

### What are the main features of work experience?

As of 2020, WEX is becoming compulsory for all pupils of S5 who have the opportunity to participate in the Work Experience project and have a placement.

Due to the transition phase, 2020 is going to be the last year where the pupils of S6 will also be allowed to conclude a WEX placement.

This activity can be held in one (public or private) organisation or more (one week each, in row or not), as soon as pursued within the foreseen timeframe (25 June-31 August) . Split less than one consecutive week is not possible.

It is NOT possible pupils to have their parents as employers.

This activity shall not be paid, and it is covered by the school insurance (Ethias)

### What are the work experience objectives?

- To motivate the students making decisions on their future university studies as well as their career and professional future;
- To assist decisions related to their options and final choices at school in view of the bac;
- To discover a real «recruitment process» and «working environment » within the field of their interests

### Why Work Experience is useful?

The pupils through the Work Experience:

- Develop their personal, social and communication skills and their ability to interact with others;
- Improve their knowledge of languages, as soon as the WEX placement is selected accordingly;
- Acquire an asset for their C.V. or the application-file for future studies

### Where WEX can be done?

It can be pursued in Belgium, or any other EU Member State (travel and living costs are borne by the parents).

Students are recommended to do their work experience in a placement where they can use their LII or LIII.

### Which are the different steps on WEX?

- Step1: Identification of employer(s)
- Step 2: Preparation/Signature of the WEX Contract
- Step 3: Conclusion of the WEX placement by the pupils in the identified employers
- Step 4: The pupils draft and provide their WEX report and seek for the WEX evaluation grid which is provided directly by the employers to the WEX Coordinator
- Step 5: For those students who have successfully concluded a WEX placement, the school issues a WEX certificate

### Which is the process to identify a WEX placement?

Identification of employers is sole responsibility of the pupils/parents; existing personal networks shall be exploited be it in Brussels or in the home country or in other Member States

The school provides a list of employers upon past experience. It also pursues contacts with some private companies to ensure WEX placements (see examples on CEFIC, Essencia, Ernst & Young) beyond what the pupils can identify themselves BUT the school is NOT at all involved in the process.

The pupils compose a CV and a letter of motivation with the help of their language teachers as necessary *(CV template is provided on the website)*

Pupils should be fully involved in the process to experience a real recruitment with all features: application, interviews, possible rejections, evaluation etc.

Pupils should not wait the very last moment to seek for employers.

The school provides a supporting letter to be used by the pupils in the identification process for employers *(template is provided on the website)*.

### Which is the list of employers upon past experience

- National administration
- Embassies, Permanent Representations of MS to EU
- European Council, European Commission, European Parliament
- Multinational organisations (eg Eurocontrol)
- European External Action Service (EEAS)
- EU Agencies (eg. ENISA, EMSA, FRONTEX)
- NGOs
- Independent professionals: Lawyers' offices, architects' studios, Doctors
- 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

### Which is the process to conclude the WEX contract?

The school provides a work experience contract which makes the placement legal and gets the pupils covered by its insurance during the WEX placement (*template is provided on the website*).

As soon as the employer is identified, download the WEX contract template to be signed timely in three copies by the employer, the parents, the pupils and the school director as last signatory.

The pupils shall provide three signed (original) copies by the employer, parents and the pupil to the WEX coordinator who will seek the School Director's signature. If not possible for three original copies, at least one shall be original and the rest photo/scan copies. No copies are produced by the school but the three copies should be provided by the pupils.

One copy is provided by the pupil to the employer, one stays with the pupil and one is kept by the school. In case an employer prefers a contract to be signed upon own template and not the one provided by the school, the pupils shall contact with the WEX coordinator for guidance on case by case basis.

### Which are special cases of employers?

- EUROCONTROL
- EU Council

### How the pupils should behave during the WEX placement?

As representatives of their school the pupils must behave in an appropriate way which means that they should:

- Follow the dress code
- Arrive on time
- Be kind
- Make sure that they take the placement seriously

The details of the behavior code are uploaded on the website.

The above are part of the evaluation process.

### How to write the WEX report?

When the pupil complete their placement, they will be asked to write a report (of about 1000words) and hand it over to Mrs Ypofanti, upon deadlines as per the WEX calendar 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.
- An assessment about what this training course has offered to them.

### What is the Evaluation Grid and how is concluded?

An evaluation grid is provided to the pupils at the beginning of the work experience and it has to be given to the adult in charge of the WEX placement (*template is provided on the website*).

According to this grid, different aspects of the pupil's behaviour and skills are evaluated.

It will be also an evidence that the pupils have properly undertaken their placement.

Once the work experience is over, the evaluation grid must be posted/emailed by the company to Mrs Ypofanti, within the deadline as per the WEX calendar.

Without the evaluation grid and the report, the school will not be in position to deliver a work experience certificate to the pupils.

### The WEX certificate

As soon as the school assess the successful conclusion of the WEX placement, a WEX certificate will be issued with the name of the pupil, the organization where the WEX placement was concluded as well as the duration.

In case the pupils conclude WEX placement in more than one employers, they will receive one WEX certificate per placement.

The WEX certificate is a formal document issued by the school which the pupils can use as appropriate such as in their application folders to seek for university studies.

### Which is the role of the school on WEX

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 WEX placement.

### Tips for parents/pupil's effective communication with the WEX Coordinator

- In case of questions, check first whether the answer is already provided on the website. There was an effort to upload as complete as possible information on the website to facilitate parents and pupils.
- Indicate in all communications/documents as well as the Subject in your e-mails the acronym WEX, your full name as per schools' files (avoid shortcuts etc.) as well as your section and class.