

**Céim Eile**

**and**

**Templemore College of Further Education (TCFE)**

**Work Experience Policy**

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**Céim Eile, Templemore College of Further Education (TCFE)**

**Work Experience Policy**

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Príomh Oifigeach Feidhmiúcháin: Bernadette Cullen

Contents

[Definitions 4](#_Toc160615633)

[Work Experience 4](#_Toc160615634)

[Stakeholder 4](#_Toc160615635)

[Background 4](#_Toc160615636)

[Purpose 5](#_Toc160615637)

[Stakeholders 6](#_Toc160615638)

[Types of Work Experience 6](#_Toc160615639)

[Procedure for Organising Work Experience 7](#_Toc160615640)

[Preparation done with learners prior to Work Experience Placement 8](#_Toc160615641)

[Monitoring of Work Experience 9](#_Toc160615642)

[De-briefing 9](#_Toc160615643)

[Assessment of Work Experience 9](#_Toc160615644)

[Learners’ assessment 9](#_Toc160615645)

[Employers’ assessment 9](#_Toc160615646)

[Acknowledging Assistance of Employers 10](#_Toc160615647)

[Work Placement 10](#_Toc160615648)

[Attendance 10](#_Toc160615649)

[Remuneration 10](#_Toc160615650)

[Appropriate Dress/Hygiene 10](#_Toc160615651)

[Confidentiality 10](#_Toc160615652)

[Instructions, Initiative and compliance with Centre’s Code of Behaviour. 10](#_Toc160615653)

[Procedures if a problem arises 11](#_Toc160615654)

[When a learner is sick: 11](#_Toc160615655)

[When the learner must take part in a centre activity 11](#_Toc160615656)

[When the learner is not happy with the type of work they are doing: 11](#_Toc160615657)

[When the learner is not happy with the interactions in the placement: 11](#_Toc160615658)

[When a learner’s behaviour has been inappropriate: 12](#_Toc160615659)

[When an employer is not satisfied with the learner’s level of work: 12](#_Toc160615660)

[Procedure for feedback to parents/guardians 12](#_Toc160615661)

[Records of Work Experience 12](#_Toc160615662)

[Appendices 13](#_Toc160615663)

[Appendix 1 13](#_Toc160615664)

[Appendix 2 - Work Experience Letter 14](#_Toc160615665)

[Appendix 3 - Work Experience Agreement Form 15](#_Toc160615666)

[Appendix 4 - Insurance cover 17](#_Toc160615667)

[Appendix 5 - Work Experience Attendance Record 18](#_Toc160615668)

[Appendix 6 - Employer Reference 19](#_Toc160615669)

Work Experience

# Definitions

For this policy:

Work Experience *involves spending time in an employer’s premises, carrying out tasks and duties, in order to gain insights into the roles and responsibilities associated with a particular job.*

Stakeholder *In this document, stakeholders are the people associated with Work Experience.*

# Background

Throughout the year at various different times, Céim Eile learners go on work placements and enjoy the opportunity, not only to learn about the world of work and explore possible career options, but also to actively develop skills for future enterprise and employability.

These work placements are, for many learners, the highlight of their centre year where they may have the opportunity to gain a real insight into the challenges and opportunities of work.

Céim Eile and its learners rely on the willingness of employers to provide work placement opportunities and employers play a pivotal role in the success of these work experience programmes.

Work experience is an integral part of the programme and gives the learner a chance to experience real life, as well as gaining valuable experience which will help them with their progression opportunities and decisions once they complete the programme.

# Purpose

Céim Eile recognises the value of work experience as part of a programme of study designed to develop the skills and knowledge which will enable learners to participate fully and succeed in the workplace and in society. Work experience should:

* Provide learning opportunities not available in the classroom.
* Provide an understanding and appreciation of the workplace environment.
* Allow learners to discover personal strengths in a different environment.
* Increase learners’ self-confidence in relation to applying for employment.
* Allow learners to showcase their abilities to an employer.
* Increase the learner’s chances of securing employment.
* Promote good work ethic and responsibility

LCA learners in year one complete work experience placements as part of their vocational, preparation and guidance (VPG) module. In order to ensure that we can maintain and continue to create positive work placements, Céim Eile consults with local employers in the evaluation of each learner who have completed work experience placements and whose input and knowledge is invaluable for the success of the placement. These evaluations are also placed in our annual CEIP document and is very much part of the centres evaluation process.

