

Work Experience Program

Stage en entreprise

EUROPEAN SCHOOL LUXEMBOURG II



Email address:

MAM-STAGE@EURSC.EU

The purpose of the Program

L'objectif du Programme

To offer an experience in a professional environment

Offrir une expérience dans un environnement professionnel

Develop personal and
social skills
Développer les
compétences
personnelles et sociales

Observe working
conditions
Observer les conditions
de travail

Keep in mind:

Gardez en tête:

You are not paid

Vous n'êtes pas payés

It is not a training for a specific career

Ce n'est pas une formation en vue d'une carrière professionnelle

Where- Où

- In Luxembourg
- Another EU country with the approval of the school management.

- Au Luxembourg
- Dans un autre pays de l'UE avec l'approbation de la Direction

Documentation

- In Luxembourg
- Au Luxembourg

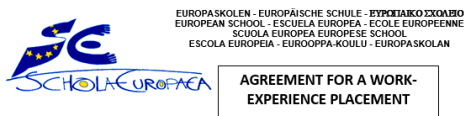
1

Agreement for a work experience
Convention de stage

Abroad
A l'étranger

1. Agreement for a work experience
Convention de stage
- +
2. Management authorization
Autorisation de la direction

The agreement



AGREEMENT FOR A WORK-EXPERIENCE PLACEMENT

Between the undersigned:

The Company	
Address:	
Tel:	Fax:
Field of activity:	
Represented by Mrs./Mr.	Position:
e-mail:	

Mr. Maurice VAN DAAL Director of the school:	Ecole Européenne Luxembourg II 6, rue Gaston Thorn L-9268 Bertrange Tel: +352 273 224 1
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Ms./Mr.	
Address:	
Tel / Fax:	Mobile
Date of birth:	e-mail

Student at the above-mentioned school
In class of the Secondary cycle.

(If a minor) the student is represented by (name and address of the adult responsible)

Name, surname and e-mail address of the tutor-teacher



It is agreed as follows:

Article 1

The Company will provide a work-experience placement for the above student, currently enrolled at the European School Luxembourg II.

Article 2

The Company will take into consideration the educational needs of the student when assigning tasks to him/her. The Company accepts that in its relationship with the student it stands in loco parentis (that is, it has a duty of reasonable care) for the duration of the placement.

Article 3

The placement will last from **Monday** to **Friday** inclusive.

Normal working hours begin at and end at

Article 4

The placement supervisor (i.e. contact person) within the Company is:

Mrs./Mr.

The supervisor will be responsible in due course for producing a written evaluation of the placement.

Article 5

The tutor-teacher of the work-experience is **Mrs./Mr.**

Article 6

The Company undertakes to inform the School of any absence on the part of the student, or of any other problem which may arise in the course of the placement.

Article 7

Reciprocally, the tutor will inform the Company of any relevant problem of which the latter might otherwise be unaware.

Article 8

For the purposes of this agreement, the student, during his/her placement remains a member of the School at which he/she is enrolled. No contract of employment exists between him/her and the Company.



The state of affairs has the following consequences:

- being a full-time student, he/she is entitled to receive no remuneration for his/her services;
- for the duration of the placement, he/she continues to be covered by the terms of the School's own insurance policy.

Article 9

The Company will cover any expenses incurred in the workplace by the student at its own official instigation.

Article 10

The Company is required to notify the School and/or the relevant health authorities of any medical problem which comes to its attention during the period of the student's presence.

Article 11

The student will comply with the Company's current working regulations, and with any additional measures which the Company may see fit to introduce for health and safety reasons.

He/she further agrees to respect the rule of confidentiality, as required of all employees.

Article 12

Either the Company or the School shall have the right to rescind the present Agreement, subject to prior discussion. In that event, all parties concerned are to have been notified and consulted in advance.

Article 13

Except where incompatible with the provisions of the present Agreement, any special agreements already existing between schools and outside organizations of whatever nature remain valid. Where applicable, they are appended here.

