



WORK EXPERIENCE PLACEMENTS 2018/2019

- Certificate issued on completion
- Letter of reference.

[Please see options below:](#)

TEACHING ASSISTANT PROGRAMME

We welcome students to work closely with our Teachers as part of our IELA team and play a pivotal role in our high quality service. This may suit students who have an interest in working with younger students and considering a career in Teaching.

ITINERARY:

- ✓ On arrival students will receive full induction from **IELA-Dublin** Director of Studies.
- ✓ Students will join our **Director of Studies and Team of professionally qualified Teachers** and assist with class preparation, class supervision, learn teaching skills, working with younger students, Trinity College & Cambridge exam preparation.
- ✓ In the afternoon and evenings (*Tuesday & Thursday evenings*) they will join **IELA-Dublin** team of group leaders to lead and supervise our younger students in their daily afternoon activity.
- ✓ Full board accommodation with **IELA-Dublin** high quality families in Sutton/Howth.
- ✓ Full day Saturday excursion – Students will assist **IELA-Dublin** Leaders with supervision
- ✓ Students will receive full appraisal from our **Director of Studies throughout placement and on course completion.**
40 x hours per week certified.

GIFT SHOP/CAFÉ/RESTAURANTS/GOLF CLUBS

A great opportunity for Italian students to work with Irish teenagers and meet real Irish customers.

ITINERARY:

- ✓ On arrival students will receive full induction for the week ahead.
- ✓ Students will attend **IELA-Dublin Language school** in St. Fintan's High School Sutton from 9.30 - 12.30 (Mon - Fri)
- ✓ Students will be transported to their work placement on first day - 14.00 - 17.00
- ✓ Full board accommodation with **IELA** high quality families in Sutton/Howth.
- ✓ Students meet at **IELA-Dublin** on Tuesday & Thursday evenings and join in the activities.
- ✓ Full day Saturday excursion

HAIRDRESSING PLACEMENTS

Anyone with an interest in the Hair & Beauty industry will love this opportunity to be part of a leading salons in North County Dublin who will be happy to share their knowledge of make-up and hair colour.

ITINERARY:

- ✓ On arrival students will receive full induction for the week ahead.
- ✓ Students will attend **IELA-Dublin Language school** in **St. Fintan's High School Sutton** from 9.30 - 12.30 (Mon - Fri)
- ✓ After lunch students will be transported to their work placement on their first day - 14.00 - 17.00
- ✓ Full board accommodation with **IELA** high quality families in Sutton/Howth.
- ✓ Students meet at **IELA-Dublin** on Tuesday & Thursday evenings and join in the activities.
- ✓ Full day Saturday excursion

(flights not included/medical insurance required).

WORK EXPERIENCE TERMS & CONDITIONS

Being part of a work environment is a learning experience and develops confidence and independence. Students should embrace the opportunity positively. We work with real employers who own and operate real businesses, please observe and agree our **terms & conditions**. **IELA-Dublin** will support each student throughout the placement.

- Students **must** be at least **16+ years**.
- Students **must** have a minimum level of **B1 oral English**.
- We will do our best to match a request for a particular type of placement, however **IELA-Dublin** reserve the right to assign a placement to each student as available.
- Once a placement has been agreed and assigned by **IELA-Dublin**, students cannot decide to change.
- Students must attend the work placement at the times specified.
- If a student decides they do not like the placement **IELA-Dublin** cannot offer an alternative placement.
- If a student decides not to attend their work placement, **IELA-Dublin** reserve the right to terminate the placement.
- If a student cannot attend their work placement because of illness, they must notify **IELA-Dublin** as soon as possible.
- If a student decides they want to terminate the placement early **IELA-Dublin** cannot refund fees.
- **IELA-Dublin** & the employer reserves the right to terminate the placement if necessitated.

Please note: All of our customer facing businesses can have quiet days as well as very busy days. This is real life, we cannot change a placement if a student finds it too quiet or too busy.