

I'VE HAD ENOUGH,  
I'M OUTTA HERE!

Thinking of leaving school early?

# About this booklet

Dun Laoghaire Youth Information Centre and Youth Choices are delighted to introduce the first edition of '*I've had enough, I'm outta here*'. This booklet is aimed at young people who may be having difficulties at school and are thinking of leaving early or may have already left.

The booklet brings together a list of support services that are there to help, providing information on alternative education, training and employment options.

## Acknowledgements

This booklet could not have been published without the willing participation and constructive feedback of many people and we would like to extend our thanks to all concerned. In particular we would like to thank the participants of the Alternative Learning Pathways Project.

We extend our gratitude to the Dun Laoghaire Rathdown Local Drugs Task Force and Southside Partnership whose financial assistance made this publication possible.

A special word of thanks to Charlene Doyle, Youth Information Officer, for her innovation, creativity and patience during the design of this booklet.

While every attempt was made to ensure that the information was accurate before going to print, we accept no responsibility for errors or omissions. If your organisation has not been listed and you wish to be included in subsequent editions, please contact us.

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Throughout this booklet you will find phone numbers of support services who can help you. If you don't feel comfortable ringing yourself, ask someone else (e.g. parent, teacher, youth worker, friend) to ring and find out the information for you!

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# BEFORE YOU LEAVE !!

## THINGS TO CONSIDER

- The legal age for leaving school is 16 or after your Junior Cert - whichever is later.
- There are very few options for those who leave before 16.
- It's worth considering that the risk of unemployment is higher for young people who leave school early.
- However, formal education isn't an absolute necessity to a successful life. There are many ways to succeed, and many ways to educate yourself.
- What will you do if you leave?



# TELLING YOUR PARENTS!

If you make a decision to leave school early it can cause conflict.

## YOUR PARENTS' - V - YOUR VIEWPOINT

- ➔ Your parents may have problems with your idea of leaving school.
- ➔ They may be concerned that you are passing up opportunities for your future.
- ➔ They may be disappointed, because in their eyes, you are giving up opportunities in school that they may not have had.
- ➔ They may not understand (or have forgotten) the pressures that are involved with school. There is often much more pressure on young people nowadays to achieve at school than there was in the past.
- ➔ They may be worried about you being able to get a job.





### Tips!

- ➔ It is important to listen to their point of view.
- ➔ Tell them about your feelings and concerns.
- ➔ If you have a plan - let them know what it is.

If you feel you aren't able to do this without help, you could ask someone you trust to help you to talk about it with your parents.

# THE LEGAL BIT!

### What happens if I miss a lot of school?

-  Your school must report any student that is missing for 20 days or more to the National Educational Welfare Board.
-  If the absence is unexplained an NEWB Educational Welfare Officer will talk to the school and then may decide to contact you in an effort to improve your school attendance (this may involve a visit to your home).

An Educational Welfare Officer will help you in whatever way they can to ensure that you get an education by either going back to school regularly or receiving an education elsewhere.

**Helpline 1890 363 666**

**[www.newb.ie](http://www.newb.ie)**

Local Educational Welfare Officer contacts:

Margaret Groome

Ph: 2022011


(east of N11)

Elaine Nolan


Ph: 8738614

(west of N11)

### Who is responsible for me attending school?

-  Under the Education (Welfare) Act 2000, your parents or guardians are responsible for ensuring that you attend school.

### Will my parents / guardians be brought to court if I miss school?

-  The Educational Welfare Officer has your best interests in mind and will try to provide whatever supports are needed to help you to attend school. If however, you or your family are not willing to work with the Educational Welfare Officer to make sure that you get the education you need, the matter may be referred to the courts. Legal action is the very last option.

# TROUBLE AT SCHOOL - SPECIFIC PROBLEMS

If you are unhappy in school, it is really important to talk to someone. There are people who are willing to help and offer you support and advice on how best to improve your school experience, or discuss what other options are out there.

Local Educational Welfare Officer contacts:

Margaret Groome Ph: 2022011 (east of N11)

Elaine Nolan Ph: 8738614 (west of N11)

## I am being bullied in school – who can help?

Your school should have an anti-bullying policy that states what will be done if someone is being bullied. Tell your parents and/ or a teacher in school what is happening. Don't try to cope with this issue alone.

## I'm pregnant – do I have to leave school?

No, there is no need for you to leave school. There are many supports available within school to help you.

