

Transition Year



Work Experience Guide



Leaving no stone unturned



Overview of the Work Experience Programme at Greystones Community College

Work Experience

All Transition Year Students at Greystones Community College will complete work experience every Wednesday. As with our academic calendar, the year is broken into 3 different teaching blocks. The work experience calendar is broken into 3 work experience blocks.

What is the purpose of Work Experience in Transition Year?

Work experience introduces students to the world of work; it helps them to develop their personal, social and job seeking skills, take responsibility, observe timekeeping/punctuality, follow instructions, meet deadlines, work as part of a team, relate to supervisors, in addition to offering them a fantastic opportunity to gain first-hand knowledge of different careers.

The value of Work Experience

1. It gives pupils an opportunity to get first-hand experience of typical working conditions in a shop, factory, office or other place of work.
2. It gives pupils a chance to find out about particular jobs and careers by working alongside people who are doing these jobs.
3. Students can meet and talk to people who are working for their living, and they can ask them direct questions about their jobs.
4. It helps students find out something about their own skills, talents and interests.
5. It helps pupils to see the links between the subjects they are studying at school and the skills they will need in working life.
6. It gives them responsibility. They are out on their own. They are expected to be punctual, independent and helpful to others.
7. It helps pupils to understand why industry, commerce and business are important for the welfare of the country.

Hours of Work

We encourage students to work a minimum of 4 hours on a Wednesday.

Payment for Work Experience

The primary aim of work experience placements is for our students to gain hands on experience of different career avenues and to contribute positively to their communities. There is no payment required or expected for any of our work placements.

Variety of Work Experience Placements

We encourage students to engage in a variety of work experience placements over the course of Transition Year. Students should complete a placement in each of the three areas outlined below over the course of Transition Year. They can be completed in any order.

Local Community Placement – Students are encouraged to secure a work placement within their locality. As a community college, community is a core value and at the heart of what we believe in. It is important that our school gives back to the local community, and we can do this through our work experience programme. We are proud to send our students out on placement to support local businesses and industries.

Social Enterprise – There are many organisations in our community which do not have a profit motive. We believe it is important for our students to give back to community organisations and social enterprises and to volunteer to work in these areas as part of work experience. Many different work experience venues would classify as a social enterprise for example; Primary Schools, Libraries, Charities, Government Departments (Enterprise Office), Organisations (Tidy Towns, Men's Shed), Clubs (GAA), Care of the Elderly (Nursing Homes), Community Centres, Thrift Shops, etc.

Student own choice – Work Experience is a great opportunity to try your hand at potential career avenues which you may consider. Perhaps you are interested in law or teaching or accounting. Perhaps you want to work in a Vets or Hairdressers. Whatever your personal preference is, this is the block that you can devote to exploring your passion and seeing if you have a flair for your potential career of interest.

Dates of Work Placements:

Block 1: Wednesday 3rd September 2025 – Wednesday 12th November 2025

Block 2: Wednesday 19th November 2025 – Wednesday 11th February 2026

Block 3: Wednesday 26th February 2026 – Wednesday 20th May 2026

Insurance

All students on official schoolwork placement will be covered by the school's work experience insurance for the period they are working. A copy of our 'Employer's Liability Policy - Work Experience Programmes' insurance policy will be supplied to you on commencement of the placement. You should present this to your employer.

Garda Vetting

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016 make it mandatory for people working with children or vulnerable adults to be vetted by the Garda Síochána National Vetting Bureau. If your son/daughter is aged between 16 and 18 and is seeking work in a school, crèche, nursing home or any environment in which they will come into contact with children or vulnerable adults they will need to be vetted. Many organisations will insist on processing this application themselves. If this is the case students will need to request garda vetting forms from the organisation and complete as directed. Please note this takes a number of weeks to be processed and students may not be able to commence work experience until the vetting process has concluded. In some cases, organisations will accept garda vetting processed by the school. If this is required, please contact TY coordinator or work experience coordinator for relevant forms. When filling in the NVB1 form please ensure that your email address is provided and that you tick the box above the applicant's signature before returning to the school office.

Planning for Work Experience:

It is very important that students start now, to plan and organise their work placement and make contact with prospective employers. For your convenience, we have compiled a list of potential employment locations that students may consider, but we would encourage you to consider using your own contacts, in the first instance, as it is often through word of mouth and personal networks that students secure the more meaningful placements.

