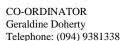






Further Education Centre Colaiste Raifteiri Kiltimagh Co. Mayo



E-mail: youthreachKiltimagh@msletb.ie



Work Experience Policy: Youthreach Kiltimagh

Work experience is an integral part 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 cooperating 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:		Signed:	
_	Instructor		Employer
Signed:			
	Learner		

