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High Cross College - Work Experience Policy

Introduction

This policy sets out the process and procedure for any Transition Year (TY), Leaving Certificate Applied (LCA) and Leaving Certificate Vocational Programme (LCVP) student applying to undertake a work experience placement.

Work experience is a key element of the TY, LCA and LCVP curriculum in HCC. Work experience takes place at a number of points throughout the school year, depending on the programme. TY Students typically have two weeks' work experience to organise, LCVP students typically have 3 days work experience to organise and LCA students typically have one day a week work experience to organise.

The intention of the work experience placement is to introduce the student to a quality, 'real world' work experience within a supervised framework, provide them with insights into different careers and workplaces, and thereby help to inform future choices after their schooling is finished.

The work experience placement requires a coordinated approach from the school and the hosting organisation, to ensure that the student meets their learning objectives and has a positive experience from their introduction to the working environment.

The expectation is that the student takes the lead in identifying a work experience placement as their choice of workplace and personally make contact with the host organisation to arrange a placement with the school's support.

The expectation is that there are benefits for both the hosting organisation and the student throughout their work experience placements. For example, students on work experience will learn about specific careers, a workplace in general, work-related issues such as safety, the impact of technology, importance of customers, service and delivery, workplace relations, developing a sense of responsibility and an appropriate work attitude, and exploring and reflecting upon their own attributes, strengths and weaknesses.

Work experience can also lead to the creation of positive links with the local community in which the host organisation operates and to the enrichment of the general education of young people.



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Key Principles

1. Oversee a Structured and Clearly Organised Programme

It is envisaged that the host organisation HR team or equivalent will be the primary organisers for the Work Experience Programme and will liaise with students and the TY/LCA/LCVP coordinator to arrange placements.

It is envisaged that the host organisation will nominate a coordinator in their HR team or equivalent who will be the primary contact point for the work placement programme.

An itinerary for a placement should be agreed upon and submitted to the TY/LCA/LCVP coordinator by each student in advance of placement. It is envisaged that the student will also be provided with a guidance document in advance of their placement to help them to prepare.

2. Create Meaningful, Positive Experiences

It is envisaged that the Host organisation will aim to provide a meaningful, practical and positive learning experience for all students participating in the Work Experience Programme. This experience should be fully onsite in the host organisation premises; there should be no option of remote working for students.

It is envisaged that the hosting organisation will develop a short work plan when hosting a student(/students), in conjunction with their HR team or equivalent. Tasks assigned to students should reflect the student's experience level and provide some meaningful experience of work in the host organisation's field of expertise. Students will be provided with a short template diary/workbook for the duration of the work experience to assist with processing their own learnings and understanding more about working in their chosen host organisation.

At the end of their work experience, it is envisaged that the students will be provided with an evaluation of their placement and feedback provided to the TY/LCA/LCVP coordinator. It is envisaged that the HR team or equivalent will evaluate the student's work experience by consulting with students (at exit interviews).

3. Ensure an Environment of Trust and Safety for All Students

Student safety and wellbeing is paramount. The vast majority of students who will enter a host organisation on work experience will be under 18, and the student, their parents, the school and the host organisation should take this responsibility very seriously.



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In arranging the placement, it is envisaged that the host organisation HR team or equivalent will gather necessary documentation and assess parental consent for key points such as emergency contacts, medical information, and permissions for travel, internet use, photographs, and rest breaks. Upon request, an indemnity will be provided to the host organisation from the school to ensure the student is properly insured during their placement.

It is envisaged that the HR team or equivalent will appoint a work placement coordinator who has undertaken the TUSLA Children First e-learning module. If available, a copy of the host organisation's Child Safeguarding Statement should be made available and be provided to any student on work experience in the host organisation. This should include contact details for a Child Safeguarding Liaison person.

It is envisaged that the host organisation will assign a work placement supervisor to assist the student while they are in their care, and to lead on the development of a clear work plan which provides a meaningful learning experience for the student.

