

Work experience at EEB3



Coordinator: Marianna Ypofanti
maria.ypofanti@teacher.eurisc.eu

What are the main features of work experience at EEB3?

- ▶ All S5 students have the opportunity to participate in our Work Experience project and have a placement
- ▶ This activity can be held in one organisation or more (one week each, in row or not), as soon as pursued within the foreseen timeframe
- ▶ 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)
- ▶ 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

What are the different steps of the work experience ?



Step 1: Identification of employer(s)

- Identification of employers is **sole responsibility of the pupils/parents**; existing personal networks could be exploited
- The school provides a **list of employers upon past experience**, but it 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 provided)*
- 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

TO FACILITATE THE PROCESS:

- **Contacts are pursued** in order to engage with interested employers (e.g CEFIC, Essencia, EY,)* **but these are not the sole choices**
- The school provides **a supporting letter** to be used by the pupils in the identification process for employers*

* *Templates, documents, list of employers will be available on the EEB3 website*

Some examples of work experience placement

- ▶ 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

Step 2: Preparation/Signature of the WEX Contract

- The school provides a work experience contract which makes the placement legal and gets the pupils covered by its insurance during their internship
- 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
- One copy is provided by the pupil to the employer, one stays with the pupil and one is kept by the school

* *Templates, documents will be available on the EEB3 website*

Step 3: Conclusion of 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 will be uploaded on the EEB3 website.

The above are part of the evaluation process.

Step 4: WEX Report and Evaluation Grid

Once the WEX placement is concluded:

- A WEX report* needs to be drafted and submitted by the pupil describing the organization where the pupils concluded their placement as well as the specific project/tasks they pursued;
- A WEX evaluation grid* needs to be provided by the employer directly to the school (WEX coordinator); the template of the grid is provided by the pupil to the employer the first day of the placement; the pupils should follow up with the employers so as to ensure that the evaluation grid will be provided promptly

The above are prerequisites in order the school to assess the successful conclusion of the WEX placement and issue the relevant WEX certificate

** Templates, documents and guidelines on how to fill these forms will be available on the EEB3 website*

Step 5: 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.

** Template on the EEB3 website*

What you can do to prepare

- ▶ Preparation of CVs and Motivation Letters (to be adapted per targeted employer)
- ▶ Seek already for employers
- ▶ Visit the school's website to familiarise with the process

EEB3 WEX link:

<https://www.eeb3.eu/fr/stages-work-experience/informations-utiles-2/>

MAKE SURE YOU CHECK THE WEBSITE BEFORE ASKING QUESTIONS

Agenda

- ▶ **09 December 2019:** Launch of the cycle 2019-2020
- ▶ **27 March 2020:** Deadline for the submission of the contracts
- ▶ **25 June 2020 - 31 August 2020:** Conclusion of the WEX placement*
- ▶ **September 2020:** Collection of the WEX reports and WEX Evaluation Grids
- ▶ **December 2020:** Delivery of work experience certificates.

**No absences from school days are possible in order to conclude WEX placements*

Work Experience

Work experience is a unique asset for the future studies and professional orientation of our pupils

School and parents working closely together will exploit to the full the advantages and the benefits for our pupils

Questions?



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