



CO-ORDINATOR
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Further Education Centre
 The Neale Road
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Work Experience Policy: Youthreach Ballinrobe

Work experience is an integral part our Youthreach programme. We are very thankful to all employers who co-operate with us by allowing students to do work experience.

MSL ETB has extended its employers liability policy, from Irish Public Bodies, to include students participating in work experience.

Co-operating employers should inform their own insurance that these students are on their premises.

All students can receive unannounced visits from a staff member at any time whilst on work experience. Phone calls will also be made where appropriate.

Students must contact and inform the centre co-ordinator or staff member if they have any difficulty whilst on work experience.

During work experience the following is expected from our students:

1. Full attendance
2. Students must work a minimum of 6 hours per day (excluding breaks) in order to get a full days training allowance. These hours will be agreed with the co-operating employer, the centre co-ordinator and the student before work experience commences.
3. A completed work experience diary form should be submitted on a weekly basis to the centre. These forms must be signed by both the student and employer. Completed forms are needed to process payment of trainee allowances.

I have read and understand the above.

Signed: _____
 Instructor

Signed: _____
 Employer

Signed: _____
 Student