If you do need to be absent from school in the later stages of pregnancy or immediately following the birth of your baby, you are entitled to home tuition (9 hours a week for 10 weeks).

Contact the Dept. of Education and Science Post Primary Section.  
Ph: 0906 484264, or 0906 484279 [www.education.ie](http://www.education.ie)

Contact your local Social Welfare Office to find out about social welfare entitlements. Dun Laoghaire Ph: 2145540 [www.welfare.ie](http://www.welfare.ie)  
Rathfarnham Ph: 4069010

# TROUBLE AT SCHOOL - SPECIFIC PROBLEMS

### For Parents!

#### My 14 yr old child refuses to go to school, what should I do?

Talk to the school and see if there are any ongoing problems that can be dealt with. Talk to the Educational Welfare Officer or ask for the NEPS psychologist assigned to the school to become involved.

#### I think my best friend is drinking too much, I don't know what to do:

She has started to drink every weekend and is missing a lot of school. She is very defensive if anyone says anything to her about it, and a lot of our friends are giving up on her. How can I help her?

- 1 Don't take it all on yourself - talk to or call someone for advice (*see below for useful numbers*).
- 2 Encourage your friend to talk to someone they trust, perhaps a family member, school counsellor, a youth worker or a friend.
- 3 Give your friend a list of support organisations and helplines that will be more than willing to help.

#### List of local supports:

National Drugs & H.I.V Helpline 1800 459 459  
Addiction Services, Centenary House, York Rd., Dun Laoghaire  
Ph: 2803335  
Haniel Project; Sandyford Ph: 2176140 Shankill Ph: 2390675  
Alateen Ph: 8732699 (10.30am - 2.30pm, Mon - Fri)

#### Useful websites:

[www.drugs.ie](http://www.drugs.ie)    [www.dlrdrugtaskforce.ie](http://www.dlrdrugtaskforce.ie)



## BEFORE YOU LEAVE

# TROUBLE AT SCHOOL - SPECIFIC PROBLEMS

## How do I change schools?

You need to apply in writing to the school of your choice, including your age and year to which you are applying. Also request a copy of the school's admission policy. The school should then give you a decision in writing within 21 days.

## My local school won't let me enrol, what now?

If a school has refused you a school place and you are not happy with that decision, you can appeal it, under what is called a Section 29 Appeal (see below).

## I've been suspended (20 days or more) / expelled - what happens now?

Your school must notify the National Educational Welfare Board. If you are not happy with this decision your parents (or you if you are 18 years of age or over) have a right to appeal under what is called a Section 29 Appeal.

You can do this by filling in an Appeals form which is available on request from the school or downloadable from the Dept. of Education and Science website.

If you attend a VEC school, you must first appeal to the VEC - your school will give you a form. If unsuccessful in this appeal, you then can appeal to the Dept. of Education and Science.

[www.education.ie](http://www.education.ie)

Appeals Admin Unit: 0906 483600

Contact your Local Educational Welfare Officer for advice:

Margaret Groome

Ph: 2022011

(east of N11)



Elaine Nolan

Ph: 8738614

(west of N11)

# SUPPORTS @SCHOOL

## National Educational Welfare Board

-  The Educational Welfare Officers' job is to support and act as an advocate for parents/guardians and children experiencing difficulty in going to school.
-  They will help you in whatever way they can to ensure that you get an education by going back to school regularly or receiving an education elsewhere.

Helpline 1890 363666

[www.newb.ie](http://www.newb.ie)

Local Educational Welfare Officer contacts:

Margaret Groome

Ph: 2022011


(east of N11)

Elaine Nolan

Ph: 8738614

(west of N11)

## School Completion Programme Coordinators

-  Their role is to provide supports to young people aged 4-18 years in order to help them to stay in school. The supports provided depend on your individual needs. Programmes include after-school activities, sport and leisure programmes, breakfast and lunch clubs.

Local Schools with School Completion Programme:

Ballinteer Community School, Ballinteer, D. 16

Ph: 2988195

Cabinteely Community School, Johnstown Rd.

Ph: 2852137

Holy Child Community School, Sallynoggin.

Ph: 2855334

St. Tiernan's Community School, Sandyford.

