



## St. David's College

### Work Experience and Community Involvement Policy

*'Uniting Minds, Inspiring Futures'*

This document outlines the operational policy for work experience placements undertaken by students of St. David's College. These placements are integral to the educational programme, designed to enhance students' career awareness and professional skills.

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#### Introduction

Each academic year, students participating in Transition Year, Leaving Certificate Applied, and the Leaving Certificate Vocational Programme (LCVP) engage in structured work placements.

The fundamental objective of this learning is to furnish students with an initial understanding of the professional environment, to enable the exploration of potential career pathways, and to actively facilitate the development of essential skills for future enterprise and employability.

This policy governs all mandatory work experience placements plus Community Care in Transition Year.

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## **St. David's College- Organisational Details for monitoring Work Experience**

- **School Management:** Mick Nally (Principal) & Marian Rowan (Deputy Principal)
  - **Programme Coordinator:** Kellie Reid
  - **TY Work Experience Coordinator:** Katie Louise Whyte
  - **LCA Work Experience:** Programme Coordinator & VPG Teachers
  - **LCVP Work Experience:** LCVP Department Head, LCVP Teachers
  - **TY Community Care:** Kellie Reid
  - **Key Stakeholders:** Work Experience & Community Care Employers/ Mentors  
Parents, students, school community
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## **Operation of Work Experience at St. David's College**

### **Format and Duration**

- **Transition Year:** TY students are required to undertake work experience placement every Monday for the full academic year. **Supplementary Experience:** If a student wishes to undertake additional work experience, this must first be formally approved by St. David's College. Any supplementary placement must adhere strictly to the established guidelines.
- **LCVP:** LCVP students complete one week of work experience in February of 5th year. This requirement is managed by the LCVP Department and overseen by the LCVP Department Head & Programme Coordinator.
- **Leaving Certificate Applied:** LCA students complete one day of work experience each week for the duration of the programme. LCA1 work experience takes place every Tuesday and LCA2 work experience takes place every Wednesday.

### **Applications and Placement Details**

- **Sourcing Placements:** Students are required to independently secure a suitable work placement with the support of their parents. The school is not responsible for securing placement for students. It is the responsibility of the parent to ensure that the placement is a suitable work setting and that they consent to their son/ daughter completing their placement there.
  - **Confirmation:** The student must submit a work experience placement form to their teacher/ work experience coordinator. This form confirms the nature of the work to be undertaken, and the timeframe for the work experience.
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## Attendance and Verification

### TY Work Experience Verification:

- Students must get signed in/out of their placement every Monday in the TY Work Experience Journal.
- Students must fill out diary entries on their Digital Portfolio.
- Students must get Employers Reports filled out at different stages throughout the year.
- The TY Work Experience Coordinator will check the Work Experience Journals at different stages throughout the year and will also make phone call checks to placements.
- Performance Evaluation: The Employer's Reports and phone call checks provide comprehensive commentary on the student's overall performance and contribution.

### LCA Work Experience Verification:

- Students must get signed in/out of their placement every Tuesday/ Wednesday in the Work Experience Journal.
- Students must fill out a diary entry every day after placement.
- Students must get Employers Reports filled out at different stages throughout the year.
- The LCA VPG teacher will check the Work Experience Journals regularly throughout the year and will also make phone call checks to placements.
- Performance Evaluation: The Employer's Reports and phone call checks provide comprehensive commentary on the student's overall performance and contribution.

### LCVP Work Experience Verification:

- Students must fill out diary entries after placement.
- Students must get Employers Reports filled out.
- The LCVP teacher will make checks to placements.

### **Notification of Absence**

- Procedure: A student who is absent from their work placement is obliged to notify both the school and the employer.
  - Documentation: Medical certs can be given to the school secretary for absences
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### **Payment**

- Remuneration: The employer is under no obligation to provide any form of financial payment to the student during the work experience period.
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### **Recording and Reflection**

- Student Diary: During their placement, the school requires each student to maintain a diary of their daily experiences. This enables subsequent reflection on the key learning points acquired after the placement's completion.
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### **Insurance Provision**

Students are covered under an insurance policy administered by Willis Towers Watson Insurances Limited. Students will be given a copy of the insurance policy which they are responsible for giving their employer. Exclusions: It is important to note that specific types of work may be subject to exclusions such as engaging in hazardous work or using dangerous materials

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## Health and Safety Compliance

While St. David's College maintains overarching responsibility for students on work experience, the host employer/mentor assumes the same legal and ethical responsibilities for the student's health, safety, and welfare while the student is present on their premises.

