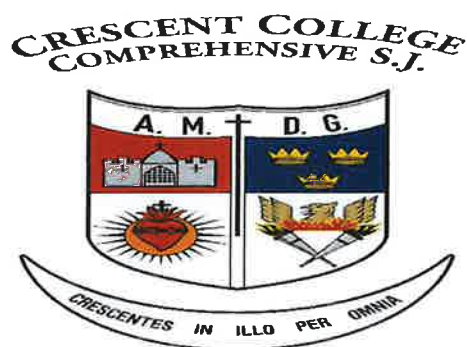


A.M.D.G.

CRESCENT COLLEGE COMPREHENSIVE SJ



JANUARY-MAY

TRANSITION YEAR WORK EXPERIENCE

DOCUMENTATION FOR THE EMPLOYER



A.M.D.G.

CRESCENT COLLEGE COMPREHENSIVE SJ

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. This 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 January, students will undertake work experience on Friday of each week up to the end of May. 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. The work Placement summary sheet (section D & E to be completed)
2. Host Employers Guidance Leaflet
3. State Indemity confirmation statement
4. Employers report on work experience (Please email or post to the Guidance Counsellors)
5. Student code of conduct

We thank you for your generous cooperation 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 061-229655 ext 4/5.

Yours sincerely,

Tony Trehy, Ita Danaher, Caroline Coughlan – Guidance Counsellors



HOST EMPLOYERS GUIDANCE LEAFLET

Dear Host Employer,

Thank you for considering facilitating a work placement for our student which will take place from _____ to _____. The work placement will provide the student with valuable experience of the work environment and help him/her gain practical experience, assist their career choices and build their industry skills. The school community is deeply appreciative of the opportunities provided.

Please see a 'Work Placement Summary Sheet' attached which contains key details relating to the placement including:

- A. Student details;
- B. Parent/Guardian details;
- C. School contact details.

Can you please complete sections 'D. Host Employer Details' and 'E. Placement Details' of the 'Work Placement Summary Sheet' and return a signed copy to the school directly or via the student.

Please find some guidance on the work placement programme below. Please do not hesitate to contact the school if you have any queries in relation to the programme.

What is work experience?

Work experience in post-primary schools is a short-term placement of students with local employers during the school year. Placements are organised by the school authorities in association with the student and are an integral part of the student's educational programme.

What are the benefits to host employers?

Participating in work placement programmes provide host employers with an opportunity to:

- Participate in the education and career development of young people in the community;
- Assist young people in evaluating potential career paths and develop future recruitment channels;
- Strengthen your links with the community and raise your business profile.

What are the benefits to students?

Work experience programmes provide students with an opportunity to:

- Observe a variety of tasks being completed in the workplace;
- Enhance their knowledge and understanding and prepare them for the world of work;
- Undertake supervised work appropriate to their abilities;

- Evaluate industries that are of interest to them and explore potential career paths.

What are my roles and responsibilities as the host employer?

- Provide a safe workplace environment and appropriate supervision for the student;
- Assign tasks and responsibilities to students to match their ability and learning objectives;
- Ensure that tasks the student is involved in are adequately risk assessed and the necessary controls implemented. This duty is no more onerous than the everyday requirement for employers to risk assess employee activities;
- Ensure that an induction is provided to the student including instruction and details on the appropriate tasks, emergency procedures, special arrangements e.g. uniform, protective clothing etc.
- Report any accidents involving the student to the school contact person immediately.

What activities should students not partake in?

Students should not partake in the activities which:

- Are beyond their physical or psychological capacity;
- Involve the use of specialist machinery or equipment;
- Require specialised training.

Are students covered by insurance while on work placement?

Community and Comprehensive Schools are State indemnified which extends to cover work placements. This means the school will be indemnified by the State in respect of all claims for personal injury and third party property damage, arising from the negligence of the school. Please see a State indemnity Confirmation Statement attached which operates in lieu of an insurance policy. As State indemnity is enshrined in legislation, the State indemnity Confirmation Statement does not stipulate a period of cover as it is effective from the date issued. Employers who provide placements for students should confirm that it is appropriate with your insurer. Most students have personal accident insurance which provides cover for medical costs in the event of an accidental injury.

