

# Coláiste Phobal Naomh Áine



*Eukaria O'Grady*  
*M.Ed. P.G.C.E.*  
*Principal*

*Mary Fitzgerald*  
*M.Sc. H.D.E.*  
*Deputy Principal*

July 2024

Dear Employer,

Thank you for taking our Transition Year (TY) student on Work Experience. Transition Year is a one-year school-based programme between Junior and Senior Cycle. The TY programme helps young people prepare for adult and working life especially through contact with work places. A placement with you can help them identify their career interests and help students to recognise and develop their skills.

Students will provide you with a **Risk Assessment form and Insurance letter**. We would be grateful if you could complete and return both the Risk Assessment and Insurance form to the student in advance of the placement.

Regarding dates of placements, the student you have kindly agreed to take on will inform you of which dates below are relevant to you. Though our school day finishes at 1:15pm on a Friday, it is our expectation that, during their Work Experience, students will work to a schedule to facilitate their employer where possible.

For students in the BORU 1 and DERG 3 class groups, the Work Experience Placement will take place for 15 weeks every Friday from 6<sup>th</sup>. **September 2024 to 20<sup>th</sup>. December 2024 inclusive** (excluding school holidays).

For students in the CLARISFORD 2 and LUA 4 class groups, the Work Experience Placement will take place for 13 weeks every Friday from 10<sup>th</sup>. **January 2025 to 16<sup>th</sup>. May 2025 inclusive** (excluding school holidays).

While on placement, students are covered by school insurance and are expected to comply with the conditions you lay down regarding work-tasks, safety and confidentiality.

St. Anne's Community College greatly appreciates the opportunity you are giving our students to experience the world of work. It may not be possible to contact all employers regarding the progress of our students. Students will be given a Work Experience Attendance Form which includes an Employer's Report Form. I would be very grateful if you would take the time to complete and monitor these forms regularly.

The student is responsible for returning these forms to the school on completion of the work experience placement. If you have any queries or concerns at any point, please do not hesitate to contact me.

Yours faithfully,

**Colm Hayes**  
Colm O h'Aodha

**Programme Co-Ordinator**  
*Colaiste Phobal Naomh Áine - St. Anne's Community College, Killaloe, Co. Clare.*