### Protection of Young Persons Act (1996)

- **Legal Review:** Given that most students undertaking work experience will be under the age of 18, and some may be under 16, facilitating employers/mentors are strongly advised to review the relevant provisions of the 'Protection of Young Persons (Employment) Act 1996' to ensure full legislative compliance.
- **Minimum Age:** Generally, the Act prohibits the employment of children under the age of 16. However, employers/mentors are permitted to host 14- and 15-year-olds as participants in an approved work experience or educational programme, provided that the work is not detrimental to their safety, health, or personal development.
- **Restrictions:** The Act also stipulates certain limitations concerning working hours, rest breaks, and night work, which apply specifically to individuals aged 17 years and under.

### Accident Reporting

- **Immediate Notification:** Host employers/mentors/ parents must notify the school immediately of any accidents that occur during the work placement.
- **College Action:** The College will subsequently ensure that the standard accident reporting procedures are implemented.

## Roles and Responsibilities

### St. David's College: Roles and Responsibilities

- To provide and manage the work placement form, which must be completed with details of the employer, and returned by the student for secure filing by the Work Experience Coordinator/ teacher.
- To ensure the student is provided with a copy of the relevant insurance policy and is fully aware of the requirement to present this to the employer/mentor.
- To brief all students on the core aims of the placement, their attendant responsibilities, and the acceptable standards of professional conduct and behaviour prior to the commencement of the placement.
- To ensure that immediate action is taken following the submission of a complaint by either the host employer or the student.

### Student: Roles and Responsibilities

- To accurately complete the work placement form and return it to the work experience coordinator/ their teacher by the specified deadline.
- To ensure all required forms are completed in collaborative consultation with the school and the host organisation.
- To adhere to the operating rules and regulations established by the host employer/mentor.
- To recognise that by taking up the work experience, they are formally representing St. David's College and must uphold the College's Code of Behaviour for the entire duration of the placement.
- To take diligent care of their own safety and health, as well as the safety and health of others who may be impacted by their actions.
- To refrain from participating in any activities that necessitate specialist training unless that training has been formally received and certified.
- To follow all instruction, utilise any safety equipment provided, and participate fully in relevant training sessions.
- To promptly raise any safety and health concerns with the employer/mentor and the designated school contact person, and to inform them immediately about any accident or illness perceived to be work-related.
- To notify the employer/mentor of any pre-existing medical conditions that may potentially affect the student's safety and health while on placement.
- To provide the employer with essential emergency contact details.

- To ensure that the appropriate vetting procedures are confirmed and in place for their chosen placement, if necessary.
- To complete the mandatory documents, which includes diary entries, sign in sheets and Employer's Report Forms (LCA & TY).

#### Employer/Mentor: Roles and Responsibilities

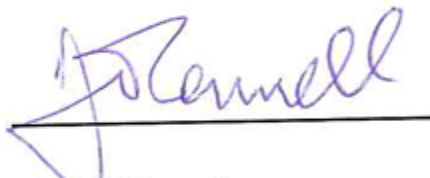
- To provide a safe and conducive workplace environment and ensure appropriate supervision for the student throughout the placement.
- To alert St David's College immediately of any potential difficulties or concerns arising with the placement.
- To report any incidents involving the students to St. David's College without delay.
- To complete a formal Employer's Evaluation Report Form

#### **Community Care**

Community Care is a module taken by TY students on a rotational basis. Students visit local settings, such as a nursing home, charity shop and primary school.

Parents are emailed prior to their son engaging in community care.

- Format and Duration: Every Wednesday from 11-1pm for an 8 week block
- Application: No application required. This module is offered to all TY students. Parents are emailed prior to their son engaging in community care where they can opt out if they don't consent to their son participating outside of our school.
- Placement Details: Nazareth House, Jack & Jill Charity Shop, St. David's BNS, our own school (Academic Year 2025/2026)
- Attendance & Verification: Each Wednesday, the student gets a sheet signed by their placement to verify they attended.
- Recording & Reflecting: Students fill out a reflection on their digital portfolio at the end of the module.
- Payment: As above
- Insurance Provision: As above
- Health & Safety Compliance: As Above
- Accident Reporting: As above
- Roles & Responsibilities: As above with differences to paperwork.



Mr. J. O'Connell

**Chairperson to the Board of Management**

**Date: 7/01/26**



**Mr. Michael Nally**

**Secretary to the Board of Management**

**Date: 7/01/26**