Ph: 2953224

# SUPPORTS @SCHOOL

## Home / School / Community Liaison Coordinators

- Their role is to act as a link between the school and home. They encourage parents to become more involved in a young person's education through courses, talks, etc. They will discuss any aspect of school that may be causing anxiety or stress to a young person or a parent.

## School Guidance Counsellors

- Career Guidance Counsellors will inform and advise you of the many options open to you. They will help guide you through these options to choose the best one for you. If you are thinking of leaving school early, your career guidance teacher will give you information on your options after you leave. This service is available in all schools.

## Home Tuition

- This may be provided when a young person cannot go to school because of a serious medical problem, a lack of a suitable school place or while appealing being expelled. The Educational Welfare Officer can advise you and help you to make an application for home tuition.

## Special Needs Supports

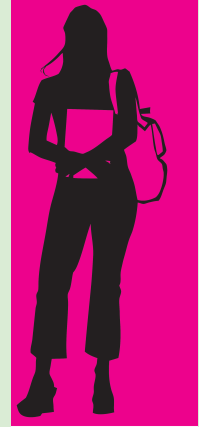
- The local Special Educational Needs Organiser (SENO) provides information and assists parents who have children with special educational needs or those who have concerns that their children may need some extra supports.

Contact the local SENO through the school

[www.ncse.ie](http://www.ncse.ie)

Contact an Educational Welfare Officer who will listen to your particular set of circumstances and advise you who to contact. 1890 36 36 66

# OTHER WAYS TO DO YOUR LEAVING CERT



## Leaving Certificate Applied (LCA)

- ✦ This two-year programme consists of four half-year 'sessions'. Sessions include work experience, life skills, the arts, social education, leisure and language.
- ✦ Assessment is continuous throughout the course and there is a final examination. The written examinations take place in June, at the same time as the examinations for the Leaving Certificate.

For further information check out [www.lca.ie](http://www.lca.ie)

### Local Schools offering Leaving Cert Applied

Ballinteer Community School, Ballinteer, D. 16 Ph: 2988195  
Cabinteely Community School, Johnstown Rd. Ph: 2852137  
Rockford Manor, Stradbroke Rd., Blackrock Ph: 2801522  
Holy Child Community School, Sallynoggin Ph: 2855334  
Newpark Comprehensive School, Blackrock Ph: 2883724  
St. Tiernan's Community School, Sandyford Ph: 2953224  
Some Youthreach Centres

# OTHER WAYS TO DO YOUR LEAVING CERT

## Leaving Certificate Vocational Programme (LCVP)

- This two-year programme consists of the usual choice of Leaving Certificate subjects, together with two short courses called link modules. The link modules are Enterprise Education and Preparation for the World of Work.
- Students receive the same certificate as other Leaving Certificate students, but their Leaving Certificate includes an additional statement of the results of the Link Modules (Pass, Merit or Distinction).

Further information can be found on [www.lcvp.ie](http://www.lcvp.ie)

### Local schools offering LCVP

Blackrock College, Blackrock	Ph: 2888681
Newpark Comprehensive Sch, Blackrock	Ph: 2883724
Oatlands College, Stillorgan	Ph: 2888533
St. Benildus College, Kilmacud, Stillorgan	Ph: 2987836
St Laurence College, Loughlinstown	Ph: 2826930

# LEFT SCHOOL ?

## LOCAL SUPPORTS

**Youth Choices** - offers young people support, help and advice about their options if they are aged 15-25 and have left school early.

Contact: Sinead Fortune Ph: 086 3890298

**FÁS Youth Advocate** - provides mentoring, career guidance and information to young people aged 16-21 years. It is mainly for young people who have left school early and are attending Youthreach/Training Centres.

Ph: 2841194

**Out of School Education Service** - provides support and offers educational opportunities to young people who have left school early and would like to gain some more formal qualifications. The programmes run by this service include part time programmes covering a range of different topics as well as literacy & numeracy support.

Contact: Sinead Murphy Ph: 2365190

**Youth Information Centre** - Provides a free and confidential information service for all young people on a wide range of topics including courses, sports & leisure clubs, finding a job, rights & entitlements.

