



November 2018

GARDA VETTING FOR TRANSITION YEAR STUDENTS ON WORK EXPERIENCE

Dear Parent / Guardian

As you are no doubt aware, *Work Experience* placements are an important component of the TY programme. They will occur twice during the year, a fortnight each in Spring and Summer (four weeks in total).

The aim of work experience and many other aspects of the TY programme is to encourage and support TY students in gaining experience in the adult world of work and to prompt them to think about careers and the path towards them. We also encourage one of the placements be a social volunteering placement.

The variety of placements is wonderful, with a number of students choosing to revisit primary schools, montessori's and crèches, as well as sports clubs, sailing schools, adventure centres and centres for people with special needs, nursing homes and rehabilitation centres. However, there are regulations regarding Garda Vetting and we have been advised that students attending these types of placement may be affected.

If your child will be 16 years old or older whilst on a placement they may be asked to get Garda Vetted. If they will be 15 years old or younger during the placement it does not apply.

We advise that any student who will turn 16 by the date of the first *Work Experience* placement and who is planning a placement where vulnerable groups are involved (e.g. children, the elderly or people with a special need), should check with the contact person in their placement to see if they are required to have Garda Vetting.

The process usually takes 3/ 4 weeks so we suggest that applications be made well in advance of the first placement in February. However, please note that students may not commence the process of Garda Vetting until they actually reach the age of 16 – i.e. it is not possible to be vetted in advance of their birthday.

Any students who require to be vetted should collect an NVB1 form, together with an NVB3 form (Parental Consent) from reception. These should be completed and returned to reception. Alternatively, they can be found on the website.

Kind regards

Matthew Hickmott
Work Experience Coordinator