



Luxembourg, 27th of September 2021

Work experience Project 2021-2022

Dear Pupils,
Dear Parents,

The school is organising for the 15th consecutive year an optional work experience project during the last week of the school year, i.e. **from Monday 27th of June to Friday 1st July 2022**. It is meant for a group of 100 pupils, with priority being given to 5th year pupils. Due to events related to COVID, the school has decided to open enrolment to 6th years pupils as well.

Pupils participating in the Mérite Jeunesse programme who would like to be involved in both projects, can join the work experience project under conditions to be defined individually.

The work experience project aims mainly at offering pupils an experience in an adult and working environment where they will have the opportunity to develop their knowledge and their personal and social skills. It is not intended as training for a particular career, but it can be used as a part of a pupil's preparation for his or her future area of interest.

The pupils are invited to look for a work place themselves and are backed up in all matters concerning this work experience scheme by their appointed personal tutor teacher in the school. Pupils will work and observe the structure of their place of employment and the working conditions of various types of employees. At the end of the work placement, they are asked to write a report, which will be part of the evaluation of the work experience scheme and be useful for the follow up work done in the career guidance. At the end of the project, all participating students who have successfully fulfilled the conditions of the programme receive a certificate attesting their work experience.

Please note that, due to insurance cover, the work experience must take place in the Grand Duchy of Luxembourg.

The pupils and their parents commit not to receive any remuneration for the work experience since it takes place during the school year and is part of their education. In all work places approved by the school management, the school insurance covers the pupils for the whole period of the work experience.

Important dates:

Tuesday 19.10.2021 (S5) Thursday 11.11.2021 (S6)	<ul style="list-style-type: none">• Information about the project to the pupils in the Career Guidance afternoon
Friday 7.01.2022	16:30 – Deadline for handing in the participation form to Mrs LAINSEUR, (room B-014)
Thursday 10.02.2022 14:00 – 14:45	<ul style="list-style-type: none">• Meeting pupils-tutors (all pupils and tutors participating in the