Contact Dun Laoghaire Youth Information Centre,  
137 Lr. George's Street, Dun Laoghaire. Ph: 2809363 [www.youthquest.ie](http://www.youthquest.ie)

# ALTERNATIVE CHOICES

## The 'Next Step' Programme

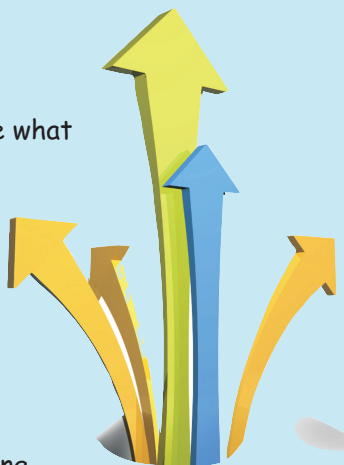
Thinking of doing something but not sure what to do?

### Are you?

- ▶ Aged 15-18 years.
- ▶ An early school leaver.

### Why not take the next step?

- ▶ Learn computer skills.
- ▶ Find out information about training.
- ▶ Get help deciding what you want to do with your life.
- ▶ Part-time course in Dun Laoghaire Community Training Centre.



Contact: Sinead Fortune Ph: 086 3890298  
Contact: Sinead Murphy Ph: 2365190

## Alternative Learning Pathways Project

- ▶ For 12-15 year olds who are out of school or are at risk of being out of school. Referrals are received from the Educational Welfare Officer and local secondary schools.
- ▶ The programme offers 5 Junior Certificate subjects, and FETAC modules along with individual support and guidance.

Contact: Antoinette Murphy  
Project Co-ordinator, 61 Mulgrave St.,  
Dun Laoghaire Ph: 2365190

## ALTERNATIVE CHOICES

### Youthreach Training Programme

- Youthreach is a one / two year programme for unemployed 15-20 yr olds who have left school without completing 2nd level education.

#### You must be:

- Aged between 15 and 20 years.
- An early school leaver.

#### Immediate Bonuses:

- Training allowance is paid.
- A travel and lunch allowance is paid if you live more than three miles away from the centre.
- Training is free.
- The opportunity to gain a National Qualification e.g. FETAC.

#### Local Centres:

##### Dun Laoghaire Community Training Centre

Programmes include: Industrial Skills, Catering and Hospitality, ECDL, Pre-Apprenticeship Training Programme, Introduction to Hair & Beauty, Young Mothers' Programme, Literacy and Maths.  
41A York Rd, Dun Laoghaire, Co. Dublin Ph: 2841194 [www.dlctc.ie](http://www.dlctc.ie)

##### Sportsreach

Programmes include: Junior Certificate, FETAC, Coaching Courses, Arts & Crafts, Literacy and Numeracy, Computers, Football and Swimming.

St Joseph's Football Club, Pearse Park, Sallynoggin, Co. Dublin.  
Ph: 2351500

##### Rathfarnham Youthreach

Programmes include: Communications, Computers, Maths, Art, Personal Development, Catering and Outdoor Pursuits.

Mountainview Hse, Meadow Park Ave,

Rathfarnham. D.14.

Ph: 2963413

[www.youthreach.ie](http://www.youthreach.ie)



# ALTERNATIVE CHOICES

### Local Centres cont'd:

#### Tivoli Training Centre

The centre is closed for two years due to building work. It is due to re-open in 2010. Tony Corcoran (Manager) can be contacted on 2841028 with further queries.

#### Senior Traveller Training Centre

This 2 year programme is for young travellers over 15 years, who have left formal education without a qualification and are not in full-time employment. The centre may also take young people from the settled community.

Programmes include: English, Maths, Woodwork, Food & Cookery, Music, Arts & Crafts, Sports.

Senior Traveller Training Centre, St. Kiernan's, Old Connaught Ave., Bray, Co. Wicklow. Ph: 2822819      [www.sttc.ie](http://www.sttc.ie)

#### The Back to Education Initiative (BTEI)

This offers short courses to young people and adults. Those aged over 15 yrs with less than the Leaving Certificate are eligible to take part on a BTEI. There are several being run in the community for a wide variety of age groups and levels.

Out of School Education Service, 61 Mulgrave St., Dun Laoghaire.  
Ph: 2365190

# ALTERNATIVE CHOICES

## National Learning Network

- ✦ This programme aims to help people to learn skills they need to get a job or progress to further education or higher training. Aimed mainly at people with a disability, anyone facing obstacles in the search for work should enquire about the courses available.

