



Mercy Secondary School Kilbeggan

Student Work Experience Policy

This Policy will be implemented in tandem with, and with reference to the current MSSK Child Safeguarding Statement and the Child Protection Procedures 2025 for Post Primary Schools.

Mercy Secondary School Kilbeggan offers Transition Year as an optional one-year programme designed to bridge the gap between the Junior and Senior Cycles and to prepare students for adult life. Work experience is a major part of the Transition Year programme.

Work experience is one of the most effective ways of learning about jobs and careers while in secondary school. These work placements are, for many students, the highlight of their school year where they may have the opportunity to gain a real insight into the challenges and opportunities of work.

The responsibility to secure work placement lies with the individual student to acquire their own placement. Applications should be made as early as possible to secure placements.

LCW

The Life, Community & Work Programme (LCW) is an intervention designed to enhance the vocational dimension of the Leaving Certificate. LCW combines the academic strengths of the Leaving Certificate (established) with a dynamic focus on self-directed learning, enterprise, work and the community. This two-year programme is part of an expanded provision that aims to cater for the diversity of participants' needs at senior cycle. The vocational focus of the LCW is achieved through the provision of two additional courses of study in work preparation and enterprise, known as the Link Modules.

Duration

Work experience takes place over two separate weeks for Transition Year students, and one week for 5th Year LCW students during the academic term.

Where possible, students are encouraged to find placements in work related to the career in which they have a special interest. It is the responsibility of each student, with the help of their parent/guardian, to make their own application and to find their own work experience placement, as this is an essential element of preparation for the world of work. If a student has difficulty in finding suitable work experience their parent/guardian must inform the Program Coordinator, who will liaise with the parent/guardian and provide some guidance and support. Students are not paid for work experience.

Briefing

Students are briefed on work experience during class time. Information shared includes the aims of work experience, how it is organised in MSSK and vetting procedures. They are given recommendations on how to make work experience a success and to focus on their own personal career aspirations. Students are given a work experience form. There are opportunities for students and parents to ask questions.

Attendance

Students must attend work experience on each designated day. It is the responsibility of the parents/guardian to ensure that students in their care, secure and attend work experience on their designated days. If unable to attend the student or parent must notify the employer as soon as possible and the parent/guardian must notify the school of the absence.

Students should aim to always be punctual for their work experience. If the student is going to be late, the student must notify the employer of this as soon as possible

Monitoring

Students are monitored by the school and assessed by the employer. Evaluation forms are sent to the employer which are returned to the school. In addition to this, students engage in reflective practice which is monitored in Careers class.

De-briefing

Students are de-briefed at the end of each term of work experience. Students have an opportunity to raise any issues, queries, suggestions and/or ideas. Students engage in reflective practice each term. This is done through their portfolio in TY and LCW classes. The evaluation forms that are returned by the employer act as a guide if the student has fully engaged with their work placement. These provide an opportunity for external evaluation and feedback.

Insurance

While on work placement it is important that the employer knows that the student is covered by MSSK insurance policy. A copy of our insurance policy indemnity is available by request from the Program Coordinator. This insurance policy is updated annually.

Vetting

Under National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016, it is required that all students who are over 16 years old need to be vetted if working with Children and/or Vulnerable persons. Also, there is a parental consent form for students under the age of 18 years. Garda vetting forms are available from the Program Coordinator.

All students who require vetting are vetted in line with the schools Vetting Procedures.

N.B in some situations a student may need to be vetted by the organisation in which their placement will take place. For this reason, it is important that placements are secured early.

Contact Details

Each student will provide the school with the employer contact details. This form provides details of the student's name, the employer's name and address, employer's phone number and email, contact person and possible duties. This form is signed by the student and parent/guardian.

Dress Code

Students must comply with the dress code of the work placement. In addition to compliance with the employment placement dress code, students must be neat and tidy. Students must comply with all health and safety procedures in the work placement.

Work Shadowing

Many students on work experience may be asked to spend part of their placement observing or work-shadowing a person in a particular work area. In work-shadowing the student's role is to accompany and observe a person at work rather than to engage in tasks. The student learns about the role associated with a particular job by observing rather than doing.

Signed: ***Theresa Dunne***

Chairperson of Board of Management
Management

Date: **10th September 2026**

Signed: ***Garrett Farrell***

Principal/Secretary to the Board of

Date: **10th September 2026**