

## Coláiste Pobail na Mainistreach

Bóthar na Mainistreach An Port Mór Portláirge X91 PC91  
Príomhoide: Michelle Ní Sheafraidh  
Leas-Phríomhoide: Colm de Rís  
Leas-Phríomhoide: Helen Ní Chonchubhair  
Leas-Phríomhoide: Laura Ní Ghiolla Phádraig

## Abbey Community College

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Dear Parent/Guardian,

As you are aware 5<sup>th</sup> year LCVP students work placement will take place from Monday **March 21<sup>st</sup> to Friday March 25<sup>th</sup>**. It is extremely important that each student has their placement in place by the return to school after the Christmas holidays i.e. **January 6<sup>th</sup>**. If the student requires garda vetting forms these must be completed and returned to Ms. Doherty before **Friday December 10<sup>th</sup>**. A student will require garda vetting if they will be working with children or vulnerable adults e.g. play school/creche etc. These forms are available from Ms. Doherty.

LCVP students complete their work experience and report this in their Work Experience Diary as part of their Link Modules Portfolio. The portfolio is worth 60% of their overall exam for the programme. The diary itself is worth 50 marks out of a total of 240 marks or 21% approx. of their overall result. It is most beneficial if the students seek a placement in the career area that they are interested in to help them evaluate if they are interested in pursuing the career.

It is the student's responsibility to find a placement of value in an area that interests them from a career point of view. Community involvement and volunteering in an organisation are encouraged.

Students must register their work placement via the Programme Coordinator, Ms. Doherty by completing the Work Placement Microsoft form. **The placement can only be approved upon completion of the Microsoft forms. The placement MUST be school approved, otherwise it will not be covered by the State Indemnity Insurance.**

Listed below is advice for the students before, during and after placement. Please read this advice with your son/daughter.

#### Before you go on Work Placement

- Register your placement by completing the Work Placement Microsoft form.
- Fully complete and process the necessary Garda vetting forms (further details from Ms. Doherty)
- Learn as much as you can about the company where you are working.
- Make sure you have all the necessary documentation completed.
- Listen carefully to the guidance from your coordinator/guidance teacher/LCVP link teacher.

#### During the Work Placement

- Dress appropriately for the type of work to be done.
- Remind the employer to sign the student evaluation form daily.
- Always be on time.
- Have a positive attitude.
- Listen carefully to all instructions given to you.
- Carry out all tasks to the best of your ability.
- Inform the employer and the school immediately if you are unable to attend work placement.
- Complete the work placement diary

#### After the Work Placement

- Make sure that the employer completes the employer evaluation information.
- Complete the student evaluation pages in the relevant areas.
- LCVP students should type the 5-page diary under the specific headings on their return to school.

I would like to wish the students the very best in pursuit of a work placement. If you require any further information, please email me or phone through the school office.

Kind regards,

Anne Marie Doherty

Programme Coordinator

