



## **Transition Year Work Experience - An Explanation**

Dear Employer,

I would like to take this opportunity to thank you most sincerely for giving this placement to our student, since without your involvement the Work Experience component of Transition Year could not take place. Transition Year is a one-year course which students undertake prior to the Leaving Certificate Programme. There is strong emphasis on students developing practical, personal and social skills during this year.

Work Experience is a central feature of Transition Year as it allows students discover, at first hand, the realities of the workplace. Students get opportunities to observe work skills in action, to relate to supervisors and employees and in some cases the public and to undertake specific work tasks. During Transition Year each student is expected to take part in four weeks of Work Experience scheduled throughout the year.

As the title suggests Work Experience is primarily an educational opportunity. Employers are not expected to pay wages for the work done. Where possible, it is hoped that employers and supervisors would allocate tasks to the students, which ensure that he/she gets a realistic taste of normal work. At the end of a Work Experience placement, employers are kindly asked to complete an evaluation form and return it to the school. All students participating are covered by an insurance policy with the Irish Public Bodies Mutual Insurance Ltd. (Dublin and Dun Laoghaire Education and Training Board). A copy of the insurance document is enclosed with this document.

Lucan Community College values and appreciates your participation in our Work Experience Programme. Once again, I would like to thank you for your involvement. Should you need to contact me please do so at the above address/phone number or by email.

Thank you most sincerely for offering to provide Work Experience to our students.

Yours sincerely,

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Imelda Higgins.  
Programme Coordinator

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