

# **Belvedere College**

## **Transition Year**

### **Work Experience/Community Care Programme**

**2023-24**



# Transition Year

## Guidelines for securing placements

1. Over 550 schools offer a TY programme, so thousands of students will be looking for placements. If you want to get good placements, get your application in early.
2. Read the covering letter below and familiarise yourself with the contents.
3. Make enough copies of this letter for sending out to prospective employers.
4. Decide where you would like to be employed. Is there a family relation, friend or contact person who might be able to help you find a satisfactory placement? Is there a local institution or agency which would be appropriate?
5. Write or type a letter, asking politely for a placement. Check your letter for spelling, grammar, correct format – it is a good idea to ask someone else to read it over and check it. Enclose with your letter the appropriate covering letter. If you do not receive a reply within a reasonable time (ten days or so), you may need to follow up your letter with a phone call or by a call to the premises.
6. When you have secured a placement, fill out the placement form and return it as soon as possible.
7. In all your dealings with potential employers be polite, respectful and grateful. Remember that it is they who are doing you a favour – not the other way around. If they find your attitude positive, they will be more likely to provide similar placements in the future.
8. Your employer will be asked to assess your performance at the end of your placement. There is a sample of the Report Sheet they will be asked to fill out included in this pack. Take a look at it and bear in mind the criteria when you apply and when you are working during the placement.



Dear Sir / Madam

All Transition Year students at Belvedere College S.J. are asked to participate in a Work Experience/Community Care Placement Programme which involves sourcing placements with organisations of their choice. Any assistance given in any capacity is greatly appreciated.

The programme aim is to develop in the students an active work ethic and to encourage them to use their talents and gifts through new and challenging experiences.

I would like to point out that the students will work voluntarily – there is no question of payment.

Please note that the liability for bodily injury or property damage, for accidents arising in connection with students on Work Experience Placement Programmes, is covered under the college's Public Liability Policy No. CO RES 7100033 with Allianz plc. Our overall indemnity limit is in excess of €13 million. The renewal date is 1<sup>st</sup> February.

The college would be very grateful for your co-operation in the implementation of this programme. I am available to answer any query you may have about the programme or any individual student.

Thank you very much.

A handwritten signature in black ink, appearing to be 'SM', written in a cursive style.

Simon Murphy  
Transition Year Co-ordinator  
[smurphy1@belvederecollege.ie](mailto:smurphy1@belvederecollege.ie)  
01 858 6797

**Transition Year Programme 2023 - 24**  
**WORK EXPERIENCE/COMMUNITY CARE**  
**PLACEMENT FORM**

This form is to be completed by the student when the employer has confirmed that he / she is accepting the student. **It should not be sent to the employer.** It should then be returned to TY Co-ordinator. (There will also be a digital version of this form sent out to all parents and students that can be filled in online prior to each work experience/ community care)

TY Student's Name \_\_\_\_\_

Form Class: \_\_\_\_\_

Name of Employer / Agency \_\_\_\_\_

Address of Employer/ Agency \_\_\_\_\_

Tel / Mobile of Employer / Agency \_\_\_\_\_

Contact Person \_\_\_\_\_

(title, first & 2<sup>nd</sup> name, eg Ms Niamh Smyth)

Date of Placement (Please tick):

**October 2023:** Monday 16<sup>th</sup> to Friday the 27<sup>th</sup>

**December 2023:** Monday 11<sup>th</sup> to Tuesday 22<sup>nd</sup>

**March 2024:** Monday 4<sup>th</sup> to Friday 8<sup>th</sup>

**May 2024:** Monday 20<sup>th</sup> to Friday 31<sup>st</sup> May

# WORK EXPERIENCE/COMMUNITY CARE PLACEMENT

TY Co-ordinator  
Belvedere College SJ  
6 Great Denmark Street  
Dublin 1

## Supervisor's Report

*Thank you for taking time to complete this report. This document is an important part of the student's record for the Transition Year Programme. Please answer as fully and honestly as possible.*

TY Student's Name \_\_\_\_\_

Name of Employer / Agency \_\_\_\_\_

Dates of Placement From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_

What duties were assigned to the student? \_\_\_\_\_

\_\_\_\_\_

### General Appraisal:

Ability to work with staff: \_\_\_\_\_

\_\_\_\_\_

Rapport with clients: \_\_\_\_\_

\_\_\_\_\_

Attendance / punctuality \_\_\_\_\_

Dress / appearance \_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_