



# Transition Year Work Experience Week 2

30th November - 4th December  
Parents Information

# Overview

This presentation outlines all information with regards to the structuring of Work Experience Week 2 which begins next week (30th November - 4th December)

It explains:

- What is expected from students who have a work placement
- What is expected from students who do not have a placement and are 'Working from Home'
- The relevant documents for each scenario
- IACT - The Irish Academy of Computer Training Information
- Student Digital Portfolios
- What students can do where it is not suitable to work at home



# Important Clarification

Any student not on placement during the week of 30th November - 4th December  
**MUST** follow the 'Working from Home' structure

**Students must be working during this week - it is not a week off.**



# Students who have a Placement

Students who have a placement must use the following forms

## [Parental Consent Form](#)

This must be filled in and included as part of placement project

## [Employers Cover Letter and Evaluation Form](#)

Can be given to employer - Evaluation must be filled in and returned after placement

## [Insurance letter](#)

Schools current insurance cover - can be given to employer

All of these forms are available in students Tutorials Google Classroom

# Students who have a Placement Continued

Students who have a placement must complete a project on the placement

The template for this project can be found here: [Project Template](#)

The following is a summary of what must be included in the project:

1. Background Information on Placement (Minimum 2 pages with pictures)
2. Daily Diary (One filled in for each day worked)
3. Overall Reflection (Completed at end of placement)
4. Parental Consent Form (Can be included as a picture)
5. Employer Evaluation Form (Can be included as a picture)

# Students who do not have a placement - 'Working From Home'

The following is the structure for students who do not have a placement:

They will:

- Work from home and will be required to check in online each morning at 9.00 a.m
- Students will do certified online coursework in the following areas:
  - Computer Skills
  - Career Skills
  - Compliance and hospitality training

**Students working from home must complete 2 modules from each area - The certificates will be used as proof.**


All information regarding this online course work is explained in the next section

This work will be monitored through the school

- Students will also spend some time updating their digital portfolios

# Working from Home Week 2 Suggested Timetable

## Work Experience Week 2 (30th Nov - 4th Dec) - 'Working from Home' Suggested Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00 - 9.05	Check In Online				
9.05 - 9.30	Computer Skills Online Coursework	Career Skills & Personal Development Online Coursework	Computer Skills Online Coursework	Career Skills & Personal Development Online Coursework	Digital Portfolio Update
9.30 - 10.30					
10.30 - 11.00					
11.00 - 11.20	Break				
11.20 - 12.00	Career Skills & Personal Development Online Coursework	Computer Skills Online Coursework	Career Skills & Personal Development Online Coursework	Computer Skills Online Coursework	Digital Portfolio Update
12.00 - 12.30					
12.30 - 13.00					
13.00 - 14.00	Lunch				
14.00 - 14.30	Hospitality & Compliance Training Online Coursework	Hospitality & Compliance Training Online Coursework	Hospitality & Compliance Training Online Coursework	Hospitality & Compliance Training Online Coursework	
14.30 - 15.00					
15.00 - 15.30					
15.30 - 16.00					
	Exercise	Exercise	Exercise	Exercise	

\*All online coursework is fully certified upon completion - Content is provided by the Irish Academy of Computer Training (IACT)

# IACT - Student Online Training

**All TY students have been enrolled in a student skills programme with the IACT (The Irish Academy of Computer Training)**

The IACT is a specialist computer training company founded in 1993.

They are Ireland's largest and most experienced IT Training company and they specialise in helping people acquire new skills.

The courses within the student skills programme are:

- Computer Skills
- Career Skills
- Compliance and Hospitality Training

These courses contain modules on a variety of topics - **All are certified upon completion.**

**Students will have up to 20 certificates upon completion to add to their CV**

The programs are self-paced. This means Students progress through them at their own-pace. This will help them develop their self-discipline and organisational skills - very useful skills to have as they enter the next level of education or work.

In order to get the most from the Student Skills Program, Students must be prepared to put some effort into completing the courses and quizzes, and have a generally positive attitude towards the programs.

