



May 2024,

TO THE EMPLOYERS OF TRANSITION YEAR STUDENTS.

Dear employer,

Thank you for offering work placement to one of our Transition Year students.

Work experience is a central feature of the Transition Year as it allows the students to discover at first hand the realities of the work place. Students get the opportunities to observe work skills in action, to relate to supervisors and employers and to undertake specific work tasks.

Placement dates for the coming academic year are 16th to the 20th of December, this is a one week placement.

The week beginning of the 24th of February and the week beginning of the 3rd of March.

Employers are not expected to pay wages for work done. Where possible it is hoped that employers and supervisors would allocate tasks to the students to ensure that they get a realistic taste of work.

At the end of the work experience placement employers are requested to complete an assessment form, this is an online MS form.

This form will be emailed to you at the beginning of the work placement.

Students can download a copy of the insurance cert from the college website and present this to you for your records.

Please note that all students are covered by the college insurance for work experience.

Yours sincerely,

T. Mc Donnell
Transition Year Co-Ordinator.

