

Wesley College, Transition Year Work Experience

Information for Students 2017-2018

- Work Experience Co-ordinator: Derek Shaw
- Each student will complete THREE weeks of work experience.
- Dates of Work Experience:
 - 6-10 November, 2017
 - 5-9 February, 2018
 - 21-25 May, 2018
- Students should organise three different placements and aim to get a variety of experience in different career areas.
- Students are **not** permitted to use part time jobs for work experience purposes and **should not expect** to receive payment for work done.
- Insurance is in place and covers most placements.
- PREPARATION is the key. Students who apply early get the best jobs and have in general more noteworthy experiences. Those who leave it until the last minute are very often disappointed and often report negative experiences as a result of their poor organisation. Details of placements will be required by the school by the end of September so you need to get planning now.
- Some students may find that they will be offered work placements outside of the dates above. We do not encourage acceptance of these offers and students need to be aware that if they are allowed to take them, they still need to secure placements for the three weeks already set aside. If you wish to use the half term in November and/or February instead of/or along with the weeks we have set aside in those months that is okay.
- If dates are outside of those stated above a request form needs to be given to Mr Shaw to ensure relevant insurance is in place and also that it is justifiable.

How to get started

- Start thinking **NOW** about what type of jobs you are interested in.
- Talk to family, teachers for advice. (It is not your parents' or teachers' job to find you a job - but we are here to help.)
- Speak to the current Fourth Years and ask them what work placements they most enjoyed and also what they did not enjoy.
- Apply for jobs that are linked to your hobbies or subjects you like.

- Consider jobs from many diverse (different) areas, as very often a placement you might never have considered as a career can end up being the one you most excelled in and go on to pursue.

Where will I find some contacts?

- Golden pages /Newspapers
- Family contacts
- The current or previous Fourth Years
- www.transitionyearhelp.com
- www.careersportal.ie

How do I apply for work experience?

- Contact the employer either in person, email or phone - this may take 2 or 3 attempts but do persist.
- Have dates of work experience at hand, a pen and paper.
- If calling to places, have a copy of your letter of application and CV with you to leave with employer. (Samples of these attached)
- Always ask the name of person to whom you are speaking and keep a record of the name in case you need to make further contact with them.
- If you are looking for a placement that involves working with children you will likely need to be Garda vetted. This can only be done for students over 16 and can be done through the school. (A copy of the form is attached)

You may need to call back, email, phone several times as they may be busy.