



*'Learn with Pride and Progress with Confidence'*

**Work Experience**

**in**

**GRIFFEEN COMMUNITY COLLEGE**

## Overview:

- In Griffeen Community College Work Experience is an integral part of our TY, LCA and LCVP Programmes.
- Work Experience placements provide students with huge opportunities to explore different careers, develop new skills, work on personal development, gain an insight into workplace culture, build connections, make links to further education and employment, prepare for the future and engage with the community.
- Work experience aligns closely with the goals and objectives of TY, LCA and LCVP as follows:
  - TY: In TY students in GCC follow a programme with an emphasis on personal development, self-directed learning and an exploration of interests. They are exposed to a wide variety of activities and learning experiences outside the traditional academic curriculum including work experience.
  - LCA: In LCA students focus on practical, work-related learning and preparation for employment and further education. Work experience forms a large part of the VPG course.
  - LCVP: Students in LCVP complete activities such as career investigations, enterprise projects and preparation for the workforce. This programme is designed to link academic subjects with vocational skills and the working world.

## Work Experience in Griffeen CC:

Programme	Schedule	Duration	School Support
TY	Work Experience one day per week (Thursdays)	1 school year.	Work Experience class once per week on timetable for school year.
LCA	Work Experience one day per week (Wednesdays)	2 school years. (4 x sessions)	VPG Class supports students with work placements throughout LCA.
LCVP	One block placement.	1 school week in 5 <sup>th</sup> Year.	Link Modules class prepares students for work placement and supports them throughout the process.

## Roles and Responsibilities:

### School

- Work experience placements are supported by the Guidance Counsellor, Programme Co-ordinator, VPG and Work Experience Class teachers. Students are also supported by the YearHeads and Tutors.

- The Guidance Counsellor provides preparation sessions on topics including CV writing, interview skills and workplace etiquette during the last term of the school year (Easter – Summer) to help students prepare for sourcing their work experience placements for the following academic year.
- We maintain communication with employers, parents/guardians, and students throughout their work placements.
- We monitor students during their placements e.g. via phone calls to employers to check in on students progress and performance at work. We also monitor students progress in work in class through work experience diaries, evaluations, reviews and future planning activities to name a few.

### **Students**

- Students are responsible for finding and securing their work experience placements (with support from school where needed).
- Students are expected to adhere to the school code of behaviour as well as the employer's workplace rules and regulations.
- Students are encouraged to report any issues or concerns to their work experience link teacher (TY Work Experience Teacher/LCVP Link Modules Teacher/LCA VPG Teacher) promptly.

### **Employers**

- Provide a safe, supervised, and educational environment.
- Offer feedback on the student's performance through termly evaluation reports.
- Adhere to legal and safety requirements.
- Employers are provided with a letter from the school which confirms that students are enrolled in our TY/LCA/LCVP. This letter also provides the employers with contact information for the school.
- A copy of the DDLETB indemnity letter which confirms that our students are insured during their work experience placements is also provided to employers.

### **Parents/Guardians**

- Parents and Guardians are asked to support students in finding placements.
- They are also asked to provide necessary transport/to ensure that the students know how to get to work on time via public transport.
- Parents and Guardians are a vital support to students in ensuring that they are prepared for their placement.

### **Placement Guidelines**

- Students in TY and LCA who are out on work experience one day for week are encouraged as much as possible to have a different work placement for each term/session. This gives students the opportunity to gain experience and skills from a range of different types of work environments. If students are staying with the same employer for the full school year, they are asked to work in different areas/departments e.g., if a student is working in the local shop, for term 1 they might work on the shop floor, for term 2 they might work on the deli and for term 3 they might work in the stock room.
- Students in LCVP need to secure one placement for a one-week block of work experience which typically takes place between February mid-term and Easter Break.
- All students going on work experience placement are provided with a letter, work experience record card and insurance information to provide to their employer.

### **Assessment and Feedback:**

- Work Experience is assessed through a variety of formats such as work experience diary entries, employer evaluation forms, work placement reflections, discussions with teachers and the Guidance Counsellor...etc.
- The school provides forms and handouts for employer feedback and student self-evaluation.

