



DUNBOYNE COLLEGE OF FURTHER EDUCATION

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 information
 - 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
 - It is recommended that students with additional needs disclose this information to their work experience supervisor. This is to ensure they are supported appropriately in their placement.
- 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.

Alternative Work Placement Arrangements – Covid-19 provisions

Considering current Covid-19 restrictions and for the duration of the academic year 2020/2021 Dunboyne College will make provision for the completion of the work placement element of the Work Experience module in the following ways;

Existing Employment

If a student is currently in paid employment then provision will be made for this employment to be accepted for Work Placement with the agreement of the student and their employer. The student will be required to complete all aspects of the Work Experience portfolio including a detailed diary and log of time completed together with an Employer/Supervisor Report.

Project-Based work on behalf of an Employer

Provision will be made for the completion of work placement through project-based work. The work undertaken by the student should reflect the nature of their vocational area and the standard expected at Level 5.

In completing work placement in this manner, the student will complete an agreed project for an employer where it is not possible to complete the placement on site with the employer. The student may complete the work in Dunboyne College or in their own home.

If a student proposes to avail of this opportunity they should present a completed Project Based Work Experience form outlining in detail the project as agreed with the employer and the content they would plan to develop and the time period during which the work will be completed.

The student will present the outcome of their project based work as part of their Work Experience portfolio.

Project-Based work where an Employer has not been identified

If the student identifies a project that they wish to undertake but are unable to identify an employer, then provision will be made in consultation with the Deputy Principal and Work Experience Teacher for the student to undertake the project for the benefit of the College or an identified organisation.

The student will present the outcome of their project-based work as part of their Work Experience portfolio.

National Lockdown arrangements

In the event of a national lockdown where students have not completed their placement or completed part of their work placement or made arrangements for work placement the following arrangements will apply.

- The completion of the placement through a Project-Based approach in consultation with the employer and/or Dunboyne College.
- Where it is not possible to set a work-related task students will be required, in consultation with their teacher, to complete a free online course of sufficient duration, relating to the vocational area. Certification of completion will be submitted to the Work Experience Teacher.
- Where a student has not completed work experience placement but has undertaken paid or unpaid employment in the previous 12-24 months this may be considered as fulfilling the work placement element if the employer submits a completed supervisor's report.

Provision of Employer/Supervisor's report

Where students are unable to furnish a signed supervisor's report on the completion of work experience any evidence e.g. an email from the employer will be accepted. Teachers may complete the Supervisor's Report based on verbal communication with the Employer.