Contact: [www.nln.ie](http://www.nln.ie)  
Roslyn Park College, Sandymount  
NLN, Boghall Road, Bray  
Ph: 2613400  
Ph: 2829643

## Festina Lente

- ✦ This programme gives people the opportunity to learn new skills and prepare them for a job, further learning or training that reflects their interests and abilities. You can learn through horse management, gardening and / or community-based activities.



Contact: [www.festinalente.ie](http://www.festinalente.ie)  
Old Connaught Avenue, Bray  
Ph: 2720704

### FURTHER EDUCATION WITHOUT THE LEAVING CERT

With so much attention on the Leaving Certificate, you may be forgiven if you have overlooked the fact that there is a wealth of careers and courses that can be accessed without your Leaving Certificate.

### Apprenticeships

- An apprenticeship is a way of combining work experience and training to get a 'trade' or become a qualified craft person. It generally takes 4 years to complete an apprenticeship.

#### Apprentices must

- Be at least 16 years.
- Have a minimum of grade D in any five subjects in the Junior Cert or equivalent (some apprenticeships require certain subjects).
- Find an employer who is willing to register you with FÁS for a standard-based apprenticeship.

Dun Laoghaire Community Training Centre has a pre-apprenticeship training course for those who don't have their Junior Cert.

Examples of standard based apprenticeships are Carpentry, Plumbing, Motor Mechanics, Plastering.....



[www.fas.ie](http://www.fas.ie)

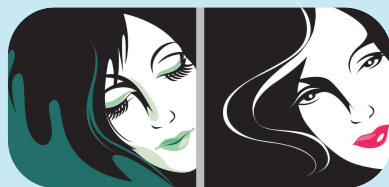
Dun Laoghaire FÁS Office;  
Rathfarnham FÁS Office;

Ph: 2808488  
Ph: 4951414



## FURTHER EDUCATION WITHOUT THE LEAVING CERT

### Hairdressing



- Hairdressers usually do a 4 year apprenticeship, including some off-the-job training, such as night classes and some assessment.
- FÁS have a 22 week course giving trainees the basic skills so that they can get a job as a junior hairdresser.

[www.fas.ie](http://www.fas.ie)

Dun Laoghaire FÁS Office;  
Rathfarnham FÁS Office;

Ph: 2808488

Ph: 4951414

- The Dun Laoghaire Community Training Centre has an 'Introduction to Hair and Beauty' course aimed at young people (aged 16-25).

Dun Laoghaire Community Training Centre

Ph: 2841194

[www.dlctc.ie](http://www.dlctc.ie)

- Sallynoggin College of Further Education also has a 'Hairdressing & Beauty Therapy' course and may accept people without a school qualification.

Sallynoggin College of Further Education

Ph: 2852997

[www.scfe.ie](http://www.scfe.ie)

### FURTHER EDUCATION WITHOUT THE LEAVING CERT

#### Defence Forces

**General Service Recruitment** - Recruits are required to undergo an initial training period of approximately 16 weeks, during which time they are required to live in barracks. This includes foot drill, arms drill, fieldcraft, first aid, rifle marksmanship, tactical and physical training:

- You must be at least 17 and under 25 years of age.
- You must be at least 5ft 2in/157.4cm.
- You must pass a medical examination and a physical fitness test.
- You must satisfy an interview board and recruiting officer that you have a good enough level of education for service in the Defence Forces.

<a href="http://www.military.ie">www.military.ie</a>	Ph: 1890 426555
Army	Ph: 8046453
Air Corps	Ph: 4037535
Navy	Ph: 1890 262828

**Military Apprenticeships** - Apprentices in the Defence Forces receive training for their chosen trade, as well as military training. All apprenticeships in the Defence Forces are recognised by FÁS.

**Army and Naval** - Most of the schemes are open only to serving members of the Permanent Defence Force, however there are limited direct entry opportunities.

**Air Corps** - take direct entry for most of their apprenticeships. There are several specific requirements which should be checked out on their website or competitions line (see above).

### FURTHER EDUCATION WITHOUT THE LEAVING CERT

#### FÁS

- ✓ Offers training for those who wish to improve their skills or look for a job.
- ✓ Will accept applications from 16yrs for certain courses.
- ✓ Courses include receptionist skills, ECDL, legal secretary.

FÁS Training Centre, Loughlinstown, Ph: 2043600      [www.fas.ie](http://www.fas.ie)  
FÁS Dun Laoghaire, Ph: 2808488      FÁS Rathfarnham,      Ph: 4951414

#### Horse-Racing - Trainee Jockey

A 42 week jockey traineeship (FETAC Certified) aimed at young people aged 16-18.

