



## Important Information regarding Transition Year 2023 - 2024

### Work Experience

Work experience is an integral part of the TY programme. Work experience gives students the opportunity to gain an insight into the world of work and will be of great benefit in helping them decide on further education and careers.

Students will complete **two blocks** of work experience and are encouraged to find **two different placements for each block**. If they wish to stay in the same company, we suggest that they try two different departments so that they get as varied an experience as possible.

We would advise that you start to secure placements as soon as possible.

The dates of work experience are as follows:

- **Block 1:** December 4<sup>th</sup> – December 15<sup>th</sup> 2023
- **Block 2:** April 29<sup>th</sup> 2024 – May 10<sup>th</sup>, 2024

### Community Placements

Students will be provided with the opportunity to nurture their caring side and to make time and space for others through the Community Placement programme. This involves volunteering in the community on the following dates

- February 22<sup>nd</sup> – March 21<sup>st</sup>, 2024 (1.30pm - 3.30pm)

Students leave school at 1pm to attend placement on Thursdays only during these weeks). Students may wish to volunteer with a social action group or a local representative with the elderly or the sick or those in the local community most in need of care and attention.

We would suggest that you work on securing these placements as soon as possible.

### Preparing for Work Experience and Community Placement

Please take this opportunity to discuss preferential work placements and community placements with your child. Where possible, students are encouraged to find placements in relation to a career which they are interested in.

It is the responsibility of **each student** to make their own application and to find their own placements as this is an essential part of preparation for working as a volunteer and in the world of work.

Students should email in advance and set up an appointment where they can call in to speak with the manager/supervisor of the organisation/company where they are applying to. Students are also responsible for informing the school of the details of placements prior to going. This is a very important part of the process as the school sends a letter to the place of employment.

If you own a business or work in a company that could accept some of our students for work experience or community placements we would appreciate if you could email us on [admin@galwayetss.ie](mailto:admin@galwayetss.ie). We are always looking to make new connections with employers and voluntary organisations and greatly appreciate your continued support.

The following website has a lot of useful information in helping your child prepare for the exciting year ahead.

## **Additional Vocational/Career Preparation:**

Every Year, several organisations organise Transition Year work programmes and courses for TY students to access independently. The places fill up quickly, so it is important to be prepared and apply early. It is advisable to make a plan during the summer and apply for any programme that your child has interest in. We recommend having a look at the variety of opportunities and apply in advance TY.ie - Transition Year Work Experience and Resources, [Transition Year Programmes | TY.ie](#)

Some examples are listed below:

1. Engineering: STEPS: [Transition Year programme | Engineers Ireland](#)
2. Tourism: [Failte Ireland - TY Work Experience Programme | Tourism Careers](#)
3. Irish Defence Forces: [TY Students and School Visits - Defence Forces \(military.ie\)](#)
4. Universities across the country reserve several spots for TY students. For example, Trinity College Dublin: [TY Programmes - Study - Trinity College Dublin \(tcd.ie\)](#) hosts several TY programmes from botany to midwifery.
5. Art and Theatre: The Ark TY Work Experience Programme
6. Politics: It might be worth checking out the offices of the EU in Dublin if you are interested as they often have youth programs running. [Ambassador School Programme | Youth Outreach | European Parliament Liaison Office in Ireland \(europa.eu\)](#). Talk to your local TD or Councillor as they are part of a large network and the likelihood is that they are aware of a lot of placements.
7. [Law Library | Look into Law 2023 – TY Programme](#)

## **Indemnity**

Your child will be covered by school insurance while on placement. We recommend, due to restrictions in school insurance, that any student who obtains a placement in a hospital or nursing home must not involve themselves in lifting patients. Working with large animals is also not advisable.

## **Garda Vetting**

- Please follow the link <https://www.educatetogether.ie/school-boards/vetting/> or see the attached forms for Garda Vetting. Both NVB1 and NVB3 forms are required for students between the ages of 16 and 18 years who wish to work with children or vulnerable adults.

## **TY Fee**

As per our meeting earlier in the year, the TY standard fee will be **€400**. As discussed, this does not include bus transport, as it is very difficult to predict this at the moment. There may be some other opportunities that arise over the course of the year that incur a further cost. We will keep these to a minimum and give you as much advance notice as possible. We would like our TY programme to be as accessible as possible. A payment link will be issued by text and email through EasyPayments for this standard fee shortly.