It is envisaged that the role of the host organisation supervisor(s) is to ensure that the student is treated correctly, provide a contact and advice point for the student and to liaise with the host organisation to develop the student's itinerary and work plan.

It is envisaged and recommended that the host organisation work placement supervisor(s) will have completed the on-line TUSLA Children First e-learning module.

The nature of the work the student will undertake must be age and skill-level appropriate. Itineraries and an overview of the types of work planned and determined by the host organisation should be communicated to the student in advance of the placement.



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Applying for work experience

The student should apply to the host organisation via their school email account. In their application, students should identify themselves, the school, the dates they wish to undertake their work experience and include a short paragraph on why they are interested in working in the host organisation. They should also identify the TY/LCA/LCVP coordinator as appropriate and include their contact information.

Students should ensure to apply to the host organisation at least 6 weeks before the date they wish to start their work experience placement. This is to allow for arranging the itinerary, any equipment, etc. The student should ascertain via email confirmation of a placement offer and submit proof of that placement offer to their TY/LCA/LCVP coordinator as appropriate. Commonly, a host organisation will require a student to review essential Health and safety information and/or attend a Health & Safety briefing prior to their placement. They may also be required to complete initial documentation prior to the start of their work placement.

Placement End and Evaluation

A student who has completed their placement should request a confirmation letter from their host organisation HR team or equivalent. They should also expect that feedback will be given to the school TY/LCA/LCVP coordinator as required. The school coordinator would also welcome any changes/improvements to the placement programme as recommended by the host organisation for any future placement plans.

Host Organisation Location & Placement Hours

The host organisation should operate out of a business premise and under no circumstance should it be located in a domestic setting. Students will be expected to make their own arrangements for travel to and from the agreed upon host organisation location(s) at the start and end of each working day. It is expected that the host organisation placement will be facilitate between the daylight hours of 9:00/9:30 and 17:00/17:30 Monday to Friday, with a lunch hour between 12:30 and 15:30, and to be outlined to the student in advance. The maximum work experience hours permissible is 8 hours of light work a day and up to a maximum of 40 hours of light work a week.

Depending on the nature of the host organisation parental permissions form, students may not be supervised by their host organisation during their lunch hour and may be allowed to leave the premises during their lunch break. Some host organisations require students to bring a packed lunch and/or use an onsite staff canteen during lunch hour.



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Summary of Roles and Responsibilities

School Role and Responsibilities

- Provide the contact details of the nominated TY/LCA/LCVP coordinator.
- Provide a letter of insurance to cover the duration of the student's work experience placement.
- Provide the host organisation with school emergency contact details.
- Inform the host organisation of their expectations of the work placement and the nature of the evaluation required.
- Take responsibility for preparing the student for the work placement, for monitoring during the work placement, and for any assessment, evaluation and administration required by the school.
- Liaise with the host organisation about particular provisions in the TY/LCA/LCVP programmes regarding travel arrangements for students, length of the working day, breaks etc.

Host Organisation Role and Responsibilities

- Appoint a 'work experience placement coordinator & supervisor' to act as the primary organiser and contact point for students during their placements and supervise their work placement plan.
- Ensure all documentation as per the host organisation's own work placement policy & procedures is completed by the student and returned to the host organisation in advance of the placement start date.
- Coordinate a clearly outlined work experience programme for the student(s).
- Organise a 'meet and greet' with students on their first day to give an overview of the host organisation, tour of the premises, health & safety briefing, ICT briefing etc.
- Liaise with the TY/LCA/LCVP coordinator to help monitor the students' work placement.
- Conduct exit interviews with students at the end of the work placements to review their experience and what they have learned.
- As per the host organisation's Child Safeguarding Statement, provide the contact details of the current Child Safeguarding Liaison person to the student.
- Recommend that the host team complete the online TUSLA Children First e-Learning training.
- Ensure that no one staff member deals with the student unaccompanied. Ensure that at least two members of a team will be available to be onsite with the student for the duration of their placement.
- Develop a clear work plan for students and provide a meaningful, engaging learning experience.
- Ensure there is a suitable existing or workstation/workspace available for the student to carry out their work.