RACE, Curragh Hse, Kildare.      Ph: 045 522468      [www.racingacademy.ie](http://www.racingacademy.ie)

#### Fáilte Ireland

Their courses are aimed at people who wish to have a career in the hotel, catering and tourism industry.

- ✓ No experience or qualification is required.
- ✓ You must be at least 17yrs (18 for bar work).
- ✓ Training is free.
- ✓ A training and travel allowance is paid.

[www.failteireland.ie](http://www.failteireland.ie) or Ph: 1850 256 256

#### Teagasc

These courses offer a wide range of career options if you wish to make a career in agriculture, horticulture, horses or forestry.

- ✓ There is no minimum educational requirement.
- ✓ Paid work experience is part of these courses.

[www.teagasc.ie](http://www.teagasc.ie) or Ph: 8459000

## FURTHER EDUCATION WITHOUT THE LEAVING CERT

### Colleges of Further Education

- 1 Offer practical courses, mostly with FETAC awards.
- 2 Often opportunities for those without leaving certificate to apply to certain courses.
- 3 Will take people at 16yrs for certain courses.
- 4 Examples of local courses that may accept those without Leaving Certificate:

- ✓ Dance
- ✓ Performing Arts
- ✓ Floristry
- ✓ Photography
- ✓ Childcare Studies
- ✓ Office Skills
- ✓ Computers / ECDL



### Local Colleges of Further Education

Dun Laoghaire College of Further Education, Cumberland Street

Tel: 2809676 [www.dlcfe.ie](http://www.dlcfe.ie)

Senior College Dun Laoghaire, Eblana Avenue

Tel: 2800385 [www.scd.ie](http://www.scd.ie)

Sallynoggin College of Further Education, Pearse Street

Tel: 2852997 [www.scfe.ie](http://www.scfe.ie)

Bray Senior College

Tel: 2829668 [www.bife.ie](http://www.bife.ie)

Stillorgan College

Tel: 2880704 [www.stillorgancollege.ie](http://www.stillorgancollege.ie)

Dundrum College

Tel: 2985412 [www.cfedundrum.com](http://www.cfedundrum.com)

# MONEY MATTERS

## MONEY MATTERS WHEN STUDYING

### FÁS Course Training Allowance

An age-related training allowance is paid to those who are attending a training course in FÁS, Youthreach or Community Training Centres. Full details of rates available from [www.fas.ie](http://www.fas.ie).

### Travel and Meal Allowance / Accommodation Allowance

You may be entitled to travel and meal allowance / accommodation allowance while attending a training course in FÁS, Youthreach or Community Training Centres. Rates available from [www.fas.ie](http://www.fas.ie).

### Childcare

You may be able to avail of a grant to assist with childcare costs, if you are attending a vocational training course through FÁS, a Youthreach Centre or a College of Further Education. Contact the Centre you will be attending for details.

### Apprenticeships

Apprentices are paid the agreed Industrial Apprentice Wage rate by the employer (the actual rate paid may vary depending on the occupation and employer). Generally, rates are based on the year and increase during the apprenticeship. Details should be checked with the prospective employer or on [www.labourcourt.ie](http://www.labourcourt.ie).

During off-the-job training, all apprentices are paid an Apprentice Allowance by FÁS and a contribution towards travel or accommodation costs (where appropriate). Full details of rates available from [www.fas.ie](http://www.fas.ie).



## MONEY MATTERS WHEN STUDYING

### Back to Education Allowance (BTEA)

Aimed at assisting those who are unemployed, are lone parents or have a disability, to pursue an approved full-time course while continuing to receive social welfare payments.

Initially aimed at those aged over 21, you can now also qualify for BTEA if you:

- ➔ are aged between 18 and 20 years
- ➔ are out of formal education for two years, and getting one of the following social welfare payments:
- ➔ Jobseeker's Allowance or Jobseeker's Benefit, or One-Parent Family Payment, Disability Allowance for at least - **6 months (156 days) for the Second Level and 12 months (312 days) for the Third Level Option**



Further information on eligibility can be found on  
[www.welfare.ie](http://www.welfare.ie) [www.citizensinformation.ie](http://www.citizensinformation.ie)

### Maintenance Grant

If you are attending a full-time course in a college of further education or a third level college, you may be entitled to a maintenance grant.

