



**Schola Europaea
European School Brussels IV (Laeken)**

WORK EXPERIENCE POLICY

**Secondary Education Council (SEC/CES)
20.02.2020**

A. Pedagogical aspects

1. Aims

The main aim of WE is to provide pupils with experience of an adult working environment. It is not intended as training for a particular career, but it can be used as part of a pupil's preparation for a vocational course. It usually gives pupils a realistic idea of the nature of certain types of employment and can, therefore, be very helpful in making careers or higher education choices.

2. Placement research

Pupils should reflect on the kind of WE they would like to do in the light of personal interests and possible career goals. They should actively search for a WE place by themselves. It should be clear that the search for a WE placement is a realistic simulation of an authentic job application. However, the WE Coordinator and the career guidance teachers can help the pupil to identify suitable companies or organisations.

3. CV and application training

Training will be organised to help pupils write a CV and application letters during the career guidance sessions.

4. Code of conduct e.g.

Pupils should receive information about the code of conduct before the WE with relevant comments about:

- a. respect for confidentiality in work related areas;
- b. work place rules;
- c. appropriate dress code;
- d. basic rules of courtesy;
- e. importance of punctuality;
- f. appropriate use of social media in a professional environment;
- g. respect for cultural differences.

5. Report writing

Report writing is expected and could be considered as part of L1/L2 programme in year 6.

B. Organisation

1. Which pupils/year?

The target for WE is all Year 5 pupils. **The activity is conceived as a curricular one and will be asked to all pupils of this level (mandatory).**

S6 and S7 pupils may also do a WE placement during the holiday period.

2. Duration and timing

The placement should last for two weeks at the end of the school year within the official school calendar. This implies that the participation to school activities for S5 students will be until the last day of the school calendar. If a student doesn't find a placement he will be asked to be present at school during that period and will be assigned to some duties by the school management.



3. Contract / convention / legal and insurance aspects

The only legal document is a convention completed by the pupil, checked by the coordinator, signed by the company, the pupil, the school management and the parents (in the case of pupils under the age of 16). School insurance coverage will be mentioned in this convention. All interested parties (company/student/school/archive) will receive a copy of this convention. The school will provide a template of this convention.

4. Supervision (monitoring / help line)

If necessary, the company/organisation can contact the Coordinator during the first days of the WE. A help line/email address must be set up for emergency problems when pupils are on WE.

5. Restrictions

Pupils can do their WE in any EU country. Other destinations might be accepted upon a pupil's request to the management if parents discharge the school from any kind of responsibility. Pupils should not work directly with their parents in the same department. Pupils on WE cannot be paid.

6. Pupils' and employer report – certificate – awards

The employer will be asked to fill a report concerning the pupil behaviour during the work experience and deliver it to the student. Pupils will also be expected to produce a WE report. Templates for these reports will be provided by the school. **The pupil will be asked to upload those reports as indicated by the WE Coordinators. This will be a requirement for the award of a school certificate.**