



Transition Year
Work Experience Week 1
16th - 20th November
Parents Information

Overview

This presentation outlines all information with regards to the structuring of Work Experience Week 1 which begins next week (16th - 20th November)

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
- What students can do where it is not suitable to work at home



Important Clarification

Any student not on placement during the week of 16th - 20th November **MUST** follow the 'Working from Home' structure

This is still the case for any student who has completed a placement to date or has a placement planned

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



Work Experience Dates

Week 1: Monday 16th - Friday 20th November

Return to school 23rd - 27th

Week 2: Monday 30th November - Friday 4th December



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:

Students must submit work daily

They will:

- Work from home and will be required to check in online each morning at 9.00 a.m
- Conduct independent research into various careers and occupations by contacting people in those areas and gathering relevant information which will be compiled into a portfolio.
- Have the opportunity to link in with several zoom conferences we are organising through the school.
- Complete a certified Workplace Psychology Course
- Complete an online certified HSA Health and Safety in the Workplace course.
- Complete 2 media reviews
- **All content provided and submitted through Tutorials Google Classroom each morning**

Zoom Webinars

There has been a number of Zoom talks arranged through the school.

They have been scheduled each day between 11.30a.m -13.00p.m & 14.00p.m - 16.00p.m

Students working from home must attend two of these and they can be used as part of their career investigations

Students on placements can also attend if its suits

I would recommend that students attend all of the calls as they are invaluable

Zoom links will be provided on the day through Google classroom

Students must sign up prior to the meeting through this link: [Zoom Sign Up](#)

(Click the link and you can check to see if your son has put his name down)

Students must conduct themselves appropriately for these calls as they are with working professionals who are volunteering their time and expertise

The following slide outlines the schedule (Still to be confirmed)



'Working from Home' Portfolio Structure

'Working from Home'

Online Check In - Google Forms (time sensitive)

[Media Reviews Sample Template \(2 in total\)](#)

[Certified Workplace Psychology Course Sample](#)

[Career Investigations Sample Template \(4 in total\)](#)

[Daily Reflections Sample \(5 in total\)](#)

Each day the relevant documents and links will be posted into the Tutorials Google Classroom

Working from Home Suggested Timetable

Work Experience Week 1 (16th - 20th Nov) - 'Working From Home' Suggested Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00 - 9.05	Check In Online				
9.05 - 9.30	Media Review 1	Workplace Psychology Lesson 2	Media Review 2	Workplace Psychology Lesson 4	HSA Online Course
9.30 - 10.30	Workplace Psychology Lesson 1		Workplace Psychology Lesson 3		
10.30 - 11.00					
11.00 - 11.20	Break				
11.20 - 12.00	Career Investigation 1	Career Investigation 2	Career Investigation 3	Career Investigation 4	Catch Up and Final Checks
12.00 - 12.30					
12.30 - 13.00					Daily Reflection 5
13.00 - 14.00	Lunch				
14.00 - 14.30	Career Investigation 1	Career Investigation 2	Career Investigation 3	Career Investigation 4	
14.30 - 15.00					
15.00 - 15.30					
15.30 - 16.00	Daily Reflection 1	Daily Reflection 2	Daily Reflection 3	Daily Reflection 4	
	Exercise	Exercise	Exercise	Exercise	



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School Zoom Timetable

[Link to Zoom Timetable](#)

Work Experience Week 1 (16th - 20th Nov) - Zoom Webinar Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00 - 9.05					
9.05 - 9.30					
9.30 - 10.30					
10.30 - 11.00					
11.00 - 11.20	Break				
11.30 - 12.00	Peter O'Connell Veterinary Science	Tommy Callaghan (Past Pupil) Sports Editor Leinster Leader	Dave O'Connell (Past Pupil) Personal Training, Gym Ownership, Nutrition		Niall O'Brien (Past Pupil) Doctor & Pediatrician
12.00 - 12.30					
12.30 - 13.00					
13.00 - 14.00	Lunch				
14.00 - 14.30		Adrian Kelly Electrical Engineering Renewable Tech	Vincent O'Byrne (Past Pupil) Architecture		
14.30 - 15.00					
15.00 - 15.30	Richard Cronin (Past Pupil) Google Based in San Francisco				
15.30 - 16.00					



This will be updated
(select link)

Students must sign up
here:

[Zoom Sign Up](#)

Students must attend a
minimum of 2

They can attend them all

Calls can be attended in
school also

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



Work Experience - Important Points

Work experience is a compulsory aspect of your TY Programme

Fail Work Experience = Fail Transition year

Home will be contacted if work not submitted daily

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

Work Experience Week 2 Outline (30th - 4th Dec)

Week 2 will have an emphasis on students completing certified online courses in various areas such as workplace health & safety and computer/IT skills.

The aim is to provide them with practical elements that can contribute to their CV.

There will also be additional in school courses held at scheduled times which students will be obliged to attend

More information to follow

Questions or Queries

Contact Mr.Coy through email: sc@naascbs.ie