

August 2022

To whom it may concern,

The student bearing this letter is a Transition Year student at St. Peter's College, Dunboyne seeking your assistance in sourcing a work experience placement.

As part of their Transition Year programme, every student is required to participate in Work and Community Placement throughout the academic year. The aim of Work and Community Placement is to provide students with the opportunity to explore potential career areas, develop new skills and a greater knowledge and understanding of the world of work. Students work the hours requested by host employer within the following limits: minimum duration of 3 hours (i.e., 9am-12pm); maximum duration of 7 hours. All work experience is on a voluntary basis and should not involve payment.

Weekly work placement takes place on Mondays from:
19th September 2022 – 29th May 2023 inclusive.

Weeklong block placements take place on the following dates:
Monday 12th – Friday 16th December 2022
Monday 27th – 31st March 2023.

Students are covered by the Louth and Meath Education and Training Board insurance, underwritten by IPB Insurance, while participating in work experience. However, students should not engage in activities which are beyond their capabilities, use specialised machinery or equipment or require specialised training. Please see the attached Indemnity Letter to Host Employers.

We have very high expectations of our students and all students are made aware of their responsibilities in the workplace. It is the responsibility of the student to attend placement on the correct days at the agreed times and to notify the employer regarding absences or changes to the dates outlined. We expect all students to dress appropriately, behave respectfully and complete tasks to the best of their ability.

Should you be in a position to offer one of our students work placement, please complete the Contact Details form with the student. The student will return the form to the school. We will use these details to contact you. In order to monitor attendance, please sign the students WCP logbook every week and/or at the end of block placement.

We are most grateful to all host employers and agencies who offer our students work placement. We acknowledge the commitment and time it takes to facilitate placements. Thank you for your cooperation in this endeavour.

Please feel free to contact me if you have any further queries or concerns.

Kind regards,


Siobhán Synan | TY Coordinator | St. Peter's College, Dunboyne |
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