



ST. AUGUSTINE'S COLLEGE

AN AUGUSTINIAN SCHOOL

September 2020

Dear Sir/Madam,

Thank you most sincerely for accepting _____ for Work Experience. This is one of the most important modules a student undertakes during their Transition Year. It helps students get a flavour of the world of work, assists them in making subject choices for fifth year and even career choices. Not only that, but it greatly improves their social skills and gives very worthwhile life experience.

During their placement it is expected that students would get to see and participate in the day to day workings of their place of employment. In as far as is possible, they should be given a variety of tasks so they can experience all aspects of the job.

All students are covered by the school insurance policy while they are on Work Experience. I have enclosed a copy of the relevant section of the policy sent to us by our insurance company, Allianz Ireland plc. I also enclose an Employer's Report Form. I would be most grateful if you would complete this and return it to me once the student has completed their time with you.

St. Augustine's College is always proud to send our students into the workplace. Before they leave the school to go on Work Experience, we stress to them the importance of punctuality, co-operation, courtesy and good manners at all times. However, should a student not prove satisfactory in any way, please do not hesitate to contact me at the school.

We appreciate that it is not always easy to take a student into the workplace, so we are most grateful to you for your willingness to accept _____.

Yours faithfully,

Ms. Anne Pender
Work Experience Co-ordinator.