

GUIDE TO WORK EXPERIENCE



GUIDANCE AND COUNSELLING DEPT.



INTRODUCTION

Welcome to the LCF Guide to Work Experience. The Guidance and Counselling Department have created this resource to assist you in finding a work placement and understanding what is expected of you as an employee. We hope that you find it to be useful and that you secure work experience that gives you an insightful introduction to the world of work.

In Transition Year you will be required to find work experience and community care placements. It is your responsibility to secure these placements. For most of you this will be the first time that you have 'worked' outside of school.

When looking for work, we need to adopt a formal approach in our communication; we want to make a good impression and show our prospective employers that we can be professional.

In this pack you will learn how to write a letter of application, write up a CV, make a phone call to your employer. This resource will also provide you with some general guidelines on how to present and conduct yourself at work experience and your rights as an employee.

**THE GUIDANCE AND
COUNSELLING DEPT**

HOW TO FIND WORK EXPERIENCE

Start looking for a placement far in advance. The more time you give yourself to find work, the better chance you have of securing a relevant work placement. The colleges and universities provide many educational work placements specifically designed for Transition Year students. These programmes are well run and provide an excellent opportunity for learning.

CareersPortal have a dedicated section on work experience for TY students. Check out the work experience database on careersportal.ie to see what they have on offer.

Network: Look at the people you know. Do any of your family members, your parents friends, or neighbours work in industries that you would like to experience? Ask them if their companies take on work experience students.



Start searching for a placement well in advance to give you the best possible chance of finding something you are really interested in.

CREATING YOUR CV

Curriculum Vitae (CV) is Latin for '*course of life*.' It is a factual document that gives a prospective employer some relevant details of your skills, education, work experience (if any) and achievements. It is important to keep your CV brief (two pages maximum) and write it in a concise format so a prospective employer can read it quickly. There is no room here for long winded descriptive paragraphs.

When applying for your first work placement you will most likely have no formal work experience to record. That is ok. Employers won't expect work experience from TY students. Once you have completed one work experience placement you can update your CV.

CVs are live documents. They need to be updated regularly to reflect your most up-to-date skills and achievements.

You are expected to provide two referees. A referee is someone who can vouch for you. They can give a prospective employer their experience of working with you. It is important that you have a good relationship with your referees. They should know you well and have a good working relationship with you.

Choose one referee from school and the second could be a previous employer, a sports coach, scouts leader, speech and drama teacher, music teacher etc. It is not appropriate to ask a family member or friend to act as referee. You should ask permission to put someone down as referee. Keep them informed on what jobs you are applying for.

It is sometimes a good idea to give them a copy of your CV and a list of the relevant activities that you have been involved in whilst working with them (e.g. for a school referee it would be appropriate to furnish your referee with details of your involvement in school activities and responsibilities you have held), for a coach it would be relevant to remind them of your achievements etc.

HOW TO WRITE A CV

Always type your CV. Pick a clear and formal font – e.g. Ariel, Calibri, Times New Roman. Font size should be 12 and headings in size 14. You can **embolden** or *italicize* headings but otherwise keep formatting to a minimum. Remember this is a formal document. You are aiming for a clean and crisp finish.

Personal Details. Include the following: Name, Address, Phone Number, Email address (make sure your email address is appropriate – you want to make a good impression).

Personal Statement: This is an optional piece. If you decide to include it, keep it brief. It should be written in the third person and mention your skills and qualities. You will be asked in interview to demonstrate these claims so make sure you have concrete examples ready to show where you have displayed these skills and qualities.

