

## Work placements

As of June and until end of August 2019 you will spend 2 weeks working in one or two placements. Ideally you should go to 2 different places – one week in each.

Start now to look around and ask employers if they would be willing to have you. Give the letter provided by the school to the employer.

If you have a vague idea for a career, try to find a placement in a related job. There are hundreds of places you could go to. For example, embassies, national administration or institutions, EU institutions or agencies, UN, NATO or in the private sector such as in hospitals, doctor's offices or for a vet's practice, schools, scientific research institutions, industries etc.

### Rules and guidelines:

- You should not work for your parents or other close relatives, but you could ask your parents to use their network to suggest possibilities for you and your friends.
- You should pursue the overall process on your own and not your parents on your behalf.
- Under no circumstances should this placement be remunerated.
- You should conclude the work experience either after the final exams of S5/S6 or during the summer holidays.
- You will have to arrange transport to and from the workplace.
- You may go abroad, but your parents must take responsibility for your travel, accommodation, your safety and the appropriateness of the placement.
- Your placements must be approved by the school, and the employer will have to sign an agreement (WEX contract) with the school.
- You will be covered by the school insurance during the work experience however if first the relevant WEX contract is properly signed by all parties.
- You will be given an emergency phone number so that you can contact someone at school if things suddenly go very badly.
- You will keep a diary and write up a short report (WEX report) on your experiences.
- You must ask your employer(s) to complete a grid (WEX Evaluation Grid) on your performance which will go into our files for future reference-writing.
- All your documents must be provided either in hard copies or by e-mail to Mrs Marianna Ypofanti (C307 – [maria.ypofanti@teacher.eursc.eu](mailto:maria.ypofanti@teacher.eursc.eu) ) by the appropriate deadlines. If you do not respect the deadlines and/or do not provide both the WEX Report and WEX Evaluation Grid, you will not receive the WEX certificate.

### Procedure

- On the schools website (<https://www.eeb3.eu/en/practical-inormations/work-placement/useful-information/> ) you will find all relevant information and documentation, as well as FAQs upon experience from past years. Make sure that you consult the information provided on the school's website.
- You must write a cv and a letter of motivation to send them to prospective employers. Your teachers of language are ready to help you.
- You should keep in your files: your cv and motivation letter, the school's introductory letter, records of when you send an application, replies etc.
- If an employer agrees to take you, s/he must sign the WEX contract.

- You bring 3 paper copies of the WEX contract properly signed by the employer, the student and the person responsible (for pupils under the age of 18) back to Mrs Ypofanti.
- You will receive back 2 of the copies of the WEX contract with the school stamp. Note that the WEX contract shall be signed by all stakeholders before the beginning of the placement otherwise the students are not covered by the school insurance.
- You keep one copy and give one to your employer.