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Hosting teams are responsible for the physical security of any Direct Access Device the student(s) may be using while working with their team and are responsible for ensuring the Device remains onsite at all times.

Student Role and Responsibilities

- Students must abide by the rules and regulations of the host organisation, its normal hours of business, code of conduct and rules of confidentiality etc.
- Students must ensure that all relevant forms are completed in consultation with the school and the host organisation.
- It is the student's responsibility to make arrangements for travel to and from the appointed business premise each day.
- Students are expected to be punctual, to participate in team work as required and to be aware of workplace etiquette.
- Students must follow any instructions that are issued and to be mindful of health and safety in the workplace.
- Students should attend any relevant training if advised.



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Child Safeguarding Considerations

- It is envisaged that the host organisation will have a Child Safeguarding Statement or equivalent containing details of procedures for ensuring the safety of children on work placement. It is recommended that the relevant procedures for students are as follows:
- All staff in contact with children in an official capacity during their work do not deal with children unaccompanied.
- Details of any Child Safeguarding Statement will be explained to the student in advance and a copy of the Statement provided.
- For all assignments, the nature of the work being undertaken is discussed with the Child Safeguarding liaison person in advance.
- Student is provided with the name and contact details of a staff member who will be the child safeguarding liaison person and who will make contact with the student at the time of placement.
- The Child Safeguarding Statement will be brought to the attention of all relevant staff.
- It is recommended that managers to whom a student is being assigned undertake the TUSLA online child safeguarding training module.
- It is recommended that all other staff will be made aware of the online training module and encouraged to undertake it.
- Complementary policies e.g. in relation to Standards & Behaviour, Dignity at Work Policy, ICT policy and Work Placement Guidelines, are in place.



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Guidance for Hosting Organisations

Planning for the Placement

- Plan to ensure that at least two of your team members will be onsite to be present with the student(s) during their time with your organisation.
- Plan to give the student(s) a brief and easy to understand overview of your organisation's work when they arrive.

Creating a Workplan

- Identify a task/tasks that will encourage the development of important skills, such as:
communication skills, critical and creative thinking/problem solving, working with others/working as a team & planning and organizing.
- Administrative work (e.g. photocopying, compiling folders, filing etc.) would be welcomed.
- Consider opportunities for the student(s) to 'shadow' a staff member at a meeting or presentation, or during a work-related event
- Consider opportunities for the student(s) to take on a challenge or use their initiative to research and propose ideas to a small-scale problem in your organisation.

Documentation and Contacts

Documentation Checklist

In order for work experience students to secure a work experience placement, there are commonly a number of documents required by the host organisation to be provided/completed, prior to commencement. If the required documents issued by a host organisation to a student are not returned/completed, the placement cannot commence. Before the start of placement, the student must supply the host organisation with:

- School insurance letter (confirmation from student's school that they are covered by the school's insurance policy for the duration of the work experience placement)
- Contact form (school)
- Host organisation Parental Permission Form



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Policy Statement

High Cross College integrates work experience as a fundamental component of its educational programmes, including **Transition Year (TY)**, **Leaving Certificate Vocational Programme (LCVP)**, and **Leaving Certificate Applied (LCA)**.

These programmes combine academic studies with a dynamic focus on self-directed learning, enterprise, work, and community involvement. The work experience component aims to provide students with valuable real-world insights, fostering personal, social, and vocational development within a supportive and structured framework.

Purpose

The purpose of the work experience programme is to introduce students to the working world through structured experiences, either by work experience or work shadowing, within a supervised framework. These experiences offer valuable learning objectives, assessment, and realistic feedback for personal and professional growth.

Definitions

- **Work Experience:** Involves students spending time at an employer's premises, actively engaging in tasks and duties to gain insight into the roles and responsibilities associated with a specific job.
- **Work Shadowing:** Involves students observing employees at work to learn about the role, without directly participating in the tasks.

