



D U N B O Y N E
C O L L E G E
O F F U R T H E R E D U C A T I O N

Work Placement Policy

Dunboyne College of Further Education recognises and values the importance of experiential learning for our students. It is our policy to prepare our students to participate in working as part of a team and to develop skills and confidence during work experience placement.

Preparation Procedures

- It is the student's responsibility to find a work experience placement. Each student must be fully registered on a programme and be undertaking the required modules to meet QQI standards. Students will be made aware of specific requirements for their vocational area by the work experience teacher for example, Garda clearance is necessary for a number of our courses
- It is the student's responsibility to ensure the supervisor has received the following documents
 - Name of liaison tutor
 - Supervisors report and instructions on how to complete it
 - A copy of the code of conduct for students on work experience
 - Insurance letter for placement
 - Other required documents as instructed by work experience teacher
- In Nursing and Healthcare courses students must fulfil the following criteria:
 - A Garda clearance certificate which has been obtained through the college Garda vetting officer
 - Students must attend their own GP for a course of Hepatitis B injections. Evidence of the first two of these is necessary before beginning a work placement rotation
 - Students must hold a current Patient Movement and Handling Certificate
 - Students must purchase the college uniform which consists of a tunic, navy trousers and appropriate shoes
 - Students are encouraged to complete a basic First Aid course which is facilitated by the college

During the Placement

Successful completion of the QQI work experience module is dependent on completion of a minimum amount of work experience hours and satisfactory supervisors report. Students should refer to work experience teacher's guidance on this matter.

Dunboyne College values the relationship with work environments and therefore expects students to be professional at all times during placement:

Code of Conduct for Students on Work Experience

- Be professional in your contacts with service users, staff and supervisors
- Keep all information obtained on placement confidential
- Any reference to work placement on social media is not permitted
- Obtain permission from service user and supervisor for any information used in assignments/course work
- Take responsibility for your own learning
- Participate in all activities associated with the role
- Read and adhere to all policies and procedures
- Arrive punctually
- Take direction from staff and supervisors
- Contact placement supervisor if unable to attend
 - The college will liaise with the placement supervisor in case any issues have arisen over the duration of the work experience
 - The work experience tutor will work with each student to assess the skills they are acquiring and how they can make the most of the placement opportunity

The work experience teacher will phone the work placement to monitor student progress and address any issues that may arise for example attendance, conduct etc.

On Completion of the Placement

- Each student must produce a completed work experience supervisors report (provided by the college/work experience teacher). This report provides evidence that he/she has completed the required hours of placement necessary to meet the criteria of QQI qualification
- The student must ask their individual workplace supervisor to complete and sign the provided report which they must then return to the college for inclusion in final marking for the work experience module
- The college respects the final grading of the supervisor regarding student performance only in exceptional circumstances will DCFE seek justification of marks awarded