be treated, as far as possible, as new employees, subject to the normal conditions and hours of work. They will be given real work to perform and such work will be related to their capabilities.

COMPANY NAME: _____

Signed: _____

Date: _____

Parent/Guardian