**Appendices:**

1. GCC Work Experience Record Card.
2. Work Experience Evaluation for Employers to complete.
3. Letter from school for employers identifying students and providing school contact details.
4. Letter of Indemnity from DDLETB for students to provide to employers when starting each placement detailing insurance cover.

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**Appendix 1:**



Griffen Community College - Coláiste Griffen, Lucan, Co. Dublin  
Tel: 01 6212392 • Email: info@griffeencc.ie • Web: www.griffeencc.ie

## Work Experience Record

Student's name \_\_\_\_\_

Class \_\_\_\_\_



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**Work Experience - Session 1**

Placement: \_\_\_\_\_

Contact Person /Supervisor: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Day	Date	Attended Please tick		Punctual Please tick		Signed
		AM	PM	AM	PM	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

**Work Experience - Session 2**

Placement: \_\_\_\_\_

Contact Person /Supervisor: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Day	Date	Attended Please tick		Punctual Please tick		Signed
		AM	PM	AM	PM	
1						
2						
3						
4						
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**Work Experience - Session 3**

Placement: \_\_\_\_\_

Contact Person /Supervisor: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Day	Date	Attended Please tick		Punctual Please tick		Signed
		AM	PM	AM	PM	
1						
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**Work Experience - Session 4**

Placement: \_\_\_\_\_

Contact Person /Supervisor: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Day	Date	Attended Please tick		Punctual Please tick		Signed
		AM	PM	AM	PM	
1						
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**Appendix 2:**

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## Supervisor's Report

### Work Experience – Employer's Report

Learner's Name: \_\_\_\_\_ Centre/School Name: \_\_\_\_\_  
 Tel No: \_\_\_\_\_ No. of Days Worked: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

**Guidelines:** This report forms an important part of the overall assessment of Work Experience for certification. It should be completed by a supervisor/manager who has observed the Learner in the workplace and by the Work Experience Assessor from the Learner's centre. The Workplace Supervisor/Manager should indicate the Learner's performance by placing a tick for each of the criteria under one of the headings.

Criteria	Very Good	Good	Satisfactory	Unsatisfactory	Supervisor / Assessor Comments
Punctuality					Please comment on the Learner's progression during the various stages of the Work Experience programme.
Working under direction					
Personal presentation					
Adherence to health, safety					
Demonstrate effective communication skills					
Initiative & Suitability					

Signature of Workplace Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Assessor: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix 3:**

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Coláiste Pobail Ghrifín - Griffeen Community College

Príomhoide/Principal: Mr. Noel Kelly

Leas Príomhoide/Deputy Principal: Ms. Edel Morrow

t: 01 621 2392

e: [info@griffeencol.ie](mailto:info@griffeencol.ie)

Visit: [www.Griffeencol.ie](http://www.Griffeencol.ie)

*School Year: 2024/2025*

***Re: Transition Year/LCA Work Experience***

To Whom It May Concern,

This letter is to confirm that \_\_\_\_\_ is a Transition Year/Leaving Certificate Applied student in our school. As part of the TY/LCA Programmes, students are required to undertake a work experience placement one day per week during the school term. For TY students it is Thursdays and for LCA students it is Wednesdays each week.

We would like to take this opportunity to thank you for your consideration of our students at this time.

If you require any further information, please do not hesitate to contact us.

Kind regards,

\_\_\_\_\_  
Holly Kinsella  
*Programme Co-ordinator*

\_\_\_\_\_  
Audrey Ward  
*Guidance Counsellor*



Stáil - Comhoideaschas - Ichnoidmheach | Barr feabhais - Cúram - Comhionannas - Pobal - Meas  
Stable - Co-educational - Multi-denominational | Excellence - Care - Equality - Community -



**Appendix 4:**



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

Insured:	Dublin and Dun Laoghaire Education and Training Board
Policy Number:	CCP0002163
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](mailto:Underwriting@ipb.ie)