**Like in life, you get out what you put in.**





# IACT - Student Online Training - Continued

## Computer Skills

Essential computer literacy skills that everyone needs on a daily basis.

Learning time: 20 Hours

Assessment: Online Quizzes

Certification: Digital Computer Skills Certification

## Career Skills

Essential skills that all employers look for, regardless of the sector you aspire to work in.

Learning time: 20 Hours

Assessment: Online Quizzes

Certification: Personal Skills Certification

## Compliance & Hospitality

Essential hospitality skills such as food hygiene, fire safety, manual handling etc.

Learning time: 20 Hours

Assessment: Online Quizzes

Certification: Compliance Certification



# IACT - Student Online Training - Continued

## Computer Skills

6 Courses, 20 Hours

- Online Essentials
- Computer essentials, Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Access
- Microsoft Outlook
- Microsoft Teams
- Cyber Security

## Career Skills

9 Courses, 20 Hours

- Critical Thinking and Problem Solving.
- Digital Literacy skills that grow your career.
- Effective communication skills.
- Effective time management skills.
- Emotional intelligence at work.
- Team Working skills
- How to succeed at writing applications
- How to sell yourself and interview techniques
- Job hunting techniques to get hired faster

## Compliance & Hospitality

7 Courses, 20 Hours

- Allergen Awareness
- Fire Safety
- Food Hygiene Level 1 & 2
- GDPR
- Health & Safety
- Manual Handling



# IACT - Student Online Training

## How it works for the students

- Students will be provided a link to register through their Google Classroom
- They simply click the link sent to them (or copy and paste it into their browser).
- They enter their **SCHOOL** email, click 'REGISTER', enter their name and create a password.
- When they click on a course, they will be asked to complete an initial skills test.
- This is a series of questions that gives an 'Initial baseline score'.
- After the initial quiz, students can then start learning.

**Students will be guided on how to use the portal when they first log in. It is very simple to navigate.**

When your students want to Log-in, they simply go to: <https://elearning.iact.ie/login> and enter their email and password.

Students can watch the courses on any device - PC, Tablet, or Smartphone.

All they need is an internet connection and a modern browser - we recommend Google Chrome.

You can login anytime, anywhere from any device.

Your progress is always saved.



# IACT - Student Online Training

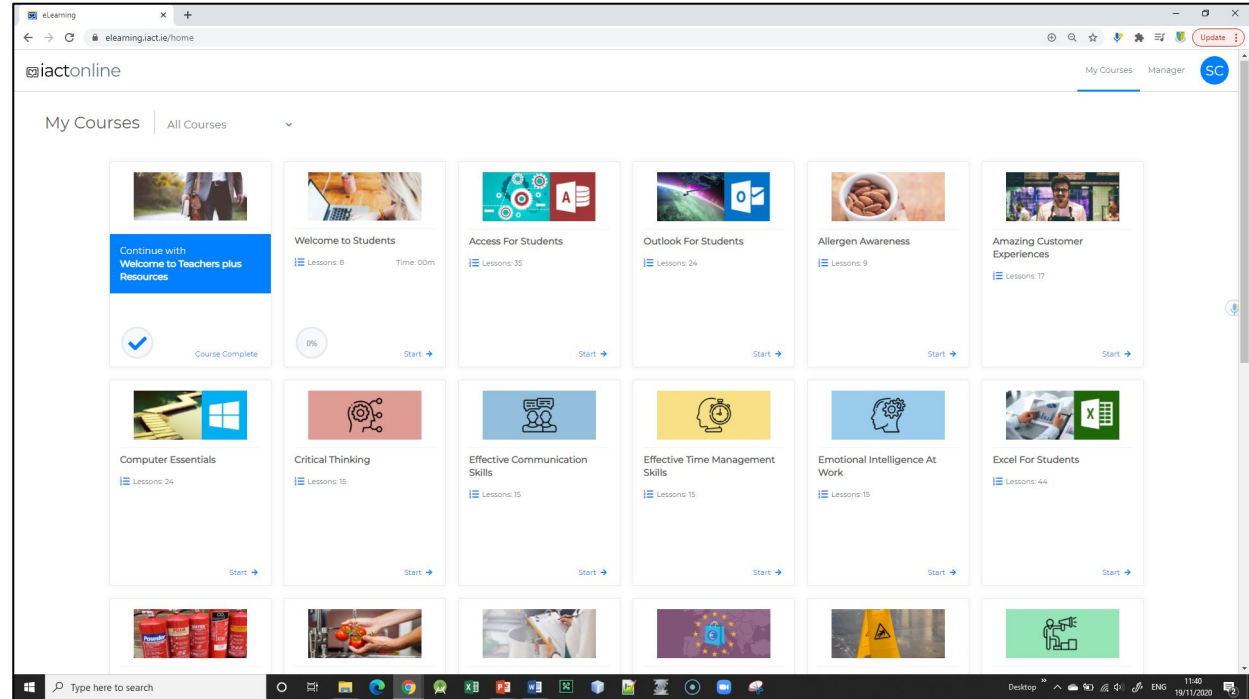
## How it works for the students - Continued