Article 14 - Data Protection

The European Schools are not general intergovernmental organisations. Their purpose is to provide children with quality teaching and learning, in the public interest.

To organize teaching and learning and in order to meet the pupils' specific needs, the School needs to process personal data. In the context of a work experience, personal data of the



students, their parents/legal representatives and staff member(s) of the host company will be managed.

Personal data collected by the School will be processed within the School.

This document will be kept for as long as the pupils are enrolled in our School in the Education files of the students.

When pupils have completed their education in our School, we will keep individual files for ten (10) years.

For more information about our data management policy and your rights in this regard, please see our [Privacy Statement of the European School Luxembourg II](#)

For any further information about data protection, you may submit your request to our Data Protection Officer Correspondent through the email address: MM@SPC.SCHOLA-EUROPAEA.LU



For the <u>Company</u> Read and agreed.	Company stamp
For the <u>School</u> Mr. Maurice VAN DAAL Read and agreed.	School stamp
Student's signature, Read and agreed.	
Signature of the adult responsible (if student is a minor) Read and agreed.	

The authorization for abroad

La permission pour l'étranger



BOL - 2019/3245-L5/cs

Work experience - Request to complete a work experience abroad

Dear Parents,

Within the framework of the work experience project, mandatory for the pupils of SS, we would like to remind you that the requests to complete a work experience outside the Grand-Duchy of Luxembourg are subject to the approval of the school management.

We kindly ask you to take note of the conditions to observe for any request of work experience abroad and to sign the below acknowledgment of receipt:

- > The teachers who ensure the function of tutor cannot visit their pupils in the company abroad; they can at best call the company.
- > The school shall not cover any expenses in relation to the work experience.
- > The pupil shall not receive any remuneration during the work experience.
- > The work experience shall take place only within the dates defined by the school (see above).

For your information, the pupil will be covered by the school insurance and the additional premium will be borne by the school. In this context, pupil's personal data will be sent to the assurance company (Name, Surname, Class and Date of birth).

We thank you for your understanding.

Best regards,

Leone SOEKOV
Deputy director

Data Protection: This declaration will be joined to the work experience placement agreement and both stored in the pupil's individual files. When pupils have completed their education in our School, we will keep individual files for ten (10) years.

Request of work experience abroad - Acknowledgement of receipt

I, the undersigned,, father / mother / legal guardian of
..... (first name, name), class of wish that my
daughter / my son completes a work experience outside the Grand-Duchy of Luxembourg from
the of June until the of July 202... and accept the above indicated conditions.

Date : Signature :

When Quand

26 June - 7 July

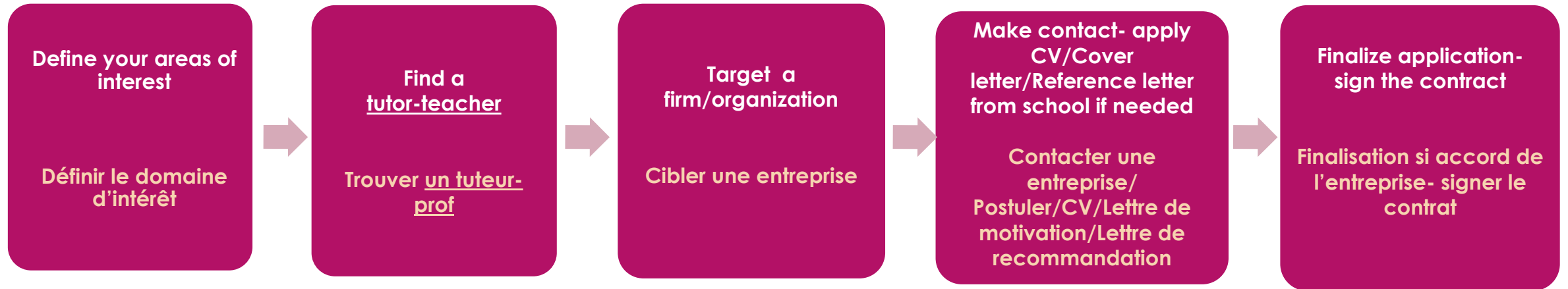
26 juin - 7 juillet

Please, try to respect these dates.