Benefits for both Employers and Learners

* Improve the quality of future employees: employers can help improve the quality and preparedness of young people coming onto the labour market;
* Influencing career choices: many employers report that work placements are the ideal way of raising the profile of career opportunities within their organisation and, in some cases, of dispelling unwarranted stereotyped views
* Creation of staff development opportunities: monitoring and evaluation of work experience programmes gives scope for employees to develop their management and coaching skills.
* Understanding changes in the education system: closer liaising with Céim Eile through learners and the Advocate helps employers to improve their understanding of modern learning processes and current educational qualifications.

# Stakeholders

The following stakeholders are involved in Work Experience:

1. Advocate
2. ETB Insurance Company (IPB)
3. VPG teachers
4. LCA Coordinator
5. Learners
6. Centre coordinator
7. Board of Management
8. Employers

# Types of Work Experience

Work Experience can take a number of forms across a myriad of Industries. Céim Eile ensures that each work experience opportunity is worthwhile to the Learner involved and individual to their needs. Due to constraints within some industries regarding level of insurance cover and expertise required in advance, some learners may not always gain “hands on” experience, however, they do afford ‘Work Shadowing’ experience which is also of great benefit and is reflected as such, in the Learner diary.

From time to time, other people who do not fit into these categories may seek observation time or work experience in the school. Their request for observation/experience may be granted by the Co Ordinator and the Principal of TCFE, if it is felt that such a placement would not be disruptive to the life of the school.

These placements will only be considered or granted if the learner has explored all other options and is unable to fulfil his/her Work Experience commitments.

# Procedure for Organising Work Experience

* There are three two weeks blocks Work Experience included in the LCA Programme.
* The arrangements are as per LCA guidelines and normally are in:
* LCA1 – mid November
* LCA1 – early to mid April
* LCA2 – Early July
* Learners need to have a 90% attendance as per LCA Guidelines.
* Hours of attendance at Work Experience are in accordance with LCA Guidelins, and arrangements agreed by employers and Advocate (e.g. Hairdressers are closed on Mondays, but time needs to be worked in at a different stage)
* Before Work Experience, the advocate engages in a consultation process with each learner.
* Learners are encouraged to arrange their Work Experience and get guidance and documentation to help them to do it.
* The Advocate will assist learners who experience difficulty and will try to arrange suitable Work Experience with each learner.
* The Advocate will contact each Employer prior to the Work Experience commencing to ensure documentation is in place.
  + Work Experience Agreement form (Appendix 3)
* The list of learners and their placements is given to the Coordinator and VPG teacher on the Friday before Work Experience commences.
* Learners receive a pack to take to the employer. This includes:
  + Letter to the employer (Appendix 2)
  + Joint Responsibility for Work Experience Appendance Record (Appendix 5)
  + Tipperary ETB’s Indemnity (Appendix 4)
  + Evaluation document to be completed by the employer at the end of Work Experience (Appendix 6)
  + Details of the Advocate should it be necessary to contact the centre.
* All employers are contacted twice during each Work Experience block either by phone or in person by the Advocate and/or VPG teacher to document how the learner is getting on.
* Additional Work Experience as part of the Summer Programme is also an option that staff can utilise as an opportunity for vocational preparation.

Note:

1. We strongly encourage learners not to work with a family member or in their part-time job.
2. Employers are made aware of learners with special educational needs.
3. Any learner or parent not happy with this arrangement should make an appointment with the Coordinator to discuss this issue.
4. No learner will work on a construction site or with a tradesman unless they are over 16 years of age and they have completed a SafePass course.
5. A learner who obtains Work Experience in a hospital or nursing home must complete a manual handling course if their duties involve lifting patients.
6. Learners who work in areas where Garda Vetting is required need to obtain this prior to commencement of the Work Experience.

# Preparation done with learners prior to Work Experience Placement

The following learning material is covered with learners during Vocational Preparation and Guidance in preparation for Work Experience:

1. Researching careers of interest
2. Job Seeking Skills
3. Interview Skills
4. Appropriate conduct and dress code in the workplace
5. Health & Safety in the Workplace
6. Sourcing of Work Experience

The centre has a large resource of local employers who have taken part in the programme before. The Advocate assists the learners who have difficulty in securing suitable Work Experience, by trying to match them to an employer that has previously taken a learner.

