



# **Work Experience (WEX) & Citizenship Action for All Programme (CAAP)**

# LEGAL REFERENCES

**2024-01-D-33-en-2**

**Frameworks approved by the  
Joint Teaching Committee on February 8th and 9th, 2024**

# Work Experience (WEX) Citizenship Action for All Programme (CAAP)

## WEX

Helps students explore career options, develop professional networks, and gain practical skills, which can significantly enhance their CVs and university applications.



## CAAP

Encourages students to contribute to society, develop empathy and leadership, and gain a broader perspective on social issues - all valuable qualities that will aid their personal and academic growth.

# Why doing WEX and/or CAAP?

## **Personal Growth and Leadership:**

Both programs WEX and CAAP are designed to promote personal development.

Students will learn how to search and apply for a job, how to explore new ideas and options for possible future employment, how to face challenges and develop resilience through participation in work experience or volunteering activities.

## **Civic Engagement:**

CAAP fosters a sense of civic responsibility by encouraging students to participate in meaningful volunteer activities. This experience helps students contribute to their community, develop empathy, and broaden their understanding of social issues.

# Why doing WEX and/or CAAP?

## **Career Exploration and Skill Development:**

Through the *Work Experience Program*, students gain first-hand exposure to real-world work environments. They explore potential career paths while developing key employability skills such as communication, teamwork, and problem-solving, which are invaluable for future university and job applications.

## **Civic Engagement and Social Responsibility:**

*The Citizenship Actions for All Programme* fosters a sense of civic responsibility by encouraging students to participate in meaningful volunteer activities. This experience helps students contribute to their community, develop empathy, and broaden their understanding of social issues.

Universities all over the world appreciate the involvement of students in volunteering projects.



# Why doing WEX and/or CAAP?

## **Enhanced University and Career Prospects:**

Participation in WEX and CAAP significantly strengthens students' profiles for university and job applications. Demonstrating initiative, social responsibility, and a proactive approach to personal and professional development gives students a competitive edge.

## **Recognition and Fulfillment:**

By completing either program, students receive digital certificates that recognize their achievements. This not only boosts their confidence, but also provides a sense of accomplishment from making a tangible impact on their community.

WEX and CAAP experience will teach students how to reflect on their strengths, interests and potential for the future.

## **Example of domains or entities where WEX and CAAP can be implemented**

### **Healthcare and Science**

Veterinary clinics  
Hospitals / Laboratories  
Pharmacies

### **Hospitality and Catering**

Catering companies  
Hotels / Restaurants  
Pastry shops and bakeries

### **Media and Communication**

TV and radio studios  
Newspapers and magazines

### **Foundations / Charity associations**

Non Governmental Organisations

### **Government and Diplomacy**

Embassies  
European Commission (EC),  
European Parliament (EP) and other EU institutions

### **Technology and ICT**

ICT shops and technology companies

### **Fashion and Retail**

Hairdressers  
Clothing shops

### **Professional Services**

Architecture firms  
Dental clinics

## Schedule of actions



<b>23<sup>rd</sup> of September 2024</b>	1st WEX & CAAP workshop (information session)
<b>15<sup>th</sup> of October 2024</b>	Career Guidance (CG) session: How to write your CV and motivation letter
<b>30<sup>th</sup> of November 2024</b>	Deadline to express preference for WEX or CAAP and choose the year
<b>30<sup>th</sup> of November 2024</b>	Deadline to upload the CV and the motivation letter on OneNote
<b>30<sup>th</sup> of May 2025</b>	Deadline to submit WEX contracts to the coordinators and to complete the insurance form
<b>23<sup>rd</sup> June – 4<sup>th</sup> July 2025</b>	Work experience takes place / CAAP can take place
<b>31<sup>st</sup> of July 2025</b>	Deadline to submit the reports on OneNote
<b>September/October 2025</b>	Deadline to complete the form to get the certificate



# Schedule of actions for the WEX and CAAP programs



- WEX is to be organised at the end of the school year.
- CAAP can be organized at the end of the school year or throughout the school year (one hour per week, outside of school hours, or during the holidays).
- Deadline for both programs: 5th July

"Placements should be scheduled exclusively outside of regular school hours to ensure minimal disruption and avoid any absences for pupils." (CAAP 2024-01-D-33-en-2.1)

## WEX and CAAP programs – Main points

- All S5 and S6 pupils.
- It is the responsibility of each pupil to independently find their work placement(s).
- Pupils should not work directly with their parents or direct relatives in the same department.
- Pupils will engage in **2 weeks of WEX and/or CAAP**.
- Placements can take place in Belgium or abroad. Travel and accommodation expenses are the responsibility of the parents.
- For placements outside the EU, parents are responsible for travel, accommodation, insurance, security, and the pupil's behavior in the workplace
- Placements are **unpaid** but covered by the school insurance. For placements outside the EU, parents must provide a signed **disclaimer** (template available on TEAMS WEX/CAAP).
- A **school contact number** will always be available for support during the placement.
- **Pupils who are unable to find a placement will have this noted as "Program Not Completed" on their S6 school report**
- For other arrangements, please contact the program coordinators.

