

## Guidelines for parents for TY Work Experience

As part of the school's TY programme, your son will be availing of work experience during the coming year.

The purpose of the work experience programme is to develop life skills, and an awareness of the skills needed for the world of work. It also opens students' eyes to the variety of careers available to them.

### **HOW TO FIND WORK EXPERIENCE**

- See attached list of former employers
- Make contact with neighbours, coaches, relatives to see if they can facilitate work experience for you. You can do your work experience anywhere in the country!
- Print off the CV you create in Careers class ,and call, in person, to businesses in the local area
- Check the Work Experience section of [www.careersportal.ie](http://www.careersportal.ie) for opportunities
- Email the local colleges to see if they offer work experience in the department of your choice
- Use the power of the internet! If you're interested in becoming an architect for example, Google Architectural Practices in East Cork and apply to same

Parents play a vital role in preparing their child for work experience, and it's particularly important to check

- What hours they're working
- That you have a phone number for a contact person in the workplace in case of emergency, unexpected delays
- Appropriate clothing, and arrangements for lunch.
- The company's mobile phone and internet usage policy
- In the case of work in Primary Schools or any work dealing with minors your son will most likely need to be Garda Vetted.

You can read more tips about preparing your child at

<http://www.careersportal.ie/pdfs/WorkPlacementWorksheetParentsWeb.pdf>

Your son will be expected to file a Work Placement Report on return to school.

In the unlikely event of your child experiencing problems during his placement please contact us here in the school.

Yours Sincerely

D Nash Guidance Counsellor