

A.M.D.G.

CRESCENT COLLEGE COMPREHENSIVE S.J.



TRANSITION YEAR
WORK EXPERIENCE PACK
JANUARY TO MAY



A.M.D.G.

CRESCENT COLLEGE COMPREHENSIVE S.J.
DOORADOYLE, LIMERICK V94 W6W8

Dear Parent/Guardian,

All students offered a place in Transition Year are required to undertake Work Experience/Work Shadowing in an area of employment that they are interested in for one day per week for half the school year. Work experience will take place on Friday of each week.

Your son/daughter will receive Work Experience Forms which need to be signed by the student, parent/guardian and employer. It is essential for insurance purposes that these forms be properly completed and returned to the Guidance Counsellors as soon as possible before the student goes on Work Experience.

I ask for your cooperation in this matter. If the forms are not returned, the student will not be covered by the school's insurance. The Work Experience forms include:

1. The Work Placement Summary Sheet
2. Student Code of Conduct
3. Garda Vetting Invitation Form (NVB1) & Parent Consent Form

Forms 1, 2 and 3 need to be completed and returned to the Guidance Counsellors.

Documentation for the Employer:

1. Letter from School
2. The Work Placement Summary Sheet (same sheet as above)
3. Student Code of Conduct (same sheet as above)
4. Host employers Guidance Leaflet
5. State Indemnity Confirmation Statement
6. Employers Report on Work Experience

The work placement summary sheet needs to be signed by the employer, parent/guardian and student and returned to the school. The student must have one, work placement summary sheet signed for each Work Experience.

All forms can be downloaded from the Crescent website: www.crescentsj.com under Guidance and Transition Year. Please note there is a CV template included on the website.

Yours sincerely,

Peter Moloney
Guidance Counsellor

Ita Danaher
Guidance Counsellor

Caroline Coughlan
Guidance Counsellor

Work Placement Summary Sheet

- Sections A, B and C to be completed by the school, in consultation with the student and a signed version forwarded to the host employer.
- Sections D and E are then to be completed by the host employer signed and returned to the school contact person directly or via the student. The host employer should retain a completed version for their records.

A. Student Details	B. Parent/Guardian Details
Student's Name:	Parent/Guardian Name:
Student's Class:	Parent/Guardian Address:
Student Address:	Parent/Guardian mobile number:
Student has personal accident cover: <input type="checkbox"/> Yes <input type="checkbox"/> No	Parent/Guardian work number:
Relevant student medical conditions:	
Start date of placement: _____ End date of placement: _____	

C. School Details	
School Name: Crescent College Comprehensive SJ	School Phone Number: 061 229655
School Address: Dooradoyle Limerick V94 W6W8	School Email: info@crescentsj.com
	Contact Person Work Email: info@crescentsj.com
Contact person name: Ita Danaher, Peter Moloney, Caroline Coughlan	Contact person work phone number: 061 229655
School insurance details	State Indemnified

D. Host Employer Details (to be completed by Host Employer)	
Host employer:	Host employer phone number:
Host employer address:	Contact person name:
	Contact person role:
	Contact person phone number:
	Contact person email:
Host employer insurance details:	The host employer has employers has Employers liability and Public liability cover in place <input type="checkbox"/> Yes <input type="checkbox"/> No The school may request copies of such insurance documentation

E. Placement Details(to be completed by Host Employer)	
Placement Programme:	
Type of work placement:	Hours of work:
Description of tasks to be performed:	

Please confirm that the following documents have been provided to the host employer:

Signed: _____	Date: _____
Student	

Signed: _____	Date: _____
Parent/Guardian	

Signed: _____	Date: _____
School contact person	

Signed: _____	Date: _____
On behalf of the Host Employer	



Student Work Experience

Code of Conduct

Student Initials

I agree that:

- I will attend the workplace on the right days and at the times agreed with my employer/ workplace supervisor
- I will perform my placement duties to the best of my ability and comply with all reasonable directions of the employer and its employees.
- If during the placement I have access to information which is private and confidential, I will not convey to any person outside the organisation any knowledge or information which I have gained as a result of the placement.
- I will notify my employer and school of any absences or changes in my placement (eg, sickness, appointments, etc.)
- If I am in contact with any members of the public as part of the placement, I will treat them with the highest respect and politeness as I am aware that I am representing the organisation at all times during the placement.
- I will comply with all Health & Safety regulations.
- I recognise that my involvement in work experience is a privilege and as such I have responsibilities to my employer and my school.

