

Work Experience EEB1 (Web page)

2021 - 2022

GENERAL INFORMATION

Contacts

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Aims

- The Work Experience Project's main objective is to allow S5 students to have real experience in a real professional environment.
- They will have the opportunity to develop their knowledge as well as their personal, communication and social skills.
- It does not aim to prepare students for a specific career, although it can provide interesting insights for their future orientation on higher education/career choices.

Presentation of the WE program

Here is the Link: [B1-WE-Presentation PPT](#)

Documents

- [B1-WE-Sample letter of application](#)
- [B1-WE-Parents' consent form](#)
- [B1-WE- Director's Cover letter](#)
- [B1-WE-Work Experience Contract](#)
- [B1-WE-Code of conduct](#)
- [B1-WE-Evaluation grid](#)
- [B1-WE-Report Explanation & Template](#)
- [B1-WE-Sample Certificate](#)



Calendar

DATE	ACTIVITY
06 October 2021	1 st 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

Write a CV (Curriculum Vitae) and Cover letter

Students can choose one of the following CV templates:

- [B1-WE Template of CV](#)
- [B1-WE Sample letter of application](#)
- Use the European template: download [here](#)
- Create your CV by helping you with [DayJob](#)

Placement research

- Students should reflect on the kind of work experience they would like to have in light of their personal interests and possible career goals.
- Students have to actively search for a work experience place by themselves.
- It should be clear that the job search is a realistic simulation of a real job application.

Examples of organizations

- CERN
- Embassies, Permanent Representations to the EU (e.g., Executive Offices of the Presidencies of the Council)
- European Council, European Commission, European Parliament.
- European External Action Service (EEAS).
- EU Agencies (e.g., ENISA, EMSA, FRONTEX, EDA, ...).
- NGOs based in all continents.
- Law firms, Architectural studios, ...
- Veterinary clinics.
- Natural science institutes, laboratories.
- Hospitals, clinics, homes for the elderly, kindergarten.
- Hotels, museums, tourist offices, Airline companies.
- Newspapers, TV channels - Radio stations.
- International / multinational organizations like United Nations, ESA, NATO, Eurocontrol, etc.
- Banks, insurance companies, public administrations.
- Pharmaceutical companies.
- The automotive industry, factories, ...

Code of conduct

Students will receive information about the code of conduct before the WE with relevant comments on:

- workplace rules.
- appropriate dress code.
- basic rules of courtesy.
- importance of punctuality.
- respect for cultural differences.
- respect for confidentiality in work-related areas.
- appropriate use of social media in a professional environment.

WE Report writing

All students will be expected to compile a Work Experience Report.

- Report writing is expected and could be considered as part of the L1 / L2 programme in Year 6.

Target

- **The Work Experience is organised for S5 students only.**
- **The activity is conceived as a curricular one and all pupils of this level are expected to participate.**

Duration and timing

- The Work Experience will be done during the penultimate week of June at the end of the official school calendar.

Contract, legal and insurance aspects.

- The only legal document is the W.E. Contract completed by the student, revised by the WE Coordinator, signed by the employer, the pupil, the parents (in the case of pupils under the age of 16) and the School Management.
- School insurance coverage will be mentioned in this contract.
- All interested parties (employer/student/school/archive) will receive a copy of this contract.
- The school will provide an official contract to be filled out.

Supervision (monitoring/helpline)

- **If necessary**, the company/organisation and students can contact the WE Coordinator during the work experience.

Restrictions

- Students can do their Work Experience in any EU country.
- Students should not work directly with their parents in the same department.
- Students in Work Experience cannot be paid.

Students' and employer report – WE Certificate

- Once the work experience is over, the evaluation grid must be sent by the employer via email to the WE Coordinator of the school, within the deadline set by the WE calendar.
- Students will also be expected to produce a WE report.
- The template for this report will be provided by the school.
- **The Student will be asked to upload the report as indicated by the WE Coordinator in his/her TEAMS group.**

WITHOUT THE EVALUATION GRID AND THE REPORT, THE SCHOOL WILL NOT BE ABLE TO DELIVER A WORK EXPERIENCE CERTIFICATE TO THE PUPILS.

FAQ: B1-FAQ