# **Contract / Convention**

## **Legal and Insurance Aspects**

The only legal document accepted is the **Convention**, which must be completed and signed by the company or organisation, the pupil and the pupil's legal representatives ( pupils under 18 years old) and by the school's management.

The convention specifies the school's insurance coverage during the placement and the situation concerning civil liability insurance (in charge to the employer or to the students parents).

Copies of the signed convention will be provided to the company/organisation, the pupil, the school.

# Contract / Convention

## Legal and Insurance Aspects

**WHAT IF...** the employer wants to use *his* contract and not the one provided by the school?

School can accept it if all the requirements are mentioned (three parts signatures, insurance is mentioned...).

**WHAT IF...** the employer does not accept the article concerning the civil liability?

Parents must take in charge the civil liability of the student.

Template document provided by school must be filled and signed by the parents/guardians.

**WHAT IF...** the employer does not want to sign the contract?

The pupil must provide a document signed by the employer that declares that the student is doing the internship (with all the information concerning and the employer, the dates, the name of the person of the organization responsible for the internship, ...) and the parents and the student sign the contract provided by the school; in particular the situation concerning the civil liability must be declared (in charge to the employer or to the family).

## Main steps:

- 1. Declaration of Intent:** The pupil must declare their intention to participate in either the WEX or CAAP, specifying the academic year(s) they plan to engage. This will be done via a Form which will be communicated in the WEX/CAAP TEAMS,  
**Deadline: End of November 2024**
- 2. Upload CV and Motivation Letter:** The pupil should upload his/her CV and a motivation letter on his/her designated OneNote WEX/CAAP section and pages.  
**Deadline: End of November 2024**
- 3. Download Employer Presentation Letter:** The pupil downloads a presentation letter to employers from the TEAMS WEX/CAAP files. This letter serves as an official introduction from the school to potential employers.



## Main steps:

**4. Sending Application Documents:** The pupil is responsible for sending **their motivation letter, the letter to the employer, and their CV** to potential employers, as soon as possible.

**5. Positive Response from Employer:** Once a positive response is received from an employer, the pupil:

- downloads the WEX or CAAP contract available on TEAMS WEX/CAAP.
- ensures that the contract is signed by the employer, himself, and the parents (for pupils under 18).
- delivers three signed copies, printed, of the contract to the appropriate coordinator:

**WEX:** Ms ANJOS or Mr. PISCITELLI / **CAAP:** Ms TUROIU

**Deadline: 31st of May 2025**

**6. Insurance Information:** Pupils are required to fill out a form with relevant information for the school's insurance coverage. A link to the form is provided on TEAMS WEX/CAAP.

**Deadline: 31st of May 2025**



## **Main steps:**

**7. Receipt of Signed Copies:** The pupil receives two copies of the contract, signed and stamped by the School Management.

**8. Distribution of Copies:** The pupil keeps one copy for personal records and the second copy is handed over to the employer.

**9. Completion of the Placement:** The pupil proceeds with WEX and/or CAAP placement.

## **Main steps:**

### **10. Reports Uploaded to OneNote WEX/CAAP:**

The pupil uploads the following documents:

- the employer's report, filled out and signed by the employer;
- the pupil's own report.

**Deadline: 30th of July 2025**

### **11. Certification Process:**

The pupil completes the online form with the necessary information for certification.

**September/October 2025**

**12. The Work Experience/CAAP certification will be issued in October 2025**

## The WEX and CAAP TEAMS

For every class, a specific TEAM will be created on Microsoft365

The name of the TEAM will be: **TEAM LAE 2425 S5\*\*\* WEX/CAAP**

**All the information and procedures, the useful documents and the templates will be available on this TEAM:**

- the PROCEDURE to follow (EN, FR)
- la LETTER FOR THE EMPLOYER (EN, FR)
  - the WEX CONVENTION (EN, FR, DE)
  - the INSURANCE documents (EN, FR)
  - the DISCLAIMER document (EN, FR)
- the template for the EMPLOYER'S REPORT (EN, FR)
- the template for the PUPIL'S REPORT (EN, FR)
- the INSTRUCTIONS for the interns (EN, FR)

(examples: see next pages)

## TEAM LAE 2425 S5\*\*\* WEX/CAAP : Documents to be downloaded

letter to the employer  
contract/convention  
templates student's/employer's report  
disclaimer document + insurance document (if necessary)

The screenshot shows the Microsoft Teams interface. On the left, there is a sidebar with icons for Activity, Chat, Teams, and Assignments. The main area displays the 'TEAM LAE 24.25 WEX/CAAP' channel. The 'Files' tab is selected, showing a list of files. A red arrow points to the 'Files' tab in the top navigation bar.

In every folder, the pupil can find the right documents. Ex: Folder « Contracts».