# Monitoring of Work Experience

It is our policy to investigate any new employer who is taking part in our programme. This may be carried out by a phone call or where possible a visit to their premises prior to the learner taking up the placement.

Our learners are monitored during the Work Experience where the learners are visited at their place of work or the employer is contacted by phone by the Advocate and/or VPG teacher.

# De-briefing

While on Work Experience learners complete a daily report of their experience. The report focuses on five main areas: the job, health and safety in the work place, technology in the work place, roles and duties of people and relationships. This report is submitted to the VPG teacher on return to centre. Learners who have difficulty completing this will be supported during their first week back.

When learners return to centre they share their experiences with one another during VPG class. Learners get the opportunity to reflect on their capacity to integrate, relate and adjust to the work environment and how they can enhance their communication skills in the workplace.

# Assessment of Work Experience

## Learners’ assessment

After their Work Experience learners assess their experience during an interview with the Advocate. An evaluation form is completed. Their assessment is then compared with the employer’s assessment.

## Employers’ assessment

Employers receive an assessment/evaluation sheet and are asked to complete it and return it to the Advocate.

# Acknowledging Assistance of Employers

All employers receive a letter of acknowledgement from the Advocate. Employers also receive a newsletter from the centre when these are published and a card at Christmas.

# Work Placement

Each learner through their VPG module and discussion with the Advocate, explore their areas of interest. Learners are encouraged to explore and secure their own work experience opportunity. Confidence and lack of self-efficacy provides a barrier to some learners and as such, with the support of the Advocate secure appropriate placement.

# Attendance

Attendance at work experience is mandatory and any such absences will result in a deduction of the learner’s allowance. (Appendix 1)

# Remuneration

Employers are not expected to remunerate learners during work placement, or to pay travel or subsistence costs incurred. Employers are informed of this during initial visit from Advocate.

# Appropriate Dress/Hygiene

Learners are advised in advance should they require any additional safety clothing/footwear or equipment. The Advocate will meet all learners in advance of work placement commencing and reinforce importance of Personal presentation and hygiene.

# Confidentiality

Learners must respect confidentiality in relation to observations made while in the workplace. Any issues of concern should be discussed only with their work experience tutor in our School/Centre

# Instructions, Initiative and compliance with Centre’s Code of Behaviour.

Learners are expected to follow all reasonable instructions issued by employers and to show initiative in their placement practice. Learners are instructed to familiarise themselves as necessary with any policies and procedures applicable to them within the organisation.

Specific guidelines are in place for learners on work experience approved by Céim Eile. While on work experience, learners are deemed to be representing Céim Eile and Templemore College and are expected to behave in such a manner that will not bring their good names into disrepute. All learners are expected to familiarise themselves with and sign, the Code of Behaviour/Policy. Our advocate discusses this with learners at induction.

# Procedures if a problem arises

## When a learner is sick:

If a learner cannot turn up for work they are asked to ring their employer first and

then the centre. The Centre Coordinator will then ring the employer to apologise on the centre’s behalf.

When the learner must take part in a centre activity***:***

The employer is informed prior to the work placement about the activity and asked if they would allow them to take time off for such.

## When the learner is not happy with the type of work they are doing:

Learners are asked to continue with this work and to inform the Advocate/Centre Coordinator as soon as possible so that it can be investigated. The learner is asked not to directly engage with the employer about their grievance.

## When the learner is not happy with the interactions in the placement:

Learners are asked to inform the Advocate/Centre Coordinator as soon as possible so that it can be investigated.

## When a learner’s behaviour has been inappropriate:

If such a case occurs, the Advocate and Centre coordinator will investigate the situation and act according appropriately to resolve the matter.

## When an employer is not satisfied with the learner’s level of work:

The Advocate will meet with the learner to discuss the matter if no improvement is noted the learner’s Work Experience will be terminated and this will be dealt with by the Centre coordinator.

# Procedure for feedback to parents/guardians

If a parent would like direct feedback about their son’s/daughter’s Work Experience they can contact the Centre Coordinator and arrange a meeting with the Advocate and or discuss the matter during the Parent-teacher meeting.

