

## Work placements for S5 students: 13th-24th June 2016

Dear Parents,

In June all S5 students will spend 2 weeks working in one or two placements. The purpose of this is

- to give them the experience of normal working life
- to teach them how to search and apply for a job, including writing their cv
- to encourage them to reflect on their strengths, their interests and their potential for the future
- to enable them to explore ideas and career possibilities for their future.

If they have an idea for a career, it is a good idea to try to find a placement in a related job. This is particularly important if they are considering applying to the UK for university places in medicine. However, in other cases we recommend if possible a week in each of two different types of employment in order to provide a variety of experience.

There are hundreds of possibilities ranging from doctor's offices, hospitals and scientific research institutions, to law and architects' firms, to retail, catering, hotels, art galleries, embassies, homes for the elderly, primary schools, travel agents, farms, factories, offices, television and the European commission .....

### Rules and guidelines:

- It is the student who must search for and apply for the job, *not* the parents or the school! Students may ask their parents and teachers for suggestions and contacts, but parents should not ask the employer on the students' behalf. Parents may of course make enquiries and suggestions, but the student must do the applying!
- Students may *not* work for their parents or other close relative. They may, however, work in the same company, but in a different office and with a different supervisor.
- They may not be paid.
- They must make their own arrangements for transport to and from the workplace.
- They will be covered by the school insurance.
- This is an official school activity during school term. Placements must be approved by the school, and the employer will have to sign an agreement with the school.
- They may go abroad, but in that case parents accept full responsibility for safety, travel and accommodation, and are the point of contact for the student during the placement.

### Procedure: Before

- Students will be required to write a cv and a letter of motivation, have it approved by their careers advisor by December 1st. They will be given help with this in their language classes.
- Students send their cv and motivation letter, together with the introductory letter from the school, to prospective employers. They may first contact an employer by phone or email as a first line of enquiry, but they must then send the full documentation and follow the process through.
- They must keep a file with their cv and letter, the school's introductory letter, records of when they send an application, dates of replies etc. Their advisor will look at this with them from time to time.
- If an employer agrees to take the student, s/he must sign the form

- The student must bring 3 copies of the form back to his or her careers advisor. The deadline is May 13th 2016.
- If the advisor approves the placement, s/he will return 2 of the copies of the form signed by Mr Cole and with the school stamp
- One copy is for the student and the other to be returned to the employer.

**Procedure: During and after:**

- Students will keep a diary and type a report, due Monday 27th June. More guidelines will be given nearer the time.
- Students working in Belgium will be given an emergency phone number so that they can contact someone at school if things suddenly go very badly.
- The employer(s) will write a report on you which will go into our files for future reference-writing!
- There will be an assembly during which certificates will be presented.

**Help and support**

Each class group is assigned a careers advisor, who is available for the students to consult, and who must approve the cv and the work placements.

A group of parents of students in the present S6 group, who went on work placements last year, are available to answer questions.

Students may ask for contact details of employers who accepted students last year, but it is still their responsibility to contact the employer personally.

Some of the agencies of the European Commission are offering placements. There is a separate application process for this. Students who are interested should see Mrs Baines.

**Finally ....**

Last year's students expressed overwhelming satisfaction with the experience. They found it interesting, enjoyable, and it gave them new insights into the world of work! Some came back sure of what they want to do in the future. Others had discovered that they needed to rethink their ideas and career goals. We believe the experience of search for jobs, applying and tasting life in the workplace is a valuable part of every student's education.

Students who do not find work placements will be required to attend school as normal, and will be assigned work to do in the study hall!

Our very best wishes to all S5 students as they embark on this challenge!

Denise Baines

Careers Programme Coordinator

## EEB4 Orientation and Careers Team

**Coordinator:** Denise Baines

**S5 Advisors**, with particular responsibility for supporting the students through the process of option choices and finding approved work placements, collecting WP documents and reading final reports in June.

CLASS	ADVISOR	S5 student numbers
DEA	Christoph Dunnwald	10
ENA	Yvonne Finnen	22
ENB	Jonathan Young	20
FRA	Emmanuel Kouakou	23
FRB	Vanessa Decnoop	21
FRC	Nandita Derleyn	19
FRD	Leonore Pedrinho	20
ITA	Michele Piscitelli, Enrica Depiazza	15
NEA	Marisa Groen, Koen Vandendurpel	12

**S6 Advisors**, with particular responsibility for university applications to the following countries:

UK: Denise Baines

Ireland: Yvonne Finnen

Germany: Christoph Dunnwald

France: Olivier Edelin, Emmanuel Kouakou

Spain: Angela Quiros

Italy: Enrica Depiazza, Michele Piscitelli

Belgium French: Vanessa Decnoop, Nandita Derleyn

Belgium Dutch: Koen Vandendurpel

The Netherlands: Marisa Groen

The USA/ Canada: Luis Miller; Jonathan Young