



27/01/25

Dear Parents/Guardians,

We are writing to inform you that all 5th-year students enrolled in the Leaving Certificate Vocational Programme (LCVP) are required to participate in a 3-day work experience placement, which will take place from **Thursday, 13th February, to Saturday, 15th February 2025**.

This work experience is an essential component of the LCVP curriculum, designed to help students gain real-world insights and develop key skills such as communication, teamwork, problem-solving, time management, and professional responsibility. It offers students the opportunity to explore potential career paths and better understand workplace expectations.

Students are responsible for sourcing their own placement and must notify their LCVP teacher of the **name and contact details** of their chosen work experience provider. It is important that this information is submitted promptly to facilitate any necessary arrangements or follow-ups.

Upon their return to school, students will be required to complete a Diary of Work Experience, which is a key element of their LCVP portfolio. The portfolio itself constitutes 60% of their overall grade for this subject, making the completion of this activity particularly significant.

We greatly appreciate your support in encouraging and assisting your child in securing a suitable placement. Should you have any questions or require clarification, please do not hesitate to contact us.

Thank you for your cooperation in ensuring the success of this programme.

Yours sincerely,

**Principal**

Emma Fogarty  
Programme Co-Ordinator