



St. Columba's College

Careers & Counselling Department

RE: Transition Year Work Experience Programme 2021-2022

To whom it concerns,

As part of the Careers & Guidance structures within St. Columba's College, pupils in Transition Year are asked to participate in at least one week-long work experience during the school year. Structured and planned work experience is an essential tool to allow young minds formulate an understanding of the working world, an appreciation for routine & discipline and to acquire further knowledge of specific careers.

It is recommended that this work experience takes place in the pupil's home country and during one the designated work experience week (the week beginning February 14th 2022) or during holiday periods.. In certain circumstance, the school may facilitate additional planned work experience periods during the school year, with prior consultation with the Transition Year Co-ordinator and the Guidance Counsellor.

Potential employers might like to note that the school's public liability insurance policy extends to pupils on pre-planned work experience. It is recommended that employers provide an activity or challenge for the week and help the pupil reflect on their experience using their work experience workbook. Please feel free to contact me should you require any further information.

Your faithfully,

Humphrey Jones, Guidance Counsellor, guidance@stcolumbas.ie