Responsibility:

It is the students' responsibility to find a placement of value in an area which interests them from a career point of view. An extension of their part time job is not suitable. Community involvement and volunteering in an organisation are also encouraged as an appropriate and worthwhile work experience opportunity and also involves giving back to your local community. Preparation is the key and this early work starts now. Students who apply early get the best jobs and have, in general, more noteworthy experiences. Those who leave it until the last minute are very often disappointed and often report negative experiences as a result of their poor organisation.

Monitoring of students on Work Experience:

Students keep an attendance record that must be signed by the employer on a weekly basis. Employers also provide an assessment of attitude and performance. Maintaining contact with student and employer during the work placement is an essential part of our work experience programme. A member of our teaching staff will either phone or call to visit the student during the placement. We see this as an opportunity to reassure both the employer and the student of our continued support. The employer will complete an evaluation report on the student at the end of the work placement. While on work placement students will fill in a TY work experience booklet which they will return to school. This document may be presented by them at the exit interview at the end of the year.

Additional Work Experience Placements:

Work experience placements outside the specific parameters outlined above can be facilitated in specific instances, some employers may only be able to facilitate work experience in a block of one week. Where these placements are of high value, they can be facilitated by the work experience coordinator. If a student at Greystones Community College secures one of these opportunities, a work experience request form must be completed and submitted to the Transition Year Coordinator.

Absence from work experience

Students cannot organise medical/dental appointments on the day of work experience. If a student cannot attend work experience due to illness or circumstances beyond their control, they must inform their employer in the first instance and supply a medical certificate or absence note on the day they return to school.

Stages in Work Placement:

Stage 1: Securing your placement

- Start thinking now about what type of jobs you are interested in.
- Talk to family or teachers for advice. (It is not your parents or teachers' job to find you a job but we are here to help).
- Thoroughly investigate potential careers which you may want to pursue after you finish School/ Apprenticeship/ College/ University.
- Research local companies and businesses that can provide you with a worthwhile work placement. Local business directories and online searches will help you locate potential employers.
- Apply for jobs that are linked to your hobbies or the subjects you like.
- Prepare a cover letter and your Curriculum Vitae, adapted to the requirements of the placement you would like to apply for.
- Contact potential employers. Provide them with your cover letter, CV and a copy of school information. Provide references if requested. If you do not hear back within a reasonable time you may need to follow up with a phone call or a visit to the premises. You may need to apply to several places before you are successful.
- Consider jobs from many diverse (different) areas, as very often a placement you might never have considered as a career can end up being the one you most excelled in and go on to pursue.
- Use your personal contacts – Do you have an uncle/aunt/neighbour/friend who works in an area that may interest you? If so, reach out to them.
- Use the letter template provided and send it to your prospective employer. Always follow this up with a phone call or visit.

Stage 2: After securing your placement

- Register your placement online through the school google form.
- Learn as much as you can about the company where you will be working;
- Listen carefully to the briefings from your co-ordinator;
- Contact the company and find out the following information:
 - The location of the company.
 - The name of the contact person.
 - The hours of work.
 - Any special rules that apply to the company.
 - Work out your travel arrangements.

Stage 3: During your placement

- In all your dealings with potential employers be polite, respectful and grateful.
- Remember it is they who are doing you a favour - not the other way around.
- If they find your attitude positive, they will be more likely to provide similar placements in the future.
- Dress appropriately for the type of work to be done.

- Always be on time for work.
- Have a positive attitude to the work experience.
- Listen carefully to all the instructions given to you.
- Carry out all tasks to the best of your ability.
- Keep a daily record of attendance, the work you do, the people you meet and any problems you encounter.
- On the final day of the placement you are required to provide your employer with a copy of the Work Experience Employers Report form. Your employer will evaluate your progress over the period of the placement and provide you with valuable feedback. This too should be filed in your TY Folder of Achievements.

Important Documents:

1. Cover Letter

It is important that a cover letter creates enough interest so that the reader will have a good impression of you prior to reading your CV or application form. A cover letter should:

- Always be typed.
- Not include fancy graphics or fonts. Cover letters are normally typed using “Times New Roman font size 12” or “Calibri font size 11”.
- Be presented on good quality paper.
- Include a contact name so that the cover letter can be directed to the relevant person when possible.
- Outline who you are, what you are looking for, the dates of the placements, why it’s important to you, some personal interest information.
- Highlight your strengths and specify why you would like to work for the organisation.
- Use the sample cover letter template provided and adapt it to your needs.