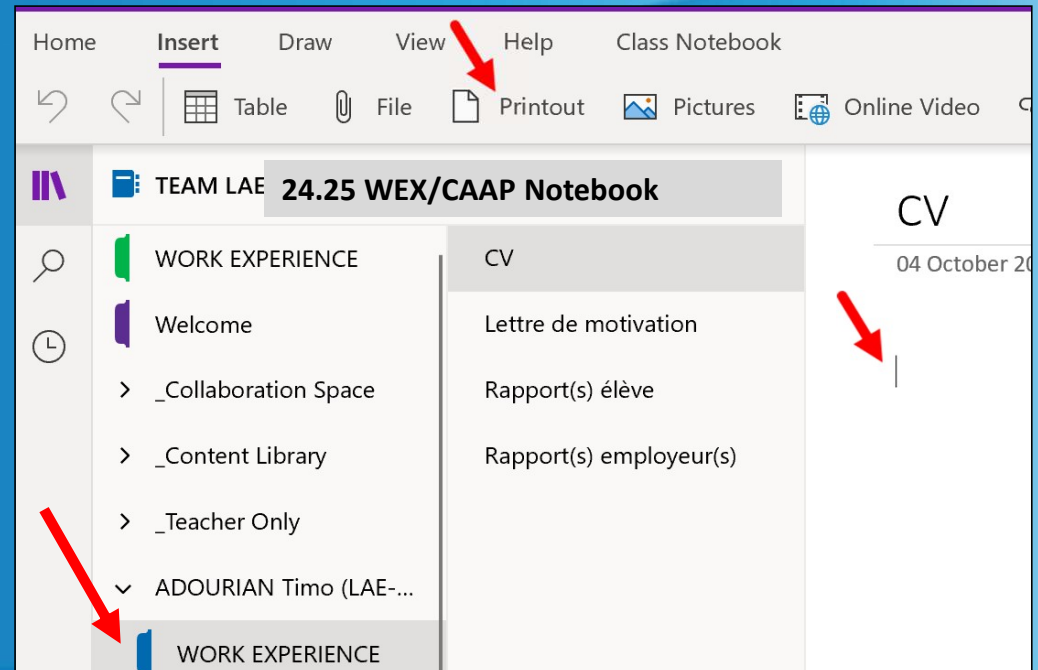
The screenshot shows the 'Class Materials' folder in the 'Files' tab. A red arrow points to the folder list. The folder list contains the following items:

Name	Modified	Modified By
CONTRATS DE STAGE	Yesterday at 6:58 PM	ANJOS
INSTRUCTIONS AUX STAGIAIRES	Yesterday at 7:04 PM	ANJOS
MODELE RAPPORT ELEVE	Yesterday at 7:02 PM	ANJOS
MODELE RAPPORT EMPLOYEUR	Yesterday at 7:01 PM	ANJOS
PROCEDURE (INFO PARENTS)	3 minutes ago	ANJOS

# TEAMS LAE 2425 S5\*\*\* WEX/CAAP: Documents to be uploaded in the correct page on OneNote

**CV**  
**Motivation letter**  
**Student's report(s)**  
**Employer's report(s)**

Upload it as a **FILE PRINTOUT** (PDF or Word)



TEAM LAE 24.25 WEX/CAAP Notebook

WORK EXPERIENCE


- Untitled page
- Untitled page
- CV
- Lettre de motivation

WORK EXPERIENCE

- Rapport(s) élève
- Rapport(s) employeur

### Lettre de motivation

jeudi 14 novembre 2019 11:54



Lettre de motivation...

NON

TEAM LAE 24.25 WEX/CAAP Notebook

WORK EXPERIENCE

- Lettre de motivation
- Rapport(s) élève
- Rapport(s) employeur

WORK EXPERIENCE


- Rapport(s) employeur

### Rapport(s) employeur


jeudi 14 novembre 2019 11:54

FDA

- Work experience...
- Work experience...



The PLM Specialist



Solution Partner Smart Light Digital Industries Software

### WORK EXPERIENCE CERTIFICATE

This is to certify that [redacted] European School of Brussels IV, has

OUI



## **Guidelines for Choosing Your Ideal CAAP or WEX placement**

😊😊 Think about where you see yourself in 10 years! What kind of career or activities would you like to be involved in?  
Use this vision as a guide when selecting a placement.

😊😊 Reflect on what interests you have today and what might capture your interest in the future!  
Think about how your passions may evolve over time.

😊😊 Identify your strengths and areas for growth!  
Identify areas where you excel and consider placements that allow you to leverage and develop these skills further.

😊😊 Acknowledge your weaknesses!  
Be honest about the areas you may find challenging or less enjoyable. Consider how a placement might help you improve in those areas or avoid tasks that are not aligned with your interests.

😊😊 Learn from others!  
Listen to the experiences of your peers and other individuals who have completed WEX or CAAP.  
Their insights may help you decide what kind of placement would be a good fit for you.  
Consider how the WEX or CAAP might help you make decisions for your upcoming years in school, especially regarding your choices in S6 and S7