

	<p>EUROPASKOLEN - EUROPÄISCHE SCHULE ΕΥΡΩΠΑΙΚΟ ΣΧΟΛΕΙΟ - EUROPEAN SCHOOL - ESCUELA EUROPEA - ECOLE EUROPEENNE - SCUOLA EUROPEA - EUROPESE SCHOOL - ESCOLA EUROPEIA - EUROOPPA-KOULU - EUROPASKOLAN</p>
	<h2>FREQUENTLY ASKED QUESTIONS</h2>

What are the main features of the Work Experience (W.E.)?

- **The Work Experience is organized for S5 students only.**
- The activity is designed as a curricular activity and all S5 Students are required to participate.
- This activity can be carried out in a public body or a private company, during the scheduled period only. (20 - 24 June 2022).
- Students cannot have their parents as employers.
- This activity shall not be paid and it is covered by the school insurance.

What are the main Work Experience objectives?

- Motivate students to make decisions about their future university studies, as well as their career and professional future.
- Discover a real recruiting process in a real work environment within your interests.

Why is the Work Experience useful?

Students through work experience:

- They will develop their personal, social and communication skills and the ability to interact with others.
- They will improve their language skills.
- They will acquire value for their C.V.s to be included in the application dossier for future studies/careers.

Where can we do the W.E.?

- It can be performed in Belgium or any other EU Member State.
(N.B. travel and subsistence costs are paid by the parents).
- Students are encouraged to have their work experience where they can use their L2 or L3.

Which are the main different steps of the W.E.?

- **Step 1:** Identification of the employer.
- **Step 2:** Preparation / Signing of the W.E. Contract.
- **Step 3:** Conclusion of the placement by the students in the identified jobs.
- **Step 4:** End of the W.E.: students prepare and submit their W.E. report.
- **Step 5:** Employers hand over the evaluation grid, which is provided by the school, directly to the W.E. Coordinator.
- **Step 6:** Assessment of each individual W.E. by the school.
- **Step 7:** The school issues a W.E. Certificate to students who have successfully completed their internship.

Which is the process to identify a W.E.?

- **The identification of employers is the sole responsibility of the students/parents.**
- Existing personal networks should preferably be exploited in Brussels, in the home country or the other Member States.
- The school provides a list of employers based on experience.
- Students will write a CV and a motivation letter with the help of their language teachers, if necessary (the CV template is in TEAMS – Class Materials).
- Students should be fully involved in the process to experience real recruitment with all features: application, interviews, possible rejections, evaluation, etc.
- Students should not wait until the last minute to look for employers.
- The school provides a letter of support that students can use in the process of identifying employers (the template is in TEAMS – Class Materials).

Sample list of potential employers

- National administrations.
- Embassies, Permanent Representations of MS to EU.
- European Council, European Commission, European Parliament.
- Multinational organisations (e.g., Eurocontrol).
- European External Action Service (EEAS).
- EU Agencies (e.g., ENISA, EMSA, FRONTEX, CERN).
- NGOs.
- Independent professionals: Lawyers' offices, Architects' studios, Doctors, etc.
- Banks, Consultancy companies, insurance agencies.
- Newspapers, TV-Radio stations, broadcasting.
- Hospitals, Clinics, Animal clinics.
- Natural Science Institutes, laboratories.
- Hotels, museums, tourist offices, Airlines.
- Private sector: Pharmaceutical companies, factories, etc.

Some special cases of employers requiring specific qualifications?

- EUROCONTROL
- EU Council

What is the procedure for filling out the W.E. contract?

- Once the employer has been identified, download the W.E. contract template (TEAMS – Class Materials).
- Students must provide three (3) original copies signed by the employer, parents and student to the WE Coordinator, then forwarded by the WE Coordinator to the Deputy Director of the School for signature.
N.B. No copies are produced by the school.
- Afterwards, one copy is given by the student to the employer, one remains with the Student and one is kept by the school.

How should the Students behave during the W.E.?

As representatives of their school, the Students must behave appropriately, which means that they should:

- Be polite.
- Arrive on time.
- Follow the dress code.
- Take the Work Experience seriously.
- Full respect of all laws, regulations, codes of conduct, etc., including sanitary measures (COVID19, etc.)

The details of the EEB1 Code of Conduct are uploaded in TEAMS – Class Materials.

THE ABOVE IS AN ESSENTIAL PART OF THE EVALUATION PROCESS.

How to write the W.E. report?

- At the end of the Work Experience, students must write a report (approx. 1000 words) and hand it on TEAMS - ASSIGNMENTS by the deadlines in the WE calendar.
- The instructions on filling out the report and the template are on TEAMS.

What is the Evaluation Grid and how is it filled in?

- An evaluation grid is given to the students at the beginning of the work experience, and it must be given to the person in charge of the W.E. (the template is in TEAMS – Class Materials).
- According to this grid, different aspects of the student's behaviour and skills are evaluated: it will also be proof that the students have successfully carried out their internship.
- At the end of the W.E., the evaluation grid must be sent from the employer to the W.E. Coordinator by email within the deadline set out in the W.E. calendar.
- **WITHOUT THE EVALUATION GRID AND THE REPORT, THE SCHOOL WILL NOT BE ABLE TO DELIVER A WORK EXPERIENCE CERTIFICATE TO THE STUDENTS.**

The W.E. Certificate

- As soon as the school evaluates the completion of the internship, a Work Experience Certificate will be issued.
- The Work Experience Certificate is a formal document issued by the school.

Which is the role of the school on W.E.?

- The school provides a contract that makes the internship legal and covers students during the W.E.
- The school will intervene in case of problems during the work experience.
- The school will deliver the certificate to the students upon presentation of the report and the evaluation grid of the work experience signed by the internship supervisor.

Tips for effective parents/students communication with the W.E. Coordinator

- In case of any questions, please check first if the answer is already provided on TEAMS or the school website.
- All the necessary information is uploaded to the EEB1 website (Work Experience Section) and TEAMS to help parents and Students.
- Indicate the abbreviation WE in all communications/documents, in addition to the subject, student's full name as shown in the school records (please avoid shortcuts, etc.), class and section.
- At the moment, while waiting for a dedicated @, all requests for information and communications can be sent to the following @:

Karina Huayamave – Work Experience Coordinator

E-mail: huayamai@teacher.eursc.eu