



CAREER SERVICES

THE ENTRANCE EXAM EXPERTS

# TY Work Experience Workshop



Helping Transition Year students find the right work experience and thrive in it

Prepare Participate Reflect Grow



# Why This Workshop?



Transition Year work experience is a unique opportunity to explore careers, build confidence, and develop real-world skills.

But many students don't know how to find the right placement or get the most out of it.

That's where we come in.

At Career Services, we've supported over 50,000 individuals on their career journey since 1987. Our **TY Work Experience Workshop** empowers students with the skills, tools, and mindset they need to take ownership of their work placement and future.



# Workshop Objectives



Students will leave the workshop with:

- A **clear understanding** of their **own interests** and **career preferences**
- The **confidence** to begin **finding and applying** for **suitable placements**
- A strong start on a **skills-based CV** and the **tools to complete** it independently
- Practical guidance on **writing a tailored cover letter**
- An **understanding of how to act professionally** and reflect on learning
- A **comprehensive toolkit** for ongoing career development



# What's Included?



## Live Workshop (2 / 3 Hours)

Delivered onsite by expert facilitators using dynamic, interactive methods. Key topics include: - Finding the right work experience - CV building foundations - Writing a cover letter - Communicating with employers - Making the most of the placement - Introduction to reflective learning.



## Printed Workbook

Every student receives a high-quality, structured workbook with: - Placement planning worksheets - CV builder framework - Cover letter templates - Reflection prompts and planning tools.



## Online Learning Platform (12-Month Access)

Students can build on their learning with: - A CV builder tool - Interactive e-learning modules - Downloadable templates - TY placement journal and guided reflection resources.



## Our Facilitators

Our team combines deep experience in education, psychology, and career coaching. Each workshop is designed to energise students with relatable guidance, real-world examples, and positive encouragement.



# What Schools & Students Say



“The workbook is a true treasury of information. It’s so comprehensive and incredibly useful for all students preparing CVs, cover letters, and interviews.” ~ **AnnMarie Ward, St. Kevin’s Community School**

“Highly professional, helpful and accommodating. Our students were very impressed.”  
~ **Ailís Ní Áinle, O’Carolan College**



“Before the workshop, I didn’t know what I wanted. After it, I had a placement plan, a CV outline, and more confidence. It really helped.”  
~ **Nadin, TY Student**



# Workshop Options & Pricing

We offer flexible delivery depending on your timetable and group size.  
Groups are typically split for better engagement.

 **The more students that attend, the lower the cost per student.**

Group Size	Sample Cost per Student	Total Fee
75	€33	€2,500
100	€25	€2,500
125	€20	€2,500
150	€20	€3,000

## Book Early – Dates Are Limited

- Workshops run throughout the academic year.
- Early booking is advised to secure your preferred date





## Get in Touch

We'd love to talk through the options with you.

☎ Freephone: 1800 212 212

☎ Local: 028 22977

✉ Email: [info@careerservices.ie](mailto:info@careerservices.ie)

🌐 [www.careerservices.ie](http://www.careerservices.ie)

