



Brussels, December 3th 2019

Dear Sir/Madam,

You have been approached by a pupil from our school asking about a one- or two-week work experience in your organisation.

This is part of the career's guidance programme, namely Work Experience, for year 5 and 6 students (ages 15-17) in our school.

The purpose of it is:

- to give pupils the experience of a normal working environment;
- to teach them how to search and apply for a job;
- to encourage them to reflect on their strengths, their interests and their potential, including their language skills as appropriate;
- to enable them to explore ideas and career possibilities for the future.

The period that the pupils can conclude such work experience is from 25 June to 31 August 2020 and it can be of one- or two-week duration.

Our pupils are still quite young, and for most this is their first time in a workplace, but experience has taught us that it is very beneficial for the pupils, and often employers come back to us saying how much they enjoyed having a young person on this scheme.

If possible, we would like you to provide a variety of tasks, and an opportunity for the pupil to see different processes in your company or institution. For example, if you have several departments it would be interesting for the pupil to visit each, in order to learn how the processes, work and interact with different members of staff.

It is preferable that they are not simply given routine tasks like filing papers or washing up. Pupils expect to work hard and can be given real projects to undertake.

The pupils should be present during your normal working hours for the whole period of the placement, behave politely and follow the code of conduct/behaviour of your organisation. It is important for them to be as nearly as possible like a 'normal' job.

If you are willing to take this pupil, please complete and sign the form (WEX contract) you have been given. Please note that pupils should *not* work for their parents or another close relative. They may, however, work in the same company, but in a different office and with a different supervisor.

Under no circumstances should this placement be remunerated. The school's insurance policy covers them whilst in the workplace, as soon as the WEX contract is signed by all parties.

At the end of the work placement, we ask you to complete a very brief assessment form which the pupil will provide to you (WEX Evaluation Grid).

Point of contact in our school in order to address any possible issue related to this placement is the WEX Coordinator (Mrs Maria YPOFANTI, E-mail: [ypofanma@teacher.eurasc.eu](mailto:ypofanma@teacher.eurasc.eu) , Phone: +32 474 48 39 03).

We are most grateful for your willingness to engage in this project with us for the sake of our students, the future citizens of our society.

For the European School Brussels III

  
Peter Garry – Deputy Head

