# Work Experience Policy

Work Experience is a core module of all Quality & Qualifications Ireland (QQI) Major Awards that are offered by DDLETB Youthreach. An essential component of the curriculum is to participate in a work placement. Students who participate in work placement are covered by DDLETB insurance.

## Aims

* To provide a quality experience which will assist students in identifying career choices and obtaining future paid employment.
* To assist students to develop key skills relevant to work placement which will encourage development of both academic and vocational interests.
* To enhance personal and social development.
* To support students’ career choices.
* To enhance the students’ understanding of the world of work.
* To provide an opportunity to experience a particular type of work related to vocational interests.
* To develop personal, interpersonal, practical and technical skills.

## Assessment/evaluation

The quality of the students’ work experience provision and their learning is assessed through the following criteria:

* Regular site visits by teachers.
* Written reports by teachers visiting students on site during work experience.
* Completed timesheets and QQI assessment forms.
* Self-assessment through the students’ work experience learning logs.
* Student debriefing session after work experience.
* Regular communication between Youthreach centre and employers.

## Roles and Responsibilities

### **Student**

* Student is responsible for securing his/her own work placement.
* Work placement has to be approved by the work experience team.
* Work placement at QQI Level 5 must be specific to the course certification.
* All placements must be with a company that is registered to trade.
* The hours set by the employer must be equivalent to the Youthreach timetable.
* The number of students at any placement is at the discretion of the work experience team.
* **10 days** work placement and learning log must be completed to pass work experience module.
* Students will be receive visits from teachers and **must** be seen on the work placement premises.
* Correct time-keeping and punctuality must be adhered to while on placement.
* Students must be prepared, within reason, to do a number of different duties, even if it is not in the initial job description.
* Timesheets must be returned to Youthreach by 10am every Friday during work placement.
* If any issues arise contact must be made immediately with the Youthreach centre.
  + (Includes leaving premises early and/or changing of work placement or hours).
* Learning logs must be returned to work experience teacher/team within specified timeframe.

**Note: Failing to adhere to the above may result in a student not being paid and/or removal from the work experience programme.**

### **Employers**

* Adhere to all health and safety legislation.
* Complete and sign weekly timesheets.
* Complete an end of placement QQI assessment form.
* Complete student evaluation forms.
* Treat students with the same disciplinary measures as other employees with regard to timekeeping and attendance.
* Be aware student may have no previous work experience and should be supervised at all times.
* If any issues arise, should contact Youthreach centre and discuss issues with the designated member of staff.

### **Work experience teachers**

* Deliver all work experience LO’s prior to the commencement of work placement.
* Ensure students are given adequate notice of work experience dates.
* If required, check student has applied for Garda clearance within timeframe.
* Identify learning outcomes and expectations.
* Regularly reiterate work experience policy during class.
* Ensure all students have work placement.
* Liaise with employers to clarify work placement details.
* Approve placements and inform students.
* Update database students’ work placement details**.**
* Complete hard copy of work placement details.
* Ring for appointment and visit allocated students during work placement.
* Ensure every student is seen in the workplace and all written reports are completed.
* Facilitate a discussion to allow students to reflect on work experience, understand the context of the placement and how it is or could link with future employment.
* Deliver all LO’s pertaining to post work experience.
* Correct and submit assignments for QQI assessment.
* Facilitate updating of CV’s to include recent work experience.
* Ensure timesheets and QQI feedback are available for students to view.
* Group students according to location for visits when allocating visits for other staff members.
* Follow up on time sheets and QQI reports.