

Work experience at EEB3



Coordinator: Marianna Ypofanti

maria.ypofanti@teacher.eursc.eu

Classroom: C307

What are the main features of work experience at EEB3?

- ▶ The school offers to all S5 and S6 students the opportunity to participate in our Work Experience project and have a placement
- ▶ Work experience for last time is not compulsory, for students of S5 but highly recommended. S6 students can also participate
- ▶ The placement is scheduled to take place during the two weeks after S5 and S6 final exams or at any other moment during summer holidays.
- ▶ It is preferable that this activity is held in one organisation or company. However, it could also be done in two different organisations (one week each), if needed.
- ▶ This activity is not paid and it is covered by the school insurance.

What is the work experience purpose ?

- It motivates the students to think about their further **education** or **career** and their **professional future**.
- It gives them an opportunity to discover a real «working environment », especially in the field of their interest.
- This experience will help them to make better decisions about their options at school.

Why could the work experience be useful for the pupils ?

- This experience could develop their **communication skills** and their ability to **interact with others**.
- It can, in some cases, allow the students to **improve their knowledge of languages**.
- It is an asset on their C.V. or in an **application-file** for future studies.

Where can it be done ?

- ▶ Work experience can be done in Brussels, if possible, or almost anywhere around the world.
- ▶ Travel and living costs are borne by the parents.
- ▶ Students are recommended to do their work experience in a country where they can use their LII or LIII.

When can it be done ?

- ▶ Preferably the students can do their work experience during the **two weeks after June exams**, but, if it is not possible, this activity can be scheduled at another period during summer.
- ▶ The work experience is supposed to be done for **two weeks in a row at the same place** but, if it is not possible, students are allowed to spend a second week in another organisation.

How to find a placement ?

- The students and their parents must find a placement **by themselves**. The school does not provide any list or contacts.
- The **pupils compose a CV and a letter of application** with the help of their langue teachers, if necessary.
- They **contact** their parents' colleagues, friends, former pupils who have already done a work experience.
- They **search on the internet** to be informed about the companies and the send their CV and letters to the organisations/companies they are interested in.
- They don't hesitate to phone to the organisation representative to support their own application and to get an interview.
- They don't wait the very last moment to apply and **take the deadline of the contract handout (before 10th of May) into account**.

What is the role of the school ?

- ▶ The school provides a work experience contract which makes the placement **legal** and **gets** the pupils **covered** during their internship.
- ▶ The school **deals with special cases** and **intervenes**, if a problem appears during the work experience.
- ▶ The school **delivers a work experience certificate** to those who provide a work experience report and an evaluation grid signed by the adult responsible for the placement.

What are the different steps of the work experience ?

- ▶ Once a student has been accepted, he/she must **download a work experience contract** from the EEB3 website and have three original hard copies filled and signed by the students, then the parents, the organisation rep, and lastly by the head of the school.
- ▶ The three contracts have to be signed by all stakeholders and sent to EEB3 **before** the beginning of the placement and **before** the deadline scheduled by the school, otherwise the placement won't be insured by the School.
- ▶ After the internship, the pupil must hand over a **work experience report** and an **evaluation grid**, signed by the adult in charge of the placement.

How to deal with the contract ?

- ▶ The students and their parents must download and print three hard copies of it from the school website (the contract is available in French and English).
- ▶ The students and their parents must complete and sign up each copy of the contract.
- ▶ The students must post the three copies of the contract to the organisation/company representative before the deadline.
- ▶ The representative must fill and sign up the three contracts and send them to Mrs Ypofanti at EEB3 before the deadline.

What are the special cases ?

► These are the cases the School accepts to take into consideration **after the deadline** :

- Application to a work experience at Eurocontrol (special selection procedure).
- Application to a work experience at the Council of the EU (special selection procedure).
- Application to an organisation who emailed an agreement for the placement before the deadline, but sent the three contracts afterwards.

How to get the contract ?

- Once collected at school by Mrs Ypofanti, the three contracts are transferred to the Head of EEB3 to be signed up.
- One copy is filed by the school and the two others are handed over to the pupils.
- The pupil must send or hand over to the company representative a copy of the contract signed by the school.

How must the pupils behave during the internship ?

- ▶ As representatives of their school, the students must behave in an **appropriate way**. It means the pupils must :
 - follow the dress code,
 - arrive on time,
 - be kind, and
 - make sure that they take the placement seriously.
- ▶ The pupil's **behaviour is evaluated** by the adult in charge of the placement.

How to write the work experience report ?

When the students complete their placement, they will be asked to **write a report** (of about 1000 words) and hand over - by the end of October - to Mrs Ypofanti.

This report may be drafted in English, French or German and has to be divided into three sections:

- An overview of the characteristics of the company or the organization
- A detailed outline of their activity during the placement and
- An assessment about what this training course has offered to them.

What is the evaluation grid for?

- ▶ An evaluation grid is provided to the students at the beginning of the work experience and it has to be given to the adult in charge of the internship.
- ▶ According to this grid different aspects of the students' behaviour and skills are evaluated.
- ▶ It will be also an evidence that the students have properly undertaken their placement.
- ▶ Once the work experience is over, the evaluation grid must be e-mailed by the company to Mrs Ypofanti.
- ▶ When the evaluation grid and the report are provided, the school will deliver a work experience certificate to the students.

The work experience certificate

- ▶ To get a work experience **certificate** from the school, the students must hand over within the deadlines:
 - a **work experience** report, and
 - An **evaluation grid** with favorable comments from the adult responsible of the internship.

Some examples of work experience placement

- ▶ Embassies, Permanent Representations of MS to EU (ex. support to Presidencies of the Council)
- ▶ European Council, European Commission, European Parliament
- ▶ European External Action Service (EEAS)
- ▶ EU Agencies (ex. ENISA, EMSA, FRONTEX, EDA....)
- ▶ NGO based in all continents
- ▶ Lawyers' offices, architects' studios
- ▶ Animal clinics
- ▶ Natural Science Institutes, laboratories
- ▶ Hospitals, Clinics, Old people homes, nurseries
- ▶ Hotels, museums, tourist-offices
- ▶ Airlines
- ▶ Newspapers, TV-Radio stations, broadcasting
- ▶ International/Multinational Organisations such as UN, ESA, NATO, Eurocontrol etc.
- ▶ Banks, insurance agencies, administrations
- ▶ Pharmaceutical companies
- ▶ Car-constructing cie, factories,...

Agenda

► January :

- The career advisors introduce the work experience project to the pupils.
- The relevant documents (contract, evaluation grid) are put online on the school website.

► **January - May:** The students and their parents look for a placement by themselves. The three hard copies of the contracts must be sent to Mrs Ypofanti as soon as possible.

► **By 10th of May:** deadline for the submission of the contracts.

► **June:** deadline for special cases (ex: Eurocontrol, European Council...).

► **Last week of June - first week of July:** period recommended by the school to schedule the work experience. Otherwise, work experience can be scheduled later on, during the summer holidays.

► **By end of October:** writing of the work experience report and collecting the evaluation grids.

► **January - February:** Delivery of work experience certificates.

Questions?



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