Students will then have access to their dashboard where all courses are available to them

Each course displays how much they have completed

Students can pick and choose which they work on.

All progress is saved



The screenshot displays the IACT online learning dashboard. The browser address bar shows 'elearning.iact.ie/home'. The dashboard is titled 'My Courses' and features a grid of course cards. Each card includes a title, a lesson count, a progress indicator (a circle with a percentage), and a 'Start' button. The courses shown are:

- Continue with Welcome to Teachers plus Resources (Course Complete)
- Welcome to Students (Lessons: 8, Time: 00m, 0% progress)
- Access For Students (Lessons: 35)
- Outlook For Students (Lessons: 24)
- Allergen Awareness (Lessons: 9)
- Amazing Customer Experiences (Lessons: 17)
- Computer Essentials (Lessons: 24)
- Critical Thinking (Lessons: 15)
- Effective Communication Skills (Lessons: 15)
- Effective Time Management Skills (Lessons: 15)
- Emotional Intelligence At Work (Lessons: 15)
- Excel For Students (Lessons: 44)

The Windows taskbar at the bottom shows the system tray with the date 11:40 on 19/11/2020 and the language set to ENG.



# IACT - Student Online Training

## How it works for the students - Continued

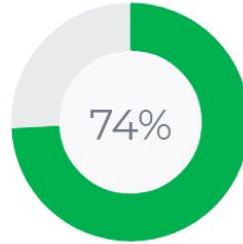
Student progress is monitored by Mr.Coy through the administration console

Students will have access to this content for 12 months

We will allocate time in school to complete the majority of this work

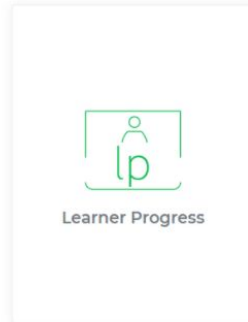
Students not on placements can use that time to complete courses

% of courses completed by registered users



### Dashboards

These show your teacher the progress of your class on a specific program, course or module.



### Reports

These show your teacher the detailed progress of every student, on every course. They can view how much time you've spent in the Learning portal, plus your completion rates and quiz scores.

