

Work Experience Guidelines for Students

Leaving Certificate Applied

1. Each student must provide employers with a copy of
 - a. Work Placement Summary Sheet. The employer must complete Section D and return it to the student
 - b. Host Employer's Guidance Leaflet
 - c. State Indemnity Confirmation Statement (insurance)
2. Each student must
 - a. Complete the **Work Placement Summary Sheet** and with full details of the work placement including employer name, address, contact number and contact person. Return this form completed to Ms Mathews. It is important if you change work placement, another Work Placement Summary Sheet should be completed and returned to Ms Mathews.
 - b. Complete the Garda Vetting documentation if required.
3. You should be at your placement every Friday from Friday 7th September 2018 unless you are sick or in school for pre-arranged activities.
4. You should be at a placement for your week long work placement from Monday 8th to Friday 12th October 2018.
5. You must inform your employer and the school if you are unable to attend work for any reason.
6. You should arrive at your work placement on time.
7. You should follow your employer's instructions in relation to start/finish times, dress code, and designated tasks.
8. You must follow the specific **health and safety guidelines** of the work placement.
9. You should follow the school's **code of behavior** at all times. You are an ambassador for yourself and the school – do not let yourself or the school down.
10. If you experience any difficulties or anxieties while on placement contact Ms Mathews in the school at 018353066 or email cmathews@ashcom.ie.
11. You must keep a daily diary/record of your work. This must be updated and will be checked every week in school.
12. You must give your employer the **Employer Assessment Form** for completion at the end of the placement.
13. You must bring your **Work Experience Folder** to work each day.
14. You must get your **attendance sheet** signed by the employer for each day.
15. Full attendance is essential for credits.
16. Most importantly enjoy yourself and learn from the experience.