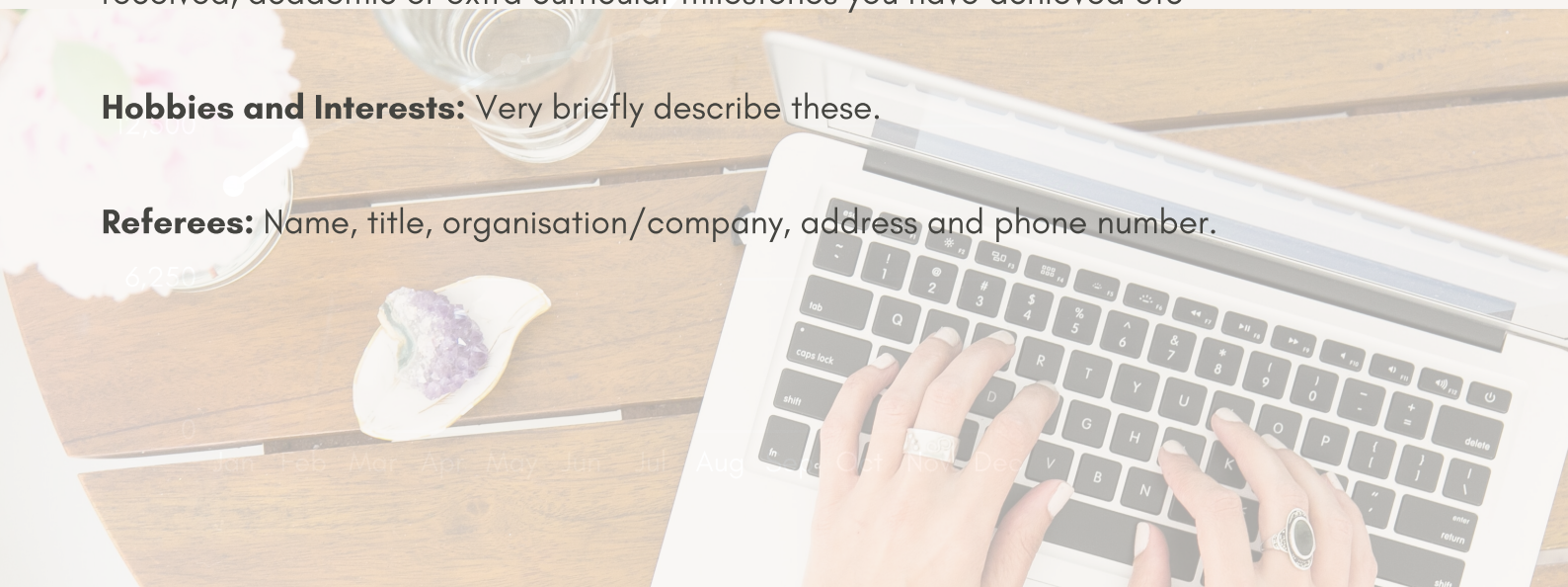
Education: List in reverse chronological order. This means you start with the most recent and work your way back to primary school. List years of attendance, name and address of school. Junior Certificate results, list: subject, level and grade.

Work Experience: Briefly describe work experience – starting with the most recent, list the dates, company name and address, job title and main duties you were responsible for.

Achievements: This section provides opportunity for you to mention awards you have received, academic or extra curricular milestones you have achieved etc

Hobbies and Interests: Very briefly describe these.

Referees: Name, title, organisation/company, address and phone number.



SAMPLE CV

CURRICULUM VITAE

Ciara Murphy

77 Sandyford Hall, Sandyford, Dublin 18, D18 A1B2

087 1234 567

ciaramurphy@loretofoxrock.ie

Responsible and dedicated Transition Year student in search of work experience. Excellent interpersonal and teamwork skills. Ability to work on her own initiative. Enjoys a challenge.

EDUCATION

2017 – Present	Loreto College, Foxrock, Dublin 18
2009 - 2017	St Raphaela's Primary School, Stillorgan, Dublin 18

Junior Certificate 2020

Subject	Level	Grade
English	Common	Distinction
Irish	Common	Higher Merit
Maths	Common	Higher Merit
History	Common	Merit
Geography	Common	Merit
Religion	Common	Higher Merit
Science	Common	Merit
CSPE	Common	Higher Merit
French	Common	Distinction
Music	Common	Distinction
Business	Common	Higher Merit

WORK EXPERIENCE

18 th - 22 nd Oct 2020	Paws and Claws Veterinary Clinic, Stillorgan Village, Dublin 18
Vet's Assistant:	Witnessed surgery procedures on cats and dogs, fed sick animals, comforted and cared for animals, cleaned out cages, assisted in preparation of surgical equipment and cleaning.

ACHIEVEMENTS

- Achieved Royal Irish Academy Grades 1 – 4 in Piano
- Captained the school U-16 Level B Hockey Team from 2017-19. Led the team to the semi-finals.
- Awarded Musical Student of the Year 2019 in 2nd Year
- Represented my class on the Student Council for the academic year 2018-19

HOBBIES AND INTERESTS

- Music – I am a competent piano player and I have basic skills in violin and tin whistle. I love music and regularly attend musical performances in the National Concert Hall and gigs.
- Hockey – I play hockey for my school and I am captain of the U-16s B Team. I also enjoy running and swimming.
- Cooking and Baking - I attend cookery club in school and I enjoy cooking and baking at home. I have a keen interest in healthy eating and try to maintain a healthy diet.