2. Curriculum Vitae

A CV is a snapshot of your life, at a particular moment in time and must be updated on an on-going basis. A good CV will get you a potential work placement or an interview. A CV should be:

- Always typed.
- Not include fancy graphics or fonts, normally typed using “Times New Roman font size 12” or “Calibri font size 11”.
- Presented on good quality paper.
- Including the following information:
 - Personal Details.
 - Educational Qualifications: start with most recent and work backwards.
 - Other learning achievements: Gaisce Award, Speech and Drama Certificates, First Aid Certificates, ECDL, HACCP Certificate, Sports or Music awards.
 - Work Experience.
 - Interests & Hobbies.
 - References.

Use the sample CV template provided and adapt it to your needs.

Appendix 1: School Overview Letter



**Greystones Community College,
Mill Road,
Greystones,
Co. Wicklow.
Tel: 01-2010096
www.greystonescollege.ie
gcc@kweth.ie**

Re: _____

Dear Employer

The above named is a student of Greystones Community College. They are currently enrolled in Transition Year. We provide a work experience programme as an integral part of our Transition Year course. The students are available every Wednesday excluding school holidays, to take part in work experience. Students are covered by our school insurance to work and can be flexible with hours worked to ensure they gain the best experience possible.

We would be very grateful if you could facilitate our student with a placement. If you have further queries, please feel free to contact the school office.

Your co-operation is greatly appreciated.

Thanking you in advance

Yours sincerely

Ms Micaela Buckley

Programme Coordinator

Appendix 2: Sample Student Letter

House Number & Street

Town/City

County

Today's date

Person's Name

Position

Company Name

Address

Re: A brief sentence to state what the letter is about (TY Work Experience)

Dear Sir/Madam (or Mr./Mrs./Ms. if you know the name),

I am a third-year student in Greystones Community College. During the academic year 2025/2026 I will be participating in the Transition Year Programme. One aspect of this programme is a work experience placement which takes place every Wednesday. This is an opportunity for me to develop my knowledge of the world of work and inform my career path.

I wish to apply for a work experience placement in your organisation/school/hospital etc. from _____. I am a hardworking student, who loves the challenge of learning new skills and building on past strengths. I am ... (add some personal information as to why you are interested in this career choice, any previous work experience and include some personal interests).

I am particularly interested in (fill in what career you are interested in) as a career and believe that this placement would provide me with valuable experience. I enjoy working with people and have some computer skills. I would be happy to undertake any tasks assigned to me.

(You could include another paragraph here if you wish, giving more details of your hobbies, interests, skills and any work experience you have had). If you are in a position to offer work experience and would like to discuss some details with my school, you can contact the Transition Year Coordinator who would be happy to discuss. A teacher from my school may also visit me while on work experience. For the duration of the placement, I will be covered by the school insurance, and I will be happy to send you a copy should you require it.

There are three work experiences sessions of ten Wednesdays and I provide additional information in the attached letter from the school. I can assure you that I will comply with the conditions you lay down regarding work, safety and confidentiality.

Thanking you in anticipation of a favourable reply.

Yours sincerely

Student Name

Appendix 3: Sample Curriculum Vitae

Curriculum Vitae

Your Name

A highly organised, motivated transition year student with excellent communication skills and a proven work ethic.

PERSONAL DETAILS:

Name: Your Name
Address: First line of address
Second
Third
Date of Birth: 1st March 1998
Telephone No: 0871234567

EDUCATION:

2024 - 2025: Transition Year Student
2020 - Present: Greystones Community College, Mill Road, Greystones Co Wicklow.

EXAMINATIONS:

<u>Subject</u>	<u>Junior Cycle 2025</u>	<u>Level</u>	<u>Grade</u>
Mathematics		Higher	
English		Higher	
Irish		Higher	
French		Common	
History		Common	
Geography		Common	
Science		Common	
Wood Technology		Common	
Home Economics		Common	

WORK EXPERIENCE:

DATES	EMPLOYER	DUTIES
June 2024 to August 2024	Tesco Greystones	Cashier Stacking Shelves

INTERESTS & HOBBIES:

- I play hurling for Éire Óg GAA club
- I play rugby for Greystones Rugby Football Club
- I enjoy music and play bass guitar
- I enjoy cross country running and am a member of Greystones Athletic Club
- I am a member of the local gym and particularly enjoy swimming.

