

Transition Year Work Experience

Information for Students 2022/23

- Work Experience Coordinator: Ms Ní Shíomóin
- Contact: liadan.nishiomoin@mounttemple.ie
- In total each student will complete 4 weeks of work experience.
- Dates of Work Experience- Mon 7th - Fri 18th Nov 2022
- The second stint will be in Feb 2023- exact dates coming
- Students may organise two different work placements for one week each in or attend same placement for two weeks.
- Students are **not** permitted to use part time jobs for work experience purposes and **do not** 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 second week in October 2022
- Some students may find that they will be offered work placements outside of dates above. We would encourage acceptance of these offers BUT students need to be aware that they still need to secure placements for the four weeks mentioned also.
- If dates are outside of those stated above an online form needs to be completed giving detail of the proposed extra work experience. If it is deemed worthwhile Ms Ní Shíomóin will then give permission.
- Any problems or queries please contact Ms Ní Shíomóin.
- 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-we are here to help and support only.)
- Speak to this year's TYs 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 the one you most excelled in and go on to pursue.

Where will I find some contacts?

- Family contacts
- Last year's TYs
- Social media/ websites

How do I apply for work experience?

Contact the employer either in person, email or phone-this may take a few attempts. Call back, email, phone several times as they may be busy but do persist. Many will not reply unless you chase them up. This is down to you to do not the prospective employer. They are doing you a favour by taking you on.

Have dates of work experience at hand, a pen and paper.

If calling to places have copy of letter of application and CV with you to leave with employer. You will be doing these in your work experience class when you come back in September.

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.