REFEREES

Ms Patricia O'Neill
TY Year Head
Loreto College Foxrock
Foxrock
Dublin 18

Tel: 01 289 5637

Dr Niamh Nolan
Veterinary Surgeon
Paws and Claws Veterinary Clinic
Stillorgan Village
Dublin 18

Tel: 01 123 4567

Signed: _____

Date: _____



WRITING A COVER LETTER

When posting a CV it is crucial that you write a cover letter to accompany it. Your letter should have a formal letter layout. Your writing style should be formal and respectful. The letter should be typed. Your cover letter should be written specifically for the position you are applying for. Mention the dates of your work experience and your insurance details in the letter. Most importantly you want to mention why you are applying for a placement with them.

77 Sandyford Hall
Sandyford
Dublin 18
D18 A1B2
10/09/2020

Dr Niamh Nolan
Veterinary Surgeon
Paws and Claws Veterinary Clinic
Stillorgan Village
Dublin 18

RE: Application for Transition Year Work Experience

Dear Dr Nolan,

I am writing to you to apply for a work placement at the 'Paws and Claws Veterinary Clinic.' I am a Transition Year student in Loreto College Foxrock and I am due to complete work experience during the week of 18th-22nd October 2020.

I have a keen interest in science, and animals in particular. I have two dogs at home; a Border Terrier and a Labrador. I love caring for the dogs. During the summer I volunteered at the DSPCA. My main responsibilities included playing with the cats and dogs and helping out with feeding. I am exploring careers working with animals. I think the opportunity to work shadow and help out at a veterinary clinic would give me great insight into the career of a vet.

I am fully insured to work for the week. I enclose a copy of my CV and if required I am available for interview. I hope that you will look favourably on my request.

Yours sincerely,

Ciara Murphy
Ph: 087 123 4567

MAKING A FORMAL PHONECALL

On some occasions you may be required to ring your employer. Ringing your employer or manager is very different to ringing your friends but it doesn't need to be intimidating. Here are some guidelines to help you.

Firstly make the call during working hours. Prepare what you want to say in advance. It might be helpful to write it down and practice the call before making it. Make the call in a quiet room where you will not be disturbed. You may have a direct line to your employer or you may need to ask to speak to him/her.

Be respectful in your greeting and introduce yourself, 'Hello Mr Ryan, this is Aoife Byrne, the TY work experience student. How are you?' Once you have exchanged pleasantries get straight to the point of the conversation e.g. 'I am calling you because. . .'
Keep the conversation brief and respectfully end the call,
'Thank you for taking the call. . . . '



JOB APPLICATION FORMS

You may be asked to fill out an application form for work. Here are some guidelines to help you with this task.

- Before beginning photocopy the application form. Keep the original application form clean and use the photocopy to practice on.
 - Read through the entire form before filling it it.
 - Follow the instructions carefully - some forms ask you to complete in **black** ink and BLOCK CAPITALS. Take heed of instructions and obey them.
 - Keep your writing neat and tidy so it's easy to read your form.
 - Spelling and grammar are important - do not use abbreviations or informal text language.
 - When you are happy with your practice form then carefully copy the information into the original form.
 - Ask someone to read over your form before submitting.
 - If posting, then carefully and neatly write the name and job title of the recipient on the envelope, along with the address.
- First impressions count!



PROFESSIONAL CONDUCT

Being on a work placement is a little different from attending school. A greater level of professionalism is expected of you. Here are some guidelines to help you.

