

Dear Students,

It probably seems strange to be thinking of Work Experience in the current circumstances, but it is necessary to plan ahead. We do not know what the situation will be in September but we will start planning as if things will be as normal.

Many of you will have chosen to do Transition Year because of the chance to do Work Experience so now is the time to do some preparation to make it as beneficial and worthwhile for you as possible.

You will have Work Experience each Friday – so you will need to find placement for yourself for every Friday of the school year. **You should aim to do work experiences in careers you are thinking of for yourself in the future.** Ideally you will find one placement per month – after 4 days in a workplace you will have a good idea of the job and how it works. **The more placements you do in the year, the better for you.** It will take effort on your part to organise and plan but the experiences will be worth it – learning about yourself, learning new skills and learning if a job is what you thought it was – all helping you to make decisions about your future career.

Below are tips to get started, a sample Curriculum Vitae – you will need to type one for yourself, make copies and be ready to hand them out, and a calendar to fill in.

Preparation for YOUR Transition Year Work Experience

Here is the first task of Transition Year – sorting your work experience – an exciting challenge.

Being organised is the key to a successful Transition Year.

Here goes.....

- Get started on your search immediately – **DO NOT LEAVE IT UNTIL AUGUST** – you'll want placements for both Sep & Oct sorted by August when school returns
- Make a list of where you might like to work, jobs you want to know more about, jobs you might consider in the future
- Think about the people you know - your parents, friends' parents, family members, neighbours– do any of these work in places you might get work experience?
- Make a list of people you might be able to ask
- You could also make a list of companies you are interested in working for – get contact details from their websites
- Start asking / making those calls/ sending e-mails – you will ask for 4 Fridays
- You are aiming for a placement for each month – 4 weeks is enough in one place
- Phone, e-mail or call in to the workplace
- Introduce yourself -
'My name is.....I am a Transition year student in Scoil Mhuire, Clane. I was wondering if you might take me on to do four Fridays of work experience in September.....'
At the end of the call, check what you have organised so it is clear – no confusion. Don't forget to say 'Thank you'-write down all the details, contact person name & number, start date & time etc.
- Have a Curriculum Vitae to give/send them (see below for sample – type one of your own – get your parents to check it)
- Keep a notebook with details of people asked, dates agreed, hours of work. Make sure you have a contact name and a number for each placement. Mark details on the attached calendar – **THIS CALENDAR IS IMPORTANT AND WILL BE CHECKED AND SIGNED AT VARIOUS TIMES DURING THE YEAR - KEEP IN A SAFE PLACE.**
- Do not stay in one place all term or all year – there is no benefit - you will want to experience as many different workplaces as possible
- Do not take the lazy way and stay with the local shop or office just because it is convenient – maybe do one month there but try to experience other jobs that you are considering for your career- you won't get this opportunity again
- This is your task to organise – **NOT YOUR PARENTS** Push yourself out of your comfort zone – The first call is the hardest – then you get better at it....your confidence increases **This is where the learning occurs**

CURRICULUM VITAE

PERSONAL DETAILS

Name: James Ryan
Address: 12 The Close, Clane, Co. Kildare
Date of Birth: 14th May 2004
Contact Details: Mobile 0871234567 E- Mail ryanj@gmail.com

EDUCATION

St. Anne's Primary School, Clane, Co. Kildare 2009-2017
Scoil Mhuire Community School, Clane 2017-present

HOBBIES AND INTERESTS

Member of Clane GAA – I play Hurling and Football
Interested in Fishing, Cycling and Coding
Like to travel and to read Science Fiction.

WORK EXPERIENCE

Helping out with camps in Clane GAA.
Helping my dad input information on computer in his office during Summer holidays.

Signed:.....

Date:.....

Transition Year Work Placement Planner 2021-22 Student

This form must be signed by your Year Head every two months. Keep in a safe place.

Date	Place of Work	Contact Name	Contact Details
Sept 3			
Sept 10			
Sept 17			
Sept 24			
Oct 1			
Oct 8			
Oct 15			
Oct 22			
Signed :			
Nov 5			
Nov 12			
Nov 19			
Nov 26			
Dec 3			
Dec 10			
Dec 17			
Signed by:			

Date	Place of Work	Contact Name	Contact Details
Jan 7			
Jan 14			
Jan 21			
Jan28			
Feb 4			
Feb 11			
Signed by:			
Feb 25			
Mar 4			
Mar 11			
Mar 25			
Apr 1			
Apr 8			
Apr 29			
May 6			
May 13			
May 20			
Signed by:			

