



Loreto Secondary School, Wexford

Work Experience Etiquette for Leaving Certificate Applied & Transition Year Students

During work experience placement, students are expected to act as responsible, professional, and engaged temporary staff members. The employer is expected to provide a safe, structured, and meaningful learning environment.

Student's Expected Treatment of Employees/Employer

Students are expected to interact with colleagues and supervisors in a polite, courteous, and respectful manner. Key expectations for student conduct include:

- **Professionalism and Punctuality:** Arriving on time each day, returning from breaks on time, and notifying the employer and school of any absences.
- **Respect and Courtesy:** Treating all staff, customers, and members of the public with respect, politeness, and empathy, regardless of their background or level of authority.
- **Adherence to Rules:** Complying with the organisation's specific rules, procedures, dress code, and health and safety regulations.
- **Confidentiality:** Not conveying any private or confidential information about the organisation, its staff, or clients to anyone outside the workplace.
- **Willingness to Learn:** Showing enthusiasm, taking initiative, asking questions when unsure of a task, and actively engaging in assigned duties.
- **Minimising Distractions:** Keeping mobile phones switched off and out of sight during work hours and avoiding personal internet use.

Employer's Expected Treatment of Students

Employers are expected to provide a positive and supportive experience that facilitates the student's learning and development. Employer responsibilities include:

- **Safe and Supportive Environment:** Ensuring student safety and well-being, which is paramount, and creating an environment of trust. Health and safety law generally considers work experience students as employees for the duration of their placement.
- **Structured Programme:** Providing a clear work plan or itinerary with supervised, meaningful tasks appropriate to the student's skill level.
- **Designated Supervision:** Assigning a team supervisor or mentor to guide the student, act as a primary contact point, and ensure they are treated correctly.
- **Opportunities for Learning:** Offering opportunities to develop new skills, observe different roles, ask questions, and engage with various departments.
- **Feedback and Evaluation:** Completing a feedback or evaluation form for the student upon completion of the placement and potentially conducting an exit interview with the student.
- **Insurance and Documentation:** Ensuring the school provides necessary documentation, such as an insurance letter, and having relevant child safeguarding procedures in place if the student is a minor.