

# **WORK EXPERIENCE PROGRAMME**

**EEB1 2021-2022**



# **RAISING ASPIRATIONS**

***Prof. Karina Huayamave***

***Work Experience Coordinator***



Provides knowledge of the local job market and starts students on the road to building a network of business contacts.



An opportunity to impress local businesspeople – in a few years' time there may be the opportunity to go back to the same manager seeking employment!



Valuable experience to add to a CV or Personal Statement.



Many employers are happy to offer a reference, which students can use when applying for jobs, either while they are still at school or later.

# WHY WORK EXPERIENCE?

# WHO IS THIS PROJECT AIMED AT?

The Work Experience is organised for S5 students only.

The main goal is to allow them to have a real experience in a professional environment.

The Work Experience is designed as a curricular activity.

All students at this level are expected to participate.

Students will have the opportunity to develop their knowledge as well as their personal, communication and social skills.

It is not intended to prepare students for a specific career, although it can of course provide interesting insights into their future choice of higher education / career.

# WORK EXPERIENCE DURING THE SCHOOL YEAR 2021-2022

All S5 students will have the  
Work Experience  
during the penultimate week of June  
( after the B tests ).

20/06/2022 - 24/06/2022

All forms related to the  
Work Experience programme  
can be found on TEAMS.

You and Your parents are required  
to complete these forms  
according to the deadlines.

You are solely responsible for ensuring  
the placement of your work experience.

The school will handle all your  
paperwork and provide you with a  
certificate.

Get organized.

The main steps:

- A) Go to TEAMS and fill in the online form.
- B) Write a cover letter and send it to potential employers.
- C) Get a place in a company / organization.

# **CONTRACT, LEGAL AND INSURANCE ASPECTS**

The W.E. Contract is the only legal document that will be filled in by the student, verified by the W.E. Coordinator, signed in 3 original copies by the company/organisation, the student, the parents ( in the case of students under 16 ) and the school management.

The school insurance coverage will be mentioned in this agreement.

All interested parties will receive a copy of this agreement.

The school will provide a model of this W.E. Contract.

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Students  
can carry out the Work Experience  
in any EU country.

Students do not have to work  
directly with their parents  
in the same department.

Trainees  
cannot be paid.

# WATCH CAREFULLY

## THE PPT PRESENTATION

SEARCH IN

WORK EXPERIENCE TEAMS - CLASS MATERIALS

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# WORK EXPERIENCE: HOW IT WORKS



## Step 1:

Log on to TEAMS

Watch the PPT

## Step 2:

Complete:

- A) Work Experience form.
- B) Parental consent.
- C) Acceptance of the perfect trainee code.

## Step 3:

- A) Create a student CV and a motivation letter.
- B) Send your CV and motivation letter to the employers that you are interested in to complete your work experience.

## Step 4:

Once your work experience has been accepted by the company/organization:

- A) Complete the employer details.
- B) Make sure all your documents are in order.



# HOW TO ORGANISE A WORK EXPERIENCE

- ❖ Write a CV and cover letter.  
( Templates are available in **TEAMS** )
- ❖ Research different options and identify potential employers.
- ❖ Talk to friends and family, they could be a source for suggestions and introductions.
- ❖ Send CV and cover letter to several employers to increase the chances of success.
- ❖ **PLEASE NOTE:** employers must meet specific criteria within the W.E. Contract established by the School.
- ❖ Make sure to fill in the details of the employer that accepted you into **TEAMS**.
- ❖ **IMPORTANT:** the work experience must be real, it is not a cultural or sports theme week.



# WHAT ARE THE EMPLOYERS EXPECTING FROM THE STUDENTS THEY RECEIVE?



Be ready to work, work safely and within company rules.



Good time keeping – be punctual.



Follow instructions and ask if you are unsure of anything.



Ask questions, it shows you are interested!



Discuss any concerns as they arise with your supervisor.

# WHAT DO WE EXPECT FROM STUDENTS?



REMEMBER THAT YOU ARE AN AMBASSADOR FOR THE EUROPEAN SCHOOL, OUT IN THE LOCAL COMMUNITY WHERE PEOPLE KNOW WHO YOU ARE AND WHO WE ARE.



BE SMARTLY DRESSED, PUNCTUAL, POLITE AND WELL BEHAVED.



WORK HARD AND TRY TO CONTRIBUTE, ASKING QUESTIONS WHERE YOU NEED TO: YOU ARE THERE TO LEARN AND TO EXPERIENCE!



COMPLETE YOUR WORK EXPERIENCE DIARY.



THE FOLLOWING WEEK, WRITE A THANK YOU EMAIL OR LETTER TO YOUR EMPLOYER.

# THE MOST IMPORTANT DEADLINES :

DATE	ACTIVITY
06 October 2021	1 <sup>st</sup> WE workshop ( info )
January 2022	Find an internship Write your CV + Cover letter
28 February 2022	Send CV + Cover letter
29 April 2022	Return the WE Contract to the WE Coordinator
20 - 24 June 2022	Work Experience
30 June 2022	Report and Evaluation grid
November 2022	Issue of Work Experience Certificates



**Prof. Karina Huayamave**

**Work Experience Coordinator**

**is available for assistance and answers to specific questions:**

**Wednesday ( h. 09.00 - 10.35 ) - Office V20 ( Villa 2nd floor )**