



A.M.D.G.

CRESCENT COLLEGE COMPREHENSIVE SJ

PARENT/GUARDIAN TRANSITION YEAR WORK EXPERIENCE PACK JANUARY-MAY

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CRESCENT COLLEGE COMPREHENSIVE SJ

Dear Parent/Guardian,

All students offered a place in Transition Year are required to undertake work experience/shadowing in an area of employment that they are interested in, for one day per week from January -May, work experience will take place on Friday of each week.

Your child will receive work experience forms (work placement summary sheet) which need to be signed by the student, parent/guardian and host employer. Please note it is essential for insurance purposes that these forms are completed correctly and returned to the guidance counsellors as soon as possible (before the student goes on work experience).

We kindly 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/guardian consent form (NVB3)

Please note the work placement summary sheet needs to be completed and returned to the guidance counsellors along with the student code of conduct.

The garda vetting forms (NVB1 & NVB3) should be returned to the school office, please note these forms should only be submitted if your child is carrying out their work experience in a primary school, special needs school/unit, nursery/play school, creche or nursing home or with a charity.

The following documentation should be given to the host employer:

1. The work placement summary sheet
2. Host employers guidance leaflet
3. State indemnity confirmation statement
4. Employers report on work experience (once complete to be returned to the guidance counsellors)
5. Student code of conduct

The work placement summary should be signed by all parties (student, parent/guardian, host employer, guidance department) and returned to the guidance counsellors.

If students are carrying out more than one work experience placement they will require a signed work summary sheet per host employment.

All required forms are available to download from the crescent website: www.crescentsj.com under the year group-transition year tab. Please note there is also a Curriculum Vitae template available.

Yours sincerely,

Tony Trehy, Ita Danaher & Caroline Coughlan
Guidance Counsellors



Student Work Experience Code of Conduct

I agree the following:

- I will attend the workplace on the correct 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: _____

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, Tony Trehy, 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 Name:

Class:

Month	Date	Employer	Employment Address	Contact Person Name	Contact Number
January	09th Jan				
	16th Jan				
	23rd Jan				
	30th Jan				
February	06th Feb				
	13th Feb				
	20th Feb				
	27th Feb				
March	06th Mar				
	13th Mar				
	20th Mar				
	27th Mar				
April	03rd Apr				
	10th Apr				
	17th Apr				
	24th Apr				
May	01st May				
	8th May				
	15th May				
	22nd May				
	29th May				

Please return form to the Guidance Counsellors

Parent Signature: _____