Student's Signature: _____

Supervisor's Signature: _____

Parent/Guardian Signature: _____



Association of Community and Comprehensive Schools
Cumann na Scoilanna Pobail agus Coimhreshive

Guidelines for completing Electronic Vetting Invitation Form (NVB1)

- Completing this Invitation Form is only the **first stage** of the vetting process
- Type the required information onto the form
- All fields are mandatory except Middle Name and Eircode
- The email address that is inputted will receive a vetting form for completion from evetting.donotreply@garda.ie
- Role being vetted for: This must be clearly stated.

It must be obvious that this is a relevant work or activity where a necessary and regular part of that work or activity consists mainly with the applicant having access to, or contact with, children or vulnerable persons. E.g. a Caretaker in a second level school.

If you are involved in assisting the school with coaching, mentoring, counselling, training or teaching children or vulnerable persons. E.g. Volunteer Coach of the football team in the school.

Generic terms such as "Volunteer" will not suffice as it doesn't describe the work being done.

- Current Address means the address you are now living at.
- The address fields should be completed in full. No abbreviations.
- Don't forget to **click on box**
- Print out the form or return the form to the school for printing, whichever has been agreed.
- Sign the form. Applicant's signature should be legible. It should not be an abbreviated signature.
- The Date on the form is the date that the form has been completed and submitted to the School Principal.

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Invitation Form NVB 1 for students aged between 16 & 18 completing work experience

Section 1 – Personal Information

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):											
Middle Name:											
Surname:											
Date Of Birth: DD/MM/YYYY			/				/				
Email Address: of Parent/Guardian											
Confirm Email Address: of Parent/Guardian											
Contact Number:											
Role Being Vetted For: Title of Role must be clearly stated (e.g. teacher assistant, childcare worker)											
Current Address:											
Line 1:											
Line 2:											
Line 3:											
Line 4:											
Line 5:											
Eircode/Postcode:											

Section 2 – Additional Information

Name Of School:

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I have provided documentation to validate my identity as required *and*

I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Please click on box

Applicant's
Signature:

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Date:

		/			/				
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Note: Applicant should type the requested information onto the form, print the form, sign the form and present to the School Principal. The school should return the NVB 1 Form, NVB 3 Form and Confirmation Form to the Association of Community and Comprehensive Schools at the above address. **An invitation to the eVetting website will then be sent to the Parent/Guardian's email address provided above.**



PARENT/GUARDIAN CONSENT FORM (NVB 3)

Applicant Details

Forename(s):

Surname:

Date of Birth: / /
 DD/MM/YYYY

Parent/Guardian Details

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):

Surname:

Email Address:

Relationship to applicant: Father: Mother: Guardian:

Address:

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Eircode/Postcode

Parent/Guardian Consent

I, being the Parent/Guardian of the above named applicant, consent for the National Vetting Bureau to conduct vetting in respect of the above named applicant in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Parent/Guardian
Signature:

Date: / /

TRANSITION YEAR WORK EXPERIENCE GRID - JANUARY 2025 TO MAY 2025

STUDENT NAME CLASS

Month	Date	Employer	Employment Address	Contact Person Name	Contact Number
Jan	10-Jan				
	17-Jan				
	24-Jan				
	31-Jan				
Feb	07-Feb				
	14-Feb				
	21-Feb				
	28-Feb				
Mar	07-Mar				
	14-Mar				
	21-Mar				
	28-Mar				
April	04-Apr				
	11-Apr				
	18-Apr				
	25-Apr				
May	02-May				
	09-May				
	16-May				
	23-May				

Forms to be returned to Guidance Counsellors Parent Signature _____