



November 2018

TO ALL TRANSITION YEAR STUDENTS AND PARENTS/GUARDIANS

Re Work Experience 2019

This year there are two periods of work experience planned. The first fortnight commences **25 February – 8 March 2019**. You may work for both of these weeks in one firm or in two different firms for one week each to broaden your experience. There will be no classes provided during work experience, so it is important that you arrange work placement as soon as possible. Your work placement will be most effective if you put in time and effort to arrange work that interests you from a career point of view. The second period of work experience is from **20 – 31 May 2019** inclusive.

As advised at the Options Evening in January, at least one of the four weeks should be a **Social Volunteer Placement**. For example, a charity shop, an animal shelter or a nursing home. The table below shows the allocation of weeks for Social Volunteerism. Students in Forms 4FN, 4H, 4M and 4McC should arrange at least one of the two weeks in February/March as a social volunteer placement.

SOCIAL VOLUNTEERISM DATES

Week 1	4FN + 4H	25 February – 1 March 2019
Week 2	4M + 4McC	4 - 8 March 2019
Week 3	4MR + 4P	20 - 24 May 2019
Week 4	4R	27 - 31 May 2019

You should arrange your own work experience early by calling, phoning or writing/using Email. A *Job Card* is attached which should be completed with details of the job(s) (once confirmed). **These cards must be returned by Friday 11 January 2019.** Prospective employer(s) will be sent a simple assessment form **just before** the placement.

Please read the attached information regarding Garda Vetting as this requirement may apply to your son/daughter.

I hope that these arrangements will provide a valuable learning experience for you and I look forward to reading your project.

I am attaching two insurance letters which can be handed to prospective employers when seeking placements.

Kind regards

Matthew Hickmott

Work Experience Coordinator