ACHIEVEMENTS:

- I won a county medal for playing hurling with X Club in 2022.
- I won an under 14 medal in 2021 playing rugby for Greystones RFC.
- I am a qualified Lifeguard.
- I was a student ambassador in school 2022.
- I won a Bunchloch Award in Greystones Community College in April 2022.

REFEREES:

Ms
Greystones Community College
Mill Road
Greystones
Co. Wicklow
Position: Teacher
Tel No: 01

Mr
Greystones RFC/ Éire Óg GAA club
Mill Road
Greystones
Co. Wicklow
Rugby Coach/Gaelic Coach
087

I would like to thank-you for taking the time to read my C.V.

Signed: _____
Your Name

Date: _____

Appendix 4: Block Week Application Form

Transition Year Block Week Work Experience Application Form

Block week work placements can be undertaken with the approval of the coordinator and school management. Permission will be granted only where employers cannot facilitate the placement during the Wednesday slots and where the experience is deemed to be of importance to the student. Applications for a block week must be made a minimum of two weeks in advance of the placement. Students will be notified by email if permission to attend Block Week Work Experience is granted. I wish to seek permission to attend a block week work experience placement:

Student Name:	
Student Email Address:	
Class Group:	
Employer's Name:	
Employer's Address:	
Employer's Email Address:	
Employer's Phone No.:	
Date of Placement:	
Explain why this placement is important to you:	
Parent/Guardian Signature	

Appendix 5: Student Work Placement Insurance Letter



Employers Liability & Public/Products Liability Indemnity Letter to Host Employers

Insured:	Kildare and Wicklow Education and Training Board
Policy Number:	CCP0002166
Period of Insurance:	01 January 2025 to 31 December 2025
Employer's Liability Section: Limit of Indemnity	Not less than €13,000,000 any one Occurrence
Public Liability Section: Limit of Indemnity	Not less than €6,500,000 any one Occurrence
Products Liability Section: Limit of Indemnity	Not less than €6,500,000 any one Occurrence and in any one Period of Insurance

Dear Sir/Madam,

This is to confirm that the above Sections of this Policy are extended to indemnify a Host Employer in respect of legal liability arising solely out of or in connection with Student/Trainee placements and for which the Insured would have been entitled to indemnity under the Policy had the Claim been made against the Insured, provided always that;

- (a) the Host Employer will, as though they were the Insured, observe, fulfil and be subject to the Terms, Definitions, Conditions, Exclusions, Endorsements and Limits of the Policy, insofar as they can apply;
- (b) the Insurer shall have the full conduct and control of all Claims for which indemnity is provided by this Policy;
- (c) nothing in this letter will serve to increase the liability of the Insurer to pay any amount in excess of the Limit of Indemnity and indemnity will apply in priority to the Insured.

If you have any queries, please do not hesitate to contact me using the details below.

Yours sincerely,

Underwriting Department | IPB Insurance
Direct: +353 1 6395500 | Email: Underwriting@ipb.ie

Appendix 6: Sample Employer Report

[Please note that this form is sent digitally to employers via email](#)

EMPLOYER'S REPORT ON WORK EXPERIENCE

EMPLOYER: _____

STUDENT: _____ **ATTENDANCE DATES:** _____

DESCRIPTION OF WORK EXPERIENCE:

QUALITIES (please tick the appropriate box)	Excellent	Very Good	Good	Acceptable	Poor or Unsatisfactory	Unable to Assess
Attendance & Punctuality						
Personal Appearance						
Attitude towards job						
Ability to follow instructions						
Initiative						
Ability to Complete jobs well						
Practical Skills						
Relationship with Supervisor/s						
Relationship with Fellow Workers						

Please add any further comments you wish to make about this student

In your opinion, is this student suited to pursue a career in this type of work?

Comments about the Work Experience Scheme

SIGNED: _____ **POSITION:** _____

It would be very much appreciated if this form could be returned to the school asap either with the student or by post. Thank you.