# Records of Work Experience

* The Advocate collects the records from the employers.
* Learners are responsible for the Work Experience diaries and these are submitted to the VPG teacher.
* The time sheets are submitted to the centre’s secretary for processing of allowances.
* Time sheets need to be in on the Friday afternoon of each week to allow for effective processing of allowances, otherwise learners may not get paid in time.
* Any footage/photographic evidence need to be taken on centre equipment and downloaded to the coordinator’s computer by the end of the first week after the Work Experience.
* The Advocate completes individual Evaluation sheets with learners.
* The VPG teacher needs to collect and store all documents for LCA records.

**Review**

This policy will be reviewed by the Board of Management .

|  |  |
| --- | --- |
| Submitted to Staff: |  |
| Submitted to Board of Management: |  |
| Submitted to ETB Board: |  |

# Appendices

## Appendix 1

Céim Eile Youthreach Centre

Templemore

Thurles

Co. Tipperary

Date

**Re: Counselling, Guidance and Work Experience Support**

Dear Learner and Parent/Guardian,

Céim Eile provide counselling support to all our learners over one day every week. This can increase depending on the learners needs. This comprises of one-to-one support and is a space for leaners to talk and discuss. There is also an Advocate working with the centre two days every week and this provides one-to-one support around work experience, progression, personal development and guidance. Work experience is an integral part of the programme and gives the learner a chance to experience real life, as well as gaining valuable experience which will help them with their progression opportunities and decisions once they complete the programme.

Please be advised of the following rules in relation to the Céim Eile programme:

 All learners are requested to meet with the centre counsellor at least twice in each academic year

 All learners must complete the required work experience every year while on the programme. Attendance at work experience is mandatory and any such absences will result in a deduction of allowances

 Those going on work experience maybe subject to Garda Vetting.

Yours sincerely

David Young

Ceim Eile Youthreach Coordinator

0876535207

I have read and understood the rules outlined above.

Learner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Parent Signature (if under 18): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Coordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

## Appendix 2 - Work Experience Letter

Re: Ceim Eile Students Weekly Work Experience Placement.

Dear Employer,

We extend our sincere thanks to you for accommodating a work experience placement one day a week for a student from Ceim Eile. This placement will enhance their opportunity to further develop their skills, qualities and create awareness as to what is required to be successful in the work place.

Enclosed is a copy of Tipperary ETB insurance policy for your attention. As part of the placement students are required to return three documents which are an integral part of their portfolio. We would be grateful if you could complete these as appropriate.

1. **Work Experience Agreement Form**: This is completed at induction of placement between you the Employer and the Learner.
2. **Attendance Record:** This onus is on the Learner to ask you to complete this daily. If a student does not attend/leaves before scheduled for any reason on their placement contact us immediately. Weekly phone contact from staff member to confirm same will take place.
3. **Supervisor Report:** This is completed by you at the end of the placement. Your support and honestly in this process is appreciated.

Should you have any questions/concerns or observations throughout please do contact us. Thanking you for your support and co-operation in this process.

Kind Regards,

David Young Edel Leahy

**Co- Ordinator**  **Youth Advocate**

(087) 6535207 (086)0292479

## Appendix 3 - Work Experience Agreement Form

Name of Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number of Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Learner:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number of Learner:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description/Nature of Work the leaner will be undertaking: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of work experience period: \_\_\_**\_\_\_\_\_**\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please complete the following form, tick the appropriate boxes and return to David Young or Edel Leahy***

|  |  |  |
| --- | --- | --- |
| Does the learner require a Safe Pass? | Yes | No |
| Does a learner need a Garda Clearance Form? | Yes | No |
| Will the learner be left unsupervised at any time while working? | Yes | No |
| Will the learner be given tasks involving lifting? | Yes | No |
| If you stated yes, briefly explain what the learners would be lifting? |  |  |
| Will the learner be operating any mechanical machinery? | Yes | No |
| Will the learner be working with or near hazardous chemicals? | Yes | No |
| If you stated yes, briefly explain: |  |  |
| Will the learner need protective clothing and equipment (PPE)? | Yes | No |
| Will the learner be working at a height? | Yes | No |
| If you stated yes, briefly explain: |  |  |
| Will you familiarise learners with building and emergency procedures in the workplace? | Yes | No |
| Does your company have employers and public liability insurance? | Yes | No |
| Have you received the ‘insurance indemnity form’ for your records? | Yes | No |
| Has the learner been informed and given access to the Safety Statement and in particular to the risk assessment relating to his/her job/duties. | Yes | No |
| The trainee’s start time is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ The trainee’s finish time is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| The trainee’s break/lunch will be scheduled for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

**Learner Agreement**

As the learner named, I agree to take part in this work experience scheme, to be punctual in attendance and to inform the employer and my course co-ordinator of any unplanned absence.