Further information on eligibility can be found on  
[www.studentfinance.ie](http://www.studentfinance.ie) or  
call to Dun Laoghaire Youth Information Centre

# EMPLOYMENT

## CAREER DIRECTIONS

### How to choose a career

- Some people know from an early age what they would like to do - a teacher, an electrician, a bus-driver perhaps - but there are many who have no definite ideas about what career they would like.
- One of the keys in choosing the right career for you is an awareness of your own skills, abilities and potential and secondly information on how to achieve your goals and access the opportunities available.

#### A good place to start your research is:

[www.careerdirections.ie](http://www.careerdirections.ie)

[www.qualifax.ie](http://www.qualifax.ie)

[www.daycourses.com](http://www.daycourses.com)

[www.nightcourses.com](http://www.nightcourses.com)

[www.careersportal.ie](http://www.careersportal.ie)

- Talk to people who are doing the career you would like.
- Work experience** - There are often opportunities through training courses to gain work experience in a chosen career. This is an ideal way to get a real feel for a job.
- School Guidance Counsellors** - even when you have made a decision to leave school, guidance counsellors are often prepared to meet with you to discuss your options.
- Youth Advocate** - based in Youthreach centres, they provide a career guidance service to young people.

## FINDING A JOB

### **STEP (Support, Training and Enterprise Programme)**

Is a 20-23 week 'back-to-work' training programme for unemployed 16-25 year olds who are unsure of their job choices. The programme aims to channel young people into employment or further education.

A training allowance is paid. Transport costs are covered and some assistance in child care is available. Full access to a modern gym is also provided.

Contact YMCA, Aungier St., Dublin 2. Ph: 4782607

### **FÁS Employment Service**

An appointment with an employment officer can be arranged through your local FÁS office. An initial guidance interview will take place and information can then be provided about careers, choices, training options, job vacancies and the supports available to assist people into employment or training. They will also provide assistance regarding CV and interview preparation, and employment rights.

[www.fas.ie](http://www.fas.ie)

Local Offices:

Cumberland St., Dun Laoghaire

Nutgrove Enterprise Centre

Freephone: 1800 611 116

Ph: 2808488

Ph: 4951414

### **Getting a CV**

When you apply for a job, you are usually asked for a CV. A CV gives information (e.g. education, work experience, hobbies) about you to a prospective employer. Dun Laoghaire Youth Information Centre will help you to prepare your CV and will even type it up for you if necessary.

Contact Dun Laoghaire YIC, 137 Lr. Georges St. Ph: 2809363

## RIGHTS WHEN YOU WORK

As a young person, you have rights when you are at work. It is important that you make yourself aware of your rights & entitlements and exercise those rights.....

### AGE LIMITS

For a regular job, the minimum age is 16.

If you are 14 or 15,

- you can only do light part-time and holiday work
- you can take part in work experience during term time
- you must have at least a 3 week break during the summer
- you may be employed in film, theatre, sports or advertising (under licence)



### MAXIMUM HOURS OF WORK PER WEEK

As a young person, you cannot be asked to work beyond the maximum hours for your age.

	14yrs	15yrs	16/17yrs
<b>Term-time</b>	No hours	8hrs a week	40hrs a week
<b>Holidays</b>	35hrs a week	35hrs a week	40hrs a week
<b>Work Experience</b>	40hrs a week	40hrs a week	40 hrs a week

### MINIMUM WAGE

The National Minimum Wage is €8.65 per hour.

However, if you are under 18, you are only entitled to 70% of the minimum wage which is **€6.06 per hour**.

## EMPLOYMENT

# RIGHTS WHEN YOU WORK

## REST BREAKS

When working, you are entitled to proper breaks:



	U 16s	16 & 17
30 mins break	30 mins after working 4hrs	30 mins after working 4.5hrs
Every 24hrs	14hrs off	12hrs off
Every 7 days	2 days off	2 days off

## EARLY MORNING & NIGHT WORK

In general, young people are restricted in working late nights and early mornings.



	U 16s	16 & 17
Early morning	after 8am	after 6am
Night work - with school next morning	up to 8pm	up to 10pm
Night work - without school next morning	up to 8pm	up to 11pm (and not before 7am next morning)

# ADULTS WHO HAVE LEFT SCHOOL EARLY

## Education

It is never too late to return to study as mature Students are often exempt from standard entry requirements. Here are a few organisation who can help...