Stakeholders

The stakeholders in this policy include:

- Students
- Parents/Guardians
- Employers / Host Organisation
- TY Coordinator
- LCA Coordinator
- LCVP Coordinator
- Work Experience Coordinator
- Principal
- Board of Management
- 4th Head of Year
- 5th Head of Year



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Aims

- To help students understand the many aspects of working life.
- To introduce students to the world of work & develop job-seeking skills.
- To promote personal and social development.
- To provide insight into potential career options.
- To increase students' self-confidence in applying for employment.

Objectives:

- To articulate the purpose of work experience.
- To integrate work experience into the TY/LCA/LCVP Programme.
- To allocate responsibility for organising work experience to the Work Experience Coordinator.
- To ensure all stakeholders are well-informed about the work experience process.
- To keep documentation clear, coherent, and consistent.
- To prepare students adequately prior to placements.
- To monitor students effectively while on placement.
- To conduct de-briefing sessions with students after their placements.
- To assess the work experience process from student, employer, parent/guardian, and teacher perspectives.
- To include evaluation in the work experience programme.
- To acknowledge employer contributions and ensure feedback is given to employers at the conclusion of the placement.



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Procedures for Work Experience

Timings and Format

TY	3 one-week placements over the course of the year.
LCVP	3 - day placement.
LCA	1 day per week for the course of the year.

These dates may vary each year based on the DES standardised school calendar. Specific dates will be recorded in the school calendar and communicated to students and parents.

Applications

- Students are responsible for securing their own work placement.
- Parents receive a communication detailing potential placements and the rationale behind the programme.
- The Work Experience Coordinator will support and recommend placements based on students' interests.
- Students are provided with a letter from the coordinator endorsing their work experience request.

Documentation to be Submitted

- Students are provided with a parent/guardian consent form, insurance letter, introduction letter, and an employer evaluation form.
- Completed consent forms must be submitted to the Work Experience Coordinator prior to the placement start date.

Placements with Specific Requirements

Certain placements may require certification (e.g., Manual Handling, First Aid, or Safe Pass), or Garda vetting for work with children or vulnerable adults. The student is responsible for ensuring that these certifications and vetting are completed in time.

Student Behaviour on Placement

- Students remain subject to the school's Code of Behaviour while on work experience.
- Students must comply with the employer's guidelines and demonstrate responsibility for their learning during the placement.



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Appropriate Placements

Work experience placements should not be in family businesses, part-time jobs, or school settings unless necessary. Construction site placements are only permitted for students who have completed a Safe Pass course. Students will be expected to:

- Identify their skills and interests
- Research possible career options
- Understand employers' expectations (e.g., hours of work, dress codes).

Communication About Placements

- A list of students will be available on Compass when placements commence.
- Students with special educational needs (SEN) may require additional support, and parents should discuss any necessary accommodations with the principal.

SEN Students

High Cross College is committed to supporting students with Special Educational Needs (SEN) during their work experience placements. Parents are encouraged to inform the work experience placement coordinator in writing about any SEN requirements to ensure appropriate accommodations are made/can be made by the host organisation. Students and parents can discuss specific needs with the principal to facilitate a supportive work experience.

Health and Safety

- The host organisation/ employer has a responsibility for students' health, safety and welfare.
- Employers must comply with the **Protection of Young Persons (Employment) Act 1996**.

Parents must give full consent for the work placement to take place and be fully satisfied and ensure that each placement is appropriate and safe for their son/daughter.



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Preparing Students for Placement

To effectively prepare students and parents for the Work Experience programme, High Cross College implements a structured approach:

3rd Year

- **Parent Information Session:** The TY/LCA/LCVP Coordinator meets with parents of incoming TY/LCA/LCVP students to discuss work experience dates, procedures, and the benefits of placements.
- **Policy Distribution:** The Work Experience Policy is shared with parents, accompanied by a letter detailing work experience dates for the upcoming academic year.

Student Orientation

Students receive guidance on sourcing and applying for work placements, with emphasis on early application for limited-availability positions (e.g. An Garda Síochána, medical roles, media). Procedures, additional work experience opportunities, credit allocations, reflections, and Garda Vetting requirements are outlined.