Veillez respecter ces dates

The Procedure

La Procédure



The Procedure

La Procédure

1

Define your areas of
interest

Définir le domaine
d'intérêt

The Procedure

La Procédure

2

Find
a tutor-teacher!!
from the school

Trouver
Tuteur-prof!!
de l'école

The Procedure

La Procédure

The tutor can help you if needed to prepare your application.
He can help you in your search for a company.
The tutor contacts the company during the program to get the feedback for you.

Le tuteur peut vous aider si nécessaire à préparer votre candidature.

Il peut vous aider dans votre recherche d'entreprise.

Le tuteur contacte l'entreprise pendant le programme afin d'obtenir le retour d'information pour vous.

The Procedure

La Procédure

3

Target a company
Cibler une entreprise

The Procedure

La Procédure

4

- **Make contact**
 - **Apply**
 - **CV**
 - **Motivation letter**
 - **Reference letter from school if needed**
-
- **Contacter une entreprise**
 - **Postuler**
 - **CV**
 - **Lettre de motivation**
 - **Lettre de recommandation si nécessaire**

The Procedure

La Procédure

5

Finalize
application-sign the contract

Conclure la procédure-signer
la convention

The Procedure

La Procédure

- You submit your agreement signed by you and your employer via the following link:
- Vous soumettez votre convention signée par vous et votre employeur via le lien suivant:

<https://forms.office.com/Pages/ResponsePage.aspx?id=aeA505McU0OzBwsicDW6QgwwGlcO3lsNAhH8GZ8N9rsNUOFM4UU4xVIEwUTRYOFNFVki1RUo5Qk1SNS4u>

- Fill out the Forms document and then upload your agreement as well as the authorization for abroad, if needed, in PDF format.
- Vous remplissez le document Forms et ensuite vous téléchargez votre convention ainsi que l'autorisation pour l'étranger, si besoin en format PDF

The Procedure

La Procédure

As soon as your agreement is approved and signed by the school director, we will send it back to you by mail.

Dès que votre convention est signée par le directeur de l'école, nous vous enverrons une copie par mail.

Important notice

Note importante

You can access the link via your school account only

Vous pouvez accéder au lien via votre compte scolaire uniquement.

Important date
Date importante

31st of March
31 mars

**PLEASE RESPECT THE
DEADLINE**

After the program

Après le programme

Write a report in your L2 (mandatory)
A template is provided. The report will be
evaluated by your L2 teacher.

1

Rédiger un rapport de stage en
L2(obligatoire).Un template vous est donné. Le
rapport sera évalué par votre prof de L2.

After the program

Après le programme

Your supervisor will be asked to do an evaluation report for you. Template provided.

2

Votre maître de stage devra faire une évaluation à la fin du stage. Un modèle est disponible.

Information Information

...

You will find all information and documents as well as this presentation on Teams, in the group:
S5 Work Experience

Vous pourrez trouver toutes les informations, les documents ainsi que cette présentation sur Teams dans le groupe:
S5 Work Experience

If you can't find a placement

Si vous ne pouvez pas trouver un stage

We can suggest a list of companies/associations in the advisors' office which you could consult for ideas.

Il y a une liste à consulter au bureau des conseillers.



Coordination Coordination

**Work Experience Coordinator for DAA-DEA-DEB-
ELA- ENA-ENB**

**Coordinatrice du stage pour DAA-DEA-
DEB-ELA-ENA-ENB**

Kargopoulou Eleni



Coordination Coordination

Work Experience Coordinator for FRA-FRB-FRC-FRD-ITA

Coordinatrice du stage pour FRA- FRB-FRC-FRD-ITA

Olmedo Yolanda