Yours sincerely,

School Principal

**State Indemnity
Confirmation Statement
(Work Experience)
Community and Comprehensive Schools**



The State Claims Agency confirms that Community and Comprehensive Schools (indemnified schools noted overleaf) will be indemnified by the State¹ in respect of all claims for personal injury and third party property damage, arising from the negligence of the schools, their servants and/or agents.

This indemnity is in respect of personal/bodily injury and or third party property damage which was as a result of the students and/or schools negligence. This indemnity also extends to school staff (special needs assistants), who may from time to time be required to attend work experience with a student from a Community and Comprehensive school.

The indemnity provided is unlimited in amount. A claim for damages can include all associated costs and expenses for which the indemnified are legally liable or incurred by the indemnified. There is no jurisdiction or territorial limits in respect of students/staff participating in a work placement abroad as part of your schools work experience programme.

There are no exceptions to the above statement. The school and host employer shall determine the appropriate duties for the student while on work experience and shall formally risk assess these activities. High risk activities such as the list below should be avoided or prior approval sought from the State Claims Agency:

1. Work in Atomic or nuclear energy installations or plants
2. Aviation work or airport risks but not in respect of ground operational duties which do not involve work airside
3. Work in mines, collieries or quarries
4. Work in Ship breaking or ship repairing yards
5. Tunneling or work in sewers
6. Stevedoring or dock side risks
7. Any work in connection with explosives
8. Work in Gas works or filling of any gas into cylinder
9. Tree felling or lopping
10. Excavations below 3 metres in depth; Height work in excess of 5 metres
11. Work in reservoirs
12. Work on boats or trawlers
13. Work in equestrian centres and/or participation in show jumping/horse riding activities but not excluding grooming horses under supervision, cleaning out empty stables once horses have been removed, cleaning tack and clerical duties in connection with the stables.

As State Indemnity is enshrined in legislation, this document operates in lieu of a certificate of insurance and shall not be subject to change or require renewal unless there is a change in legislation. This State Indemnity Confirmation Statement does not have or require a policy number or stipulate a period of cover. The State Indemnity Confirmation Statement provided is effective from the date indicated and the limit of indemnity is unlimited in amount (in relation to personal injury and third party property damage liabilities, arising from the negligence of the school, its servants and/or agents). Issuance of this State Indemnity Confirmation Statement in circumstances not covered by State indemnity would not act in lieu of insurance cover.

The host employer must have insurance cover in place in respect to their legal liabilities e.g. the condition of the workplace.

Ciarán Breen
Director

¹ Under the National Treasury Management Agency (Amendment) Act, 2000 and subsequent orders the management of personal injury and third party property damage claims was delegated to the State Claims Agency (SCA).

The following are State Indemnified Community and Comprehensive Schools:

| | | |
|--|--|---|
| An Scoil Chuimsitheach, Cork | Killinarden Community School, Dublin 24 | St. Tiernan's Community School, Dublin 16 |
| Ardee Community School, Louth | Kilrush Community School, Clare | St. Brendan's Community School, Offaly |
| Ashbourne Community School, Meath | Kinsale Community School, Cork | Tallaght Community School, Dublin 24 |
| Ashton Comprehensive School, Cork | Loreto Community School, Donegal | Tarbert Comprehensive School, Kerry |
| Athboy Community School, Meath | Mayfield Community School, Cork | The Royal and Prior Comprehensive School, Donegal |
| Baillieborough Community School, Cavan | Millstreet Community School, Cork | Trinity Comprehensive School, Dublin 9 |
| Ballinamore Community School, Leitrim | Moate Community School (Moate Business College), Westmeath | Tullow Community School, Carlow |
| Ballincollig Community School, Cork | Mount Temple Comprehensive School, Dublin 3 | |
| Ballinrobe Community School, Mayo | Mountmellick Community School, Laois | |
| Ballinteer Community School, Dublin 16 | Mountrath Community School, Laois | |
| Ballyhaunis Community School, Mayo | Moyne Community School, Longford | |
| Ballymakenny College, Drogheda | Newpark Comprehensive School, Dublin | |
| Beara Community School, Cork | Old Bawn Community School, Dublin 24 | |
| Bishopstown Community School, Cork | Phobailscoil Iosolde, Dublin 20 | |
| Blackwater Community School, Waterford | Pobalscoil Chiarain, Meath | |
| Blakestown Community School, Dublin 15 | Pobalscoil Chloich Cheannfhaola, Donegal | |
| Boyne Community School, Meath | Pobalscoil Chorca Dhuibhne, Chiarraí | |
| Cabinteely Community School, Dublin 18 | Pobalscoil Ghaoth Dobhair, Donegal | |
| Carndonagh Community School, Donegal | Pobalscoil Inbhear Sceine, Kerry | |
| Carrick-on-Shannon Community School, Leitrim | Pobalscoil Iosa, Dublin | |
| Carrigaline Community School, Cork | Pobalscoil na Rosann, Donegal | |
| Cashel Community School, Tipperary | Pobalscoil na Tríonóide, Cork | |
| Castlecomer Community School, Kilkenny | Pobalscoil Neasain, Dublin 13 | |
| Castlerea Community School, Roscommon | Pobalscoil Rosmini, Dublin 9 | |
| Celbridge Community School | Portmarnock Community School, Dublin | |
| Choláiste Cholmcille, Donegal | Portumna Community School, Galway | |
| Clifden Community School, Galway | Ramsgrange Community School, Wexford | |
| Colaiste Chiarain, Kildare | Scoil Chuimsitheach Chiaráin, Galway | |
| Coolmine Community School, Dublin 15 | Scoil Mhuire Community School, Kildare | |
| Crescent College Comprehensive School, Limerick | Scoil Phobail Mhic Dara, Galway | |
| Donahies Community School, Dublin 13 | Scoil Phobail Sliabh Luachra, Kerry | |
| Douglas Community School, Cork | St. Aidan's Community School, Dublin 24 | |
| Dunmore Community School, Galway | St. Aidan's Comprehensive School, Cavan | |
| East Glendalough School, Wicklow | St. Attracta's Community School, Sligo | |
| Gallen Community School, Offaly | St. Caimin's Community School, Clare | |
| Glenamaddy Community School, Galway | St. Columba's Comprehensive School, Donegal | |
| Gorey Community School, Wexford | St. Louis Community School, Mayo | |
| Gort Community School, Galway | St. Mark's Community School, Dublin 24 | |
| Hartstown Community School, Dublin 15 | St. Patrick's Comprehensive School, Clare | |
| Heywood Community School, Laois | St. Peter's Community School, Passage West | |
| Holy Child Community School, Sallynoggin, Dublin | St. Wolstan's Community School, Kildare | |
| Holy Family Community School, Rathcoole, Dublin | St. Clare's Comprehensive, Leitrim | |
| John The Baptist Community School, Limerick | St. Colmcille's Community School, Dublin 16 | |
| Kildare Town Community School | St. Killian's Community School, Wicklow | |



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CRESCENT COLLEGE COMPREHENSIVE SJ

Employers Report on Work Experience

Student Name: _____

Work Experience Dates: _____

Place of Employment: _____

Supervisors Name: _____

Employer Address: _____

Employer Phone Number: _____

Please rate the student's performance under the following headings

| Rating | Excellent | Good | Acceptable | Needs Improvement |
|--------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Personal Appearance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Attitude toward job | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to follow instructions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Initiative | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to complete jobs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Practical skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Social Skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to handle technology | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Relationship with Staff | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Attendance and punctuality | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other employer comments:

Thank you for facilitating this student in your workplace. We would appreciate if you could please return this form by email to the Guidance Counsellors at info@crescentsj.com