

Work Experience Programme

Stage en entreprise

EUROPEAN SCHOOL LUXEMBOURG II

CONTACT : THIERRY CHASSE

Email address:

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Salle/Room :

D107 / 10:20-10:40

Keep in mind: Gardez en tête:

You are not paid.
Vous n'êtes pas payés.

It is not a training for a specific career. It is a « work experience », a time to see what work life really is.
Ce n'est pas une formation en vue d'une carrière professionnelle, c'est un « stage d'observation », un moment pour observer comment se déroule la vie professionnelle.

Where? Où?

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

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

Documentation

1

In Luxembourg

Agreement for a work experience.
Convention de stage.

If the dates of your WEX have changed Si les dates de votre WEX ont changés

Letter from parents after having asked
authorization from the management
Une lettre des parents après avoir
demandé l'autorisation de la direction

Abroad

A l'étranger

1. Agreement for a work experience.
Convention de stage.

2. Request to complete a work
experience abroad.

Demande pour effectuer un stage à
l'étranger.

The agreement

La convention



EUROPASKOLEN - EUROPÄISCHE SCHULE - ΕΥΡΩΠΑΪΚΟ ΣΧΟΛΕΙΟ
EUROPEAN SCHOOL - ESCUELA EUROPEA - ÉCOLE EUROPÉENNE
SCUOLA EUROPEA EUROPESE SCHOOL
ESCOLA EUROPEIA - EUROOPPA-KOULU - EUROPAŠKOLAN

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-8268 Bertrange
Tel: +352 273 224 1

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 by assigning tasks to him/her.
The Company accepts that in its relationship with the student it stands in loco parentis, 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 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.



This 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 hereto.

Article 14 - Data Protection

The European Schools are not parents' 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 file 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: MMAC@ESLX.SCHOLA-EUROPEA.LU



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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



B66_ 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 55, 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?

2
weeks / semaines

22 June 2025-3 July 2025

22 juin 2025-3 juillet 2025

Please, try to respect these dates.

Veillez respecter ces dates.

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 school!!!

Trouver un
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.

You need to print the tutoring agreement, make your tutor sign in and then give it back to me.

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.

Vous devez imprimer l'accord de tutorat, le faire signer par votre tuteur and me le remettre.

The Procedure

La Procédure

3

Target a company
(or more than one).

Cibler une entreprise
(ou plus).

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

- When you make first contact, be very clear about what the Work Experience is : it's not an paid internship, it's a mandatory part of your Secondary school curriculum.
- Quand vous contactez l'entreprise pour la 1ère fois, soyez clair au sujet du WEX : ce n'est pas un « stage » rémunéré, mais bien une étape obligatoire du programme scolaire de votre école secondaire.

The Procedure

La Procédure

- If you are going to be 16 in June, specify it.
- Don't hesitate to ask your tutor for help checking your CV and letter of motivation.
- Si vous aurez 16 ans en juin, précisez-le.
- N'hésitez pas à demander à votre tuteur de l'aide pour corriger vos CV et lettre de motivation.

The Procedure

La Procédure

5

The agreement, to be signed by :

- you and your parents
- the company

La convention, signée par :

- vous et vos parents
- l'entreprise

The Procedure

La Procédure

- Fill out this form to upload your documents (in PDF format).
-
- Remplissez ce formulaire et téléchargez-y vos documents (en format PDF).
- <https://forms.office.com/e/M6PFVam9Vb>

Important notice

Note importante



You can access the link via your school account only.

Vous pouvez accéder au lien via votre compte scolaire uniquement.



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 date
Date importante

March 31st 2026
31 mars 2026

**Deadline for sending
your agreement.**
**Dernière date pour
envoyer votre convention.**

After the program

Après le programme

Write a report in your L2 (mandatory) and send it by mail.

A template is provided. The report will be evaluated by your L2 teacher.

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

1

After the program

Après le programme

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

2

Votre maître de stage dans l'entreprise 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:
2026 WEX (Work Experience/Stage).

Vous pourrez trouver toutes les informations, les documents ainsi que cette présentation sur Teams dans le groupe:
2026 WEX (Work Experience/Stage).

If you can't find a placement

Si vous ne pouvez pas trouver un stage

A list of companies that have agreed to partner with us will be provided and updated all through the year.

Une liste d'entreprises ayant accepté d'accueillir nos stagiaires sera mise à votre disposition et actualisée régulièrement.