### Adult Education

Dun Laoghaire VEC Adult Education Service                      Ph: 2147200  
Co. Dublin VEC Adult Education Service                      Ph: 2965935

### Adult Literacy

Dun Laoghaire Adult Learning Centre                      Ph: 2855633  
Dundrum Adult Learning Centre                      Ph: 2964321

### Leaving Certificate for Adults

The Southside Centre for Leaving Certificate Applied for Adults, Holy Child  
Community School                      Ph: 2855334  
South Dublin Education Service                      Ph: 2965935

### Adult Guidance and Counselling Service

Discover Guidance, 61 Mulgrave St.                      Ph: 2365196  
Adult Guidance Service, Dundrum                      Ph: 2989283

### The Foundation Certificate

This is suitable for adults who have good basic literacy skills but who have not completed the Leaving Certificate, or who may have completed it some time ago. It prepares adults (over 21) with no prior experience of higher education to enter third level education and progress to further studies.

Contact: IADT, Kill Ave., Dun Laoghaire.                      Ph: 2144600                      [www.iadt.ie](http://www.iadt.ie)

## Employment

**Southside Local Employment Service (LES)** A free, confidential and personal service for long-term unemployed people and those in danger of becoming long-term unemployed.

**Contact:** 137 Oliver Plunkett Road, Monkstown, Ph: 2841977,  
freephone 1800 200501

# DRUG & ALCOHOL AWARENESS

Remember that you don't have to use alcohol or drugs to have fun....

## Did you know?

- Drugs and alcohol affect people differently - it can depend on your weight, size and age.
- Alcohol and drugs can make you feel more confident, but remember they can also affect how you make decisions.
- You may do things you normally wouldn't do and may regret later.
- Alcohol and drug use can change your relationship with your family and friends.
- Gardaí have the power to confiscate alcohol from Under 18s who drink in public places.

## Keep Safe!

- Don't leave a drink alone as it may be spiked - drink spiking is when alcohol or other drugs are added to your drink without you knowing.
- Don't let yourself be pressurised into doing something you don't want to do.
- Make sure you have a plan on how you are getting home before you go out.
- Remember, when you are out, stay safe - and keep close to friends you trust.
- **In an emergency** go straight to A & E of the nearest hospital or CALL 999.

## Need to talk? There are people who can help:

- National Drugs & H.I.V Helpline 1800 459 459
- Addiction Services, Centenary House, York Rd., Dun Laoghaire  
Ph:2803335
- Haniel Project; Sandyford Ph: 2176140 Shankill Ph: 2390675
- Alateen; Ph: 8732699 (10.30am - 2.30pm, Mon - Fri)

## Useful Websites

[www.drugs.ie](http://www.drugs.ie)

[www.dlrdrugtaskforce.ie](http://www.dlrdrugtaskforce.ie)

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## WHO WE ARE....

### Youth Choices

Youth Choices aims to provide support, advice and information to young people (15 - 25yrs) living in the Dun Laoghaire/ Rathdown area, who have left school early and are interested in returning to education, training or employment.

*Just phone, text or e-mail, for an appointment or drop-in to the Youth Info Centre on Wednesdays afternoons.*

Contact Sinead Fortune, Youth Choices, 41A York Rd.,  
Dun Laoghaire. Ph: 0863890298 / 01-2841194;  
e-mail: [sinead@dlctc.ie](mailto:sinead@dlctc.ie)



### Youth Information Centre

Provides a free and confidential information service for all young people (15 - 25yrs) on a wide range of topics including courses, college grants, sports & leisure clubs, finding a job/ cv preparation, rights & entitlements.

*Call in, phone, text or e-mail, no appointment is necessary!*

Contact Youth Information Centre, 137 Lower  
Georges St., Dun Laoghaire. Ph: 2809363;  
txt: 086 2370067; e-mail: [yicdlys@iol.ie](mailto:yicdlys@iol.ie);  
web: [www.youthquest.ie](http://www.youthquest.ie)





*Are you aged 15 - 18?  
Thinking of leaving school early?  
Are you already out of school?  
Wondering what to do next?*

*It's always worth spending a bit of time checking out  
what is right for **YOU!***

*Whatever your situation, you will find someone who  
can provide the support or information you need.*

**This booklet is about helping you**