I also agree to hold in confidence any information about the employer’s business that I may obtain during this work experience and not to disclose such information to another person without the employer’s permission.

In addition, I also agree to observe all safety, security and other regulations laid down by the employer and made known to me by the employer, the employer’s representative or by displayed instructions.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_ \_\_\_**

**Employer Agreement**

As a representative of the above employer, I agree to the learner named above working on my premises on a work experience placement.

A staff member will act as the learner’s supervisor/key worker.

The learner will as far as possible be given tasks which are relevant to the day-to-day running of the company or their course of study.

We will take care not to place the learner at risk and as far as is reasonably practicable safeguard their health, safety and welfare at work.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_   Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***In the event of an accident please notify David Young, Co-Ordinator 087 6535207/Edel Leahy, Advocate 0860292479immediately. Please feel free to make a copy of this form for your records.***

***Thank you for completing this form and for giving this young person an invaluable opportunity.***

## Appendix 4 - Insurance cover



Employers Liability & Public/Products Liability Indemnity Letter to Host Employers

|  |  |
| --- | --- |
| Insured: | Community Training and Education Centres as funded by Tipperary ETB |
| Policy Numbers: | IEL0001263 & IPL0002385 |
| Period of Insurance: | 01 January 2024 to 31 December 2024 |
| Employer’s Liability: Limit of Indemnity | Not less than €13,000,000 any one Occurrence |
| Public Liability: Limit of Indemnity | Not less than €6,500,000 any one Occurrence |
| Products Liability: Limit of Indemnity | Not less than €6,500,000 any one Occurrence and in  any one Period of Insurance |

Dear Sir/Madam,

This is to confirm that the above numbered policies are extended to indemnify a Host Employer in respect of legal liability arising solely out of or in connection with Student/Trainee placements and for which the Insured would have been entitled to indemnity under these policies had the Claim been made against the Insured, provided always that;

1. the Host Employer will, as though they were the Insured, observe, fulfil and be subject to the Terms, Definitions, Conditions, Exclusions, Endorsements and Limits of these policies, insofar as they can apply;
2. the Insurer shall have the full conduct and control of all Claims for which indemnity is provided by these policies;
3. nothing in this letter will serve to increase the liability of the Insurer to pay any amount in excess of the Limit of Indemnity and indemnity will apply in priority to the Insured.

If you have any queries, please do not hesitate to contact me using the details below. Yours sincerely,

Description: S:\Sheridanj\Private\Signature (Colour).jpg

**John Sheridan**

**Senior Commercial Underwriter** | **IPB Insurance**

Direct: +353 1 6395549 | Email: [John.Sheridan@ipb.ie](mailto:John.Sheridan@ipb.ie)

## Appendix 5 - Work Experience Attendance Record



**Ceim Eile Work Placement Time Sheet**

Each Student is Responsible for the Care and Completion of this form.

It should be completed at the end of each day/shift as appropriate.

Employer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Contact Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Learner Contact Details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Date:** | **Signature:** | **Hours Worked** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Appendix 6 - Employer Reference

**Employer/Supervisor Report – LCA Work Experience Module**

As part of the evidence for this module, learners are required to obtain a written reference form their employer. This reference is a significant weighting toward their total marks. Ceim Eile, Templemore would be grateful if you would take the time to complete below under the required headings.

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates attended placement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Effective Participation in all tasks (as outlined/any incident of working on own initiative)**

**Punctuality (inclusive of returning from rest periods)**

**Personal Presentation (Hair/Dress/Hygiene)**

**Communication Skills (working with other staff members/service users)**

**Any other comments/observations:**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Employer/Owner/Manager) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**