- **Be punctual** – turn up early for work. It is not acceptable to come to work late, nor do you want to be racing in the door with two minutes to spare. Arrive to work at least 10 minutes before you are due to begin your shift.
- **Be Friendly** – It is professional to be social, friendly and polite to ALL members of staff. If you are working with the public it is even more important to be friendly – you are representing your company and employer.
- **Well Groomed Presentation** – Take pride in your appearance. Keep hair tidy and if wearing make-up keep it minimal. Ask in advance what dress code would be appropriate.
- **Ask for Help** – If you are unsure about what you are expected to do then ask for help. You are on placement to learn.
- **Be Responsible** – Complete assigned work to the best of your ability. If you didn't get the work finished or you are falling behind in your work inform your employer.
- **Work Shadow** – If there is opportunity to learn by observing work then ask can you shadow some of the other employees.
- **Interview Employees** – Talk to employees in different roles and find out about their positions. They might spark an interest in you in a career you may never have even heard of before!
- **Smile and Be Enthusiastic.**

EMPLOYEE'S RIGHTS

Children (Under 16)

Under *The Protection of Young Persons (Employment) Act 1996*, employers cannot employ children aged under 16 in regular full-time jobs. Children aged 14 and 15 may be employed as follows:

- Doing light work during the school holidays – they must have at least 21 days off work during this time
- As part of an approved work experience or educational programme where the work is not harmful to their health, safety or development
- In film, cultural, advertising work or sport under licences issued by the Minister for Business, Enterprise and Innovation
- Children aged 15 may do 8 hours a week light work in school term time. The maximum working week for children outside school term time is 35 hours, or up to 40 hours if they are on approved work experience.

Young people (Age 16 and 17)

- The maximum working week for young people aged 16 and 17 is 40 hours, with a maximum of 8 hours a day. If a young person under 18 works for more than one employer, the combined daily or weekly hours of work cannot exceed the maximum number of hours allowed. Young persons are only permitted to work between 6am and 10pm. Any exceptions to this rule must be provided by regulation – see 'Licensed premises' in column.

Information sourced from citizensinformation.ie

Licensed Premises

The Protection of Young Persons Act 1996 (Employment in Licensed Premises) Regulations 2001 permit young people employed on general duties in a licensed premises to be required to work up to 11pm on a day that does not immediately precede a school day during a school term where the young person is attending school.

TY WORK PLACEMENTS

The following is a list of TY Work Placements on offer. To find out more please see careersportal.ie or contact the organisation/company directly

DCU - ComputeTY

DCU - Chemical and Physical Science Work Placement Programme

TCD Department of Botany, School of Natural Sciences - Botany and Natural Sciences

TCD School of Chemistry - TY Programme

TCD School of Computer Science and Statistics - Computer Science and Statistics

TCD School of Natural Sciences - TY programme in Zoology

TCD School of Nursing and Midwifery - Nursing and Midwifery

TCD School of Pharmacy and Pharmaceutical Sciences - TY Programme

TCD School of Physics - Transition Year Physics Experience

TCD Science Gallery - Science Includes Me: TY Mentoring Week

TCD Science Gallery - Science and Arts

TU Dublin (City Campus) - Surveying and Construction Management TY Week

TU Dublin (City Campus) - Public Health Nutrition and Dietetics Camp

TU Dublin (City Campus) - Computing Academy

TU Dublin (City Campus) - The Science of Food TY Camp

UCD - Science TY Workshops

RCSI - Mini Med Programme

TY Hospital Placements available in:

St Vincent's University Hospital

and Tallaght University Hospital



TY WORK PLACEMENTS

National Institute for BioProcessing Research & Training - Biopharma TY Programme

CRANN/AMBER - Exploring Materials (TY Week)

STEPS - Engineering Your Future TY Programme

IBM - TY Student Workshop

National Gallery of Ireland - TY Work Experience Week

Abbey Theatre - TY Theatre Work Experience

The Law Library - TY Law Programme

South Dublin County Council - County Council

Department of Foreign Affairs and Trade - Politics and International Affairs

ECO - UNESCO Environmental Youth Programme

Glasnevin Cemetery and Museum - TY Tour Guide Programme

Peter Mark - Hair Stylist

Radio na Life - Radio Station

Irish Film Institute - TY Work Experience

McDonalds (Carrickmines/ Clondalkin/ Dublin City Centre/Liffey Valley/ Lucan/ Temple Bar) - Restaurant / Small Business Placement

The National Reptile Zoo - TY Work Experience

DSPCA - TY Work Experience

Bray Sea Life - Sea Life Aquarium

Ideas for Community Care Placements:

Age Action - 'Getting Started' Computer Tutor

Concern - TY Work Experience

Don Bosco Care - Social Care TY Placement

Friends of the Elderly - TY Community Action/Work Placement

NCBI - Charity Shop

Irish Cancer Society - Charity Shop Work