



THE KING'S HOSPITAL  
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### Leaving Certificate Foundation Year Work Experience Programme

This Programme is part of the Leaving Certificate Foundation Year, following the Junior Certificate and serving as a foundation for the Leaving Certificate. One of its important aims is to introduce the students to the world of work and various career options armed with knowledge and experience. It is hoped that they can then embark on the Leaving Certificate course with a greater sense of purpose and direction.

Our Leaving Certificate Foundation Year students have been encouraged to look for work experience in areas that interest them and in which they may eventually make a career. The experience will be worthwhile in terms of the knowledge gained in the world of work, new skills, time keeping and punctuality, developing social skills with other employees and the employer etc.

We would request that our students be treated, as far as possible, as a new employee, subject to the normal conditions and hours of work for someone their age. Where possible, we would ask they be given real work to perform, with regard to their capabilities and the constraints placed upon them by the school's Work Experience Insurance Policy. We have been advised that only 'work shadowing' and 'observing' are acceptable in hazardous situations. **In line with recent legislation, it is the policy of the school that no student on work experience is to be left unsupervised in the presence of minors. If this situation may occur, please advise the school at least twelve weeks before placement is due to commence, to facilitate the necessary Garda Vetting as required by legislation.** Students do not receive pay in respect of their time on work experience.

We would be very grateful if you would consider 'employing' our student for their Work Experience. If you require further information about the insurance or any other aspect of the programme, please contact me at the school or via e-mail: [orlacummins@ymail.com](mailto:orlacummins@ymail.com).

Your support for this programme is much appreciated by the School.

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Orla Cummins  
Work Experience Co-ordinator