

Dundalk Grammar School

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DUNDALK GRAMMAR SCHOOL

TRANSITION YEAR WORK EXPERIENCE

GUIDELINES FOR EMPLOYERS

Thank you for your interest in our work experience programme. The purpose of the programme is to provide students with an insight into the world of work and help them to make more informed decisions about subject choices and career options. We very much appreciate the generosity of employers in offering work experience to our students and value the time and effort, which they devote to make it a meaningful exercise.

The following are some points of information, which we hope will be of assistance to employers:

- Students are required to do three placements, each of one week duration, in different work situations during their Transition Year. A two-week placement, if appropriate, is possible at certain times.
- In advance of a placement the student will seek guidance from their employer about any specific requirements re dress, hours of work, safety in the workplace, etc. It would also be useful if a plan for the week could be worked out in advance (where practicable) between the student and employer. This would help ensure a mutual understanding of the nature and purpose of the exercise together with a realistic view of what can be achieved during the placement.
- As the work placement is part of their school curriculum it does not involve any payment.
- There should be a distinct difference between a job placement and a typical student part time job.
- There are two main types of placement situation:
 - (1) Students may perform some work tasks in an environment where they can observe other employees performing skilled/professional jobs, thus gaining an insight into what these jobs entail.
 - (2) Where a work situation would preclude a student performing any task, they may 'job shadow', i.e., follow and watch a job being performed over the course of the week.
- To help students gain full benefit from a placement it is useful if they can discuss all aspects of the career concerned. The experience of their employer and other workers would be a valued source of information re training requirements, qualifications, career prospects, job satisfaction etc.
- At the end of the week, we would be grateful if the employer would fill in a report (supplied by the school) on the student. It is important that this report is a true reflection of the student's performance during the week and indicates whether they should any aptitude for interest in the career area.

Once again, thank you for your time and interest.