

Presentation Secondary School Listowel


Co. Kerry



Work Placement Policy

Date of policy adoption

This Policy was ratified by the Board of Management of Presentation Secondary School, Listowel

Signed  Date 27/5/25
Chairperson, Board of Management

Post-Primary School Work Placement Policy

1. Introduction This policy outlines the procedures and guidelines for work placements for students at Presentation Secondary School, Listowel. Work placements are designed to provide students with practical experience in a professional environment, enhancing their learning and preparing them for future careers.

2. Objectives

- To provide students with real-world experience in their field of interest.
- To develop students' skills and competencies in a professional setting.
- To foster relationships between the school and local businesses and organisations.
- To support students in making informed career choices.

3. Eligibility

- Students in TY, LCVP and LCA are eligible for work placements.
- Students must demonstrate good behaviour.

4. Placement Process

- **Application:** Students contact their employer and once agreed, a work experience acceptance form is forwarded by the student to the coordinator/year head/ LCVP teacher.
- Students are provided with relevant documents such as insurance, evaluation form for each placement.
- Record of attendance needs to be dated and signed by the employers.

5. Roles and Responsibilities

- **Students:** Must adhere to the placement provider's policies, complete assigned tasks, and maintain regular communication with their school contact person.
- **Placement Providers:** Must provide a safe and supportive environment, assign meaningful work and offer feedback on students' performance.

6. Health and Safety

- Students must comply with all health and safety regulations of the placement provider.

7. Monitoring and Evaluation

- Students will be monitored through regular check-ins with their school contact person.
- Placement providers will complete an evaluation form at the end of the placement.
- Students will submit a reflective report on their experience.
- Students are responsible for submission of their signed attendance sheet for each work placement.

8. Confidentiality

- Students must respect the confidentiality of the placement provider's information.
- Any breach of confidentiality may result in termination of the placement.

WORK PLACEMENT LETTER OF CONFIRMATION



Business Name:

Employer Name:

Address:

Date:

To: Work Experience Co-ordinator,
Presentation Secondary School,
Greenville,
Listowel,
Co. Kerry

With reference to application for work experience in the above organisation, I am happy to confirm acceptance of this applicant for the following dates:

..... 2025 to 2025

Yours sincerely,

_____ (Signature of Employer)

We would be grateful if you could supply the following information if it is available to you at present:

Contact Name:

Telephone No.:

Hours of Work:

Any other relevant details:
.....

Thank You

WORK EXPERIENCE ATTENDANCE RECORD

Name: _____ Date: _____

Week	Business Name	Date	Employer's Signature
1			
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