



A.M.D.G.

CRESCENT COLLEGE COMPREHENSIVE S.J.

DOORADOYLE, LIMERICK V94 W6W8

Dear Work Experience Provider,

Students taking part in Transition Year at Crescent College Comprehensive SJ are required to undertake a work experience placement in an area of interest to themselves. The practical experience gained by the students has been of great benefit in helping them decide on their further education and careers. Work experience gives them the opportunity to gain an insight into the workplace and student regard it as one of the highlights of the year.

This year, starting in September, students will undertake work experience on Friday of each week up to Christmas. This work experience can be with one employer for the full duration or can be broken up into a few work experience days with different employers.

The student should provide you with:

1. Letter from the school
2. The work placement summary sheet (section D needs to be completed and returned to the student)
3. Host Employers Guidance Leaflet
4. State Indemnity Confirmation statement
5. Employers Report on Work Experience (to be returned to the school)
6. Student Code of Conduct

We thank you for your generous co-operation in the past. This Programme could not succeed without your help.

If you have any queries regarding the Transition Year Work Experience Programme you can contact the Guidance Counsellors on 061 229 655.

Yours sincerely,

Ita Danaher
Guidance Counsellor

Caroline Coughlan
Guidance Counsellor

Peter Moloney
Guidance Counsellor