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## Work Experience Policy: Youthreach Kiltimagh

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

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

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

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

Learners 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 learners:

1. Full attendance
2. Learners 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 learner 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 learner and employer. Completed forms are needed to process payment of training allowances.

I have read and understand the above.

Signed: \_\_\_\_\_  
Instructor

Signed: \_\_\_\_\_  
Employer

Signed: \_\_\_\_\_  
Learner