



Dear Host Employer,

Thank you for considering facilitating a work placement for our student. The work placement will provide the student with valuable experience of the work environment and help him/her gain practical experience, assist their career choices and build their industry skills. The school community is deeply appreciative of the opportunities provided.

Please see a 'Work Placement Summary Sheet' attached which contains key details relating to the placement including:

- Student details;
- Parent/Guardian Details;
- School contact details.

**Can you please complete sections 'D. Host Employer Details' and 'E. Placement Details' of the 'Work Placement Summary Sheet' and return a signed copy to the school directly or via the student.**

Please find some guidance on the work placement programme below. Please do not hesitate to contact the school if you have any queries in relation to the programme.

#### **What is work experience?**

Work experience in post-primary schools is a short-term placement of students with local employers during the school year. Placements are organised by the school authorities in association with the student and are an integral part of the student's educational programme.

#### **What are the benefits to host employers?**

Participating in work placement programmes provide host employers with an opportunity to:

- Participate in the education and career development of young people in the community;
- Assist young people in evaluating potential career paths and develop future recruitment channels;
- Strengthen your links with the community and raise your business profile.

#### **What are the benefits to students?**

Work experience programmes provide students with an opportunity to:

- Observe a variety of tasks being completed in the workplace;

- Enhance their knowledge and understanding and prepare them for the world of work;
- Undertake supervised work appropriate to their abilities;
- Evaluate industries that are of interest to them and explore potential career paths.

#### **What are my roles and responsibilities as the host employer?**

It is the host employer's role and responsibility to:

- Provide a safe workplace environment and appropriate supervision for the student
- Assign tasks and responsibilities to students to match their ability and learning objectives and ensure that appropriate equipment and support is available
- Not to permit the student to partake in any task that requires additional skills or specialist training
- Ensure that tasks the student is involved in are adequately risk assessed and the necessary controls implemented
- Ensure that an induction is provided to the student
- Ensure that they are aware of their responsibilities under the 'Protection of Young Persons (Employment) Act 1996'
- Immediately report any accidents involving the student to the school
- Alert the school of any potential problems with the placement
- Complete a work placement evaluation form at the end of the placement

#### **What activities should students not partake in?**

Students should not partake in the activities which:

- Are beyond their physical or psychological capacity;
- Involve the use of specialist machinery or equipment;
- Require specialised training.

#### **Are students covered by insurance while on work placement?**

LMETB is fully indemnified which extends to cover work placements. A copy of the school's Indemnity Policy is enclosed. It is an important distinction that the cover only operates where the ETB are somehow at fault and have a legal liability so an employer should have adequate Public Liability Insurance.

**Kind regards,**

Programme Coordinator