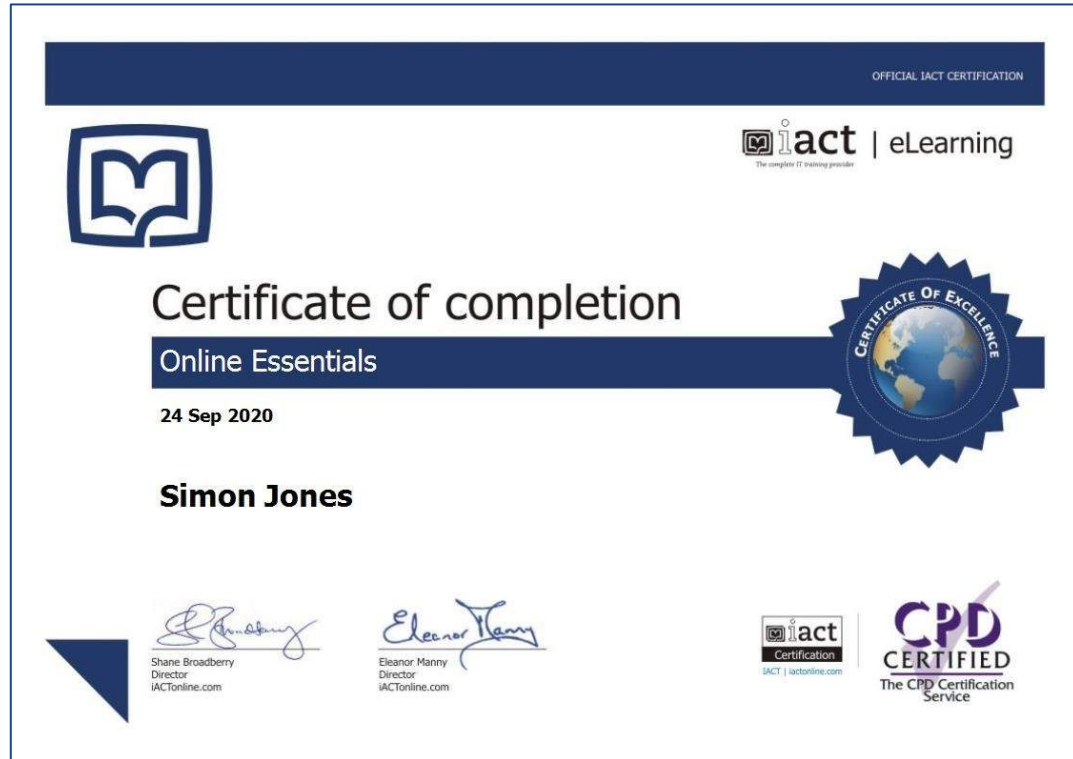


# IACT - Student Online Training

## How it works for the students - Continued

After completing a course students will be provided with a certificate like the one shown.

This can then be included as part of their CV





# Student Digital Portfolios

Assessment in Transition Year is portfolio based, as opposed to exam based like in other years

This year all TY students are creating **digital portfolios**. This is being done through Google Sites.

Essentially students are creating personal websites that showcases all the work they are doing in TY, both in and out of school.  
(See the sample site below)

All students are required to dedicate good time and effort into their portfolio as it is what they will present and be assessed on in their Christmas and Summer portfolio interviews.

Their portfolio should have:

- A biography section showing personal interests and hobbies
  - School subjects showing samples of work completed
    - Gaisce - Community, Personal & Physical aspects
      - Work experience & Careers section

The lads can use their time during this week to work on their portfolios and update them with new content.

[Sample TY Digital Portfolio](#)

Ask them to show you their portfolio, or better again, have them send you a published link via email so that you can view their portfolio for yourself and ensure that it functions correctly

## What is the option for students where it is not suitable to work at home?

Where it is unsuitable for students to work from home they can come to school and work in a designated computer room for the time needed.

**Students will need access to a computer/laptop to complete their daily work.**

This must be arranged in advance through Mr.Coy

[sc@naascbs.ie](mailto:sc@naascbs.ie)





# Work Experience - Important Points

Work experience is a compulsory aspect of your TY Programme

**Fail Work Experience = Fail Transition year**

Any reason for a student being unable to complete work must be rectified in advance

All content will be provided and submitted through Tutorials Google Classroom

Students will need access to a computer/laptop or tablet to complete their work

We can provide a working space in the school but this must be pre-arranged

# Questions or Queries

Contact Mr.Coy through email: [sc@naascbs.ie](mailto:sc@naascbs.ie)