



Transition Year Programme

Programmes Coordinator : Moira Wallace

RE: WORK EXPERIENCE

Dear Employer,

This is to state that _____ is a student in the Transition Year Programme (TYP) at Ardscoil Ris. TYP students have completed their Junior Certificate but have not yet commenced Leaving Certificate studies.

He is applying to you for Work Experience from

Monday, 4th March to Friday, 15th March 2019

Work Experience is an essential part of the TYP. It is hoped that TYP students will gain an insight into the work environment through the experience of seeking work in the first place and the spending of some time out of school in the work place. The student can provide you with a C.V. if required. Punctuality, cooperation and compliance with supervisors are a vital part of the students experience at work.

If you are prepared to offer a place please note:

The work is part of the student's programme. **No payment** is expected.

The student is expected to spend the **full working hours** as set by you.

The student should be given **actual work** to do.

You will be contacted during the student's work experience to have your observations and evaluation. I will ask you to fill in a short supplied report sheet which should be returned to the school at the end of the work experience.

The school wishes to express its appreciation for your co-operation in this important part of the Transition Year Programme.

Yours sincerely,

Moira Wallace

Moira Wallace
Programmes Coordinator