TY Induction

- **Preparation Workshop:** A session led by the TY Coordinator covering:
 1. Garda Vetting and application procedures for additional work experience.
 2. Problem-solving scenarios for the first day of employment.
 3. Employer expectations.
 4. Health and safety protocols.
 5. Guidelines on grooming and appropriate attire as per school and workplace standards.
- **Documentation Reminder:** Students are reminded to complete necessary Google Forms for placements promptly, adhering to deadlines.
- **Placement Support:** Students facing challenges in securing placements are encouraged to consult the TY Coordinator without delay.
- **Resource Access:** All required work experience documents, including insurance forms, are accessible on the TY Google Classroom platform.



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- **Coordinator Responsibilities:**
 - Create a list of students and submit to Compass
 - Contact employers via phone or email to monitor student progress and express gratitude, building a database for future placements.
- **Student Responsibilities**
 - Submit employer details by the specified deadline.
 - Fill out the final work experience reflection, available on the last day of placement, to be completed within one week.
 - Submit the Work Experience Evaluation form, either personally or directly from the employer to the school, within one-week post-placement.

Students will receive instruction through their careers class on:

- Career research
- CV preparation and job-seeking skills
- Interview skills
- Letter writing and interview preparation
- Health and safety
- Evaluation and debriefing
- Students are also given the opportunity to meet guest speakers and learn from local employers.

Monitoring Work Experience

The Work Experience Coordinator monitors student progress during placements by visiting students at work or contacting the employer directly. Special attention is given to first-time employers.

Remuneration

Employers are not required to provide remuneration, including for travel or subsistence.

Confidentiality

Students must respect confidentiality while on placement. Concerns should be raised with the Work Experience Coordinator rather than the employer.



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De-briefing

Upon returning to school, students complete a reflective diary about their work experience, focusing on job tasks, health and safety, challenges faced, and evaluations of the experience.

Evaluation

- **Students' Assessment:** After the placement, students assess their own experience. This assessment is compared to the employer's feedback.
- **Parents' Assessment:** Parents are encouraged to provide feedback via email or during Parent-Teacher meetings.
- **Employers' Assessment:** Employers complete an evaluation sheet to be returned to the Work Experience Coordinator.

Acknowledging Employer Assistance

Students are encouraged to thank their employers with a letter of gratitude. The school also acknowledges employer contributions via social media.



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Student Responsibilities on Work Experience

- Be punctual and adhere to the employer's working hours.
- Inform the employer and school of any unavoidable absences.
- Follow all rules, procedures, and health and safety guidelines.
- Maintain the good name of the school.
- Respect the workplace and employer.
- Report any discomfort or concerns to the employer or school.
- Do not pilfer, steal or interfere with the employer's equipment or stock.

Procedures if a Problem Arises

1. Sick Student

- Notify the employer first, then inform the school.
- Contact the Work Experience Coordinator by email or Teams.

2. School Activity Conflicts

- Inform the employer in advance and seek permission to take time off.

3. Dissatisfaction with Work

- The student must inform the Work Experience Coordinator rather than the employer.

4. Employer Discontent with Student

- The employer's work experience liaison person must notify the school's Principal if a problem arises e.g., they have health, safety & wellbeing concerns for the student or they have suspicion/evidence of student misconduct.
- The Work Experience Coordinator will address the issue with the student and/or parent, and if necessary and appropriate, the placement may be terminated.
- Pilfering, stealing or interfering with employer's equipment or stock or any form of misconduct must be brought to the immediate attention of the Principal by the employer and must be investigated and dealt with appropriately by the Principal, or a member of school management designated by the Principal, under the schools Code of Behaviour.
- Pilfering, stealing or interfering with employer's equipment or stock will result in the immediate dismissal of the student by the Principal, from the work experience placement

Feedback to Parents/Guardians

Parents can contact the school for feedback on their child's work experience by arranging a meeting with the Work Experience Coordinator or during Parent-Teacher meetings.



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Additional Work Experience

High Cross College acknowledges that students may encounter unique, highly sought after and prestigious opportunities for work placements or courses beyond the standard three-week Transition Year (TY) work experience. To facilitate these exceptional opportunities while maintaining academic integrity, the following guidelines are established:

Eligibility Criteria

- **Approved Placements:** Opportunities must be career-related and not available within the standard three-week period, such as specialised programs offered by universities, hospitals, law firms, or banks.
- **Non-Eligible Placements:** Positions in retail, hospitality, childcare, or family businesses are excluded from additional work experience considerations.

Application Process

1. **Permission Request:** Students must obtain approval from the TY Coordinator before committing to any additional placement.
2. **Application Submission:** Complete the Additional Work Experience Application Form, detailing the placement's relevance to future career aspirations. Forms are available on the TY Google Classroom and the school's website.
3. **Parental Consent:** Both student and parent/guardian must sign the application form, ensuring awareness of the student's absence from school and the maintenance of academic responsibilities.
4. **Coordinator Review:** The TY Coordinator will assess applications and notify students of approval status via email.
5. **Documentation Submission:** Upon approval, students should inform the employer and submit all necessary documentation, including employer details, and evaluations, through the TY Google Classroom.

This policy aims to ensure that the work experience programmes at High Cross College are well-organised, beneficial, and safe for all involved.



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Appendices

The following appendices provide essential templates and guidelines to support the Transition Year Work Experience Programme at High Cross College:

Appendix 1: Letter to Parents or Guardians (Work Experience)

A template letter informing parents or guardians about the work experience programme, outlining expectations, procedures, and necessary consent forms.

Appendix 2: Letter to Employer (Work Experience)

A sample letter to employers detailing the school's expectations, student responsibilities, and guidelines for hosting a work experience student.

Appendix 3: Garda Vetting

Information on the Garda Vetting process, including procedures, required documentation, and timelines to ensure all placements comply with legal and safety standards.

Appendix 4: Additional Work Experience Application Form

A form for students seeking approval for work placements outside the standard programme, ensuring alignment with educational objectives and scheduling.

Appendix 5: Employer's Report

The employer's report for work experience provides valuable feedback on an individual's performance, skills, and growth during their time at the company, helping to assess their suitability for future roles and professional development. These appendices are designed to streamline the work experience process, ensuring clear communication between students, parents, employers, and the school. They can be accessed and downloaded from the TY Google Classroom and the school's official website.



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Appendix 1: Sample Letter to Parents or Guardians (TY Work Experience)

Dear Parents/Guardians,

I hope this letter finds you well. As we embark on the academic year, I would like to provide you with important information regarding your daughter's upcoming Transition Year (TY) Work Experience placements.

Placement Details

Each student is required to secure three distinct work experience placements and one Community Service placement. The designated periods for these placements are as follows:

- **Placement Block 1:** [Insert Dates]
- **Placement Block 2:** [Insert Dates]
- **Placement Block 3:** [Insert Dates]

School Insurance Coverage

Your daughter will be covered under the school's insurance policy during her work placements. This coverage is renewed annually in October. The policy details are accessible on the TY Google Classroom. Please note that due to insurance restrictions, placements involving evening shifts or unsupervised work with animals or machinery are not permitted. The insurance mandates that all work experiences be educational, involving 'shadowing' trained professionals rather than hands-on tasks.

Absence Protocol

If your daughter is unable to attend her placement on any given day, she must:

1. Inform her employer directly.
2. Notify the school prior to the start of the business day.

Garda Vetting

Students aged 16 and over intending to work with children or vulnerable adults are required to undergo Garda Vetting. Your daughter will receive guidance on completing the necessary paperwork during school hours, and your signature will be required.

Seeking Placements

We encourage students to proactively seek placements aligned with their career interests. If you own a business or have professional connections that could offer suitable placements, please contact me at workexperience@highcrosscollege.ie.



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Student Responsibilities

It is the responsibility of each student to independently secure her work experience placements. This process is a vital component of preparing for the professional world and developing essential career skills.

We appreciate your support and collaboration in making this a valuable experience for your daughter. Should you have any questions or require further information, please do not hesitate to contact me.

Yours faithfully,

Transition Year Coordinator
workexperience@highcrosscollege.ie



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Appendix 2: Sample Letter to Employer (TY Work Experience)

Dear Sir/Madam,

Work Experience Placement for: [Student's Name]
Placement Dates: [Insert Dates]

On behalf of High Cross College, I would like to express our gratitude for considering the above student for a work experience placement. Work experience is an essential component of our Transition Year Programme, and its success is greatly enhanced by the generosity and support of the local business community.

The work experience programme will take place during the following weeks:

- **Placement Block 1:** [Insert Dates]
- **Placement Block 2:** [Insert Dates]
- **Placement Block 3:** [Insert Dates]

Please note that students will be covered by school insurance for the duration of their placement (attached is the policy). However, due to restrictions within the insurance policy, students cannot take placements that involve evening shifts or working with animals/machinery in an unsupervised capacity. The insurance policy requires that all work experience is beneficial to the student, is part of the educational programme, and involves 'shadowing' trained professionals rather than hands-on work.

The purpose of work experience is to allow students to gain insight into various careers by shadowing professionals. While on placement, students are expected to be punctual, courteous, and to complete their assigned tasks in a professional manner. All students have participated in a course that prepares them for what to expect in the workplace and outlines what is expected of them.

As work experience aims to provide students with the broadest possible exposure to the workplace, we would greatly appreciate it if you could ensure that students are given a comprehensive view of tasks and responsibilities.

If you have any questions or require further information, please do not hesitate to contact me at **workexperience@highcrosscollege.ie**.

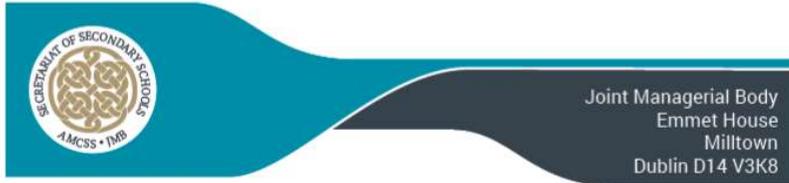
Yours faithfully,

TY Coordinator
workexperience@highcrosscollege.ie



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Appendix 3: Garda Vetting



Joint Managerial Body
Emmet House
Milltown
Dublin D14 V3K8



Guidelines for completing Vetting Invitation Form (NVB 1)

Please read the following guidelines before completing this form.

Miscellaneous

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The applicants signature must be a wet ink signature.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. Please note that where the applicant is under 18 years of age the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on the NVB 1 form.

Personal Details

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.

Please allow one digit per box for your contact number.

The Current Address means the address you are now living at.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

Role Being Vetted For

The role being applied for must be clearly stated. Generic terms such as "Volunteer" will not suffice.

Declaration of Application

The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.

An invitation to the e-vetting website will then be sent to your Email address from evetting.donotreply@garda.ie

The **Identity Document Validation Form** section of this form must be completed by the person validating your identity and proof of address documents from the organisation listed in Section 2.



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Form NVB 1 Vetting Invitation

Section 1 – Personal Information

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):

Middle:

Name(s):

Surname:

Date Of Birth:

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Email Address:

Contact Number:

Role Being Vetted For:

Current Address:

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Eircode/Postcode:

Section 2 – Additional Information

Name Of Organisation:

I have provided documentation to validate my identity as required and I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Please tick box, to confirm I have read above declaration.

Applicant's Signature:

Date:

D	D	/	M	M	/	Y	Y	Y	Y
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Appendix 4: Additional Work Experience Application Form

Date of Placement:

From: _____ **To:** _____

Name and Address of Company/Institution:

1. Why are you interested in accepting this Work Experience placement?

2. What type of work will you be doing?



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3. How does this placement relate to your subjects and your desired future career?

Please note that it is the student's responsibility to catch up on missed schoolwork, groups work tasks and meet project deadlines etc.

Signatures:

Student Signature & Date:

Parent/Guardian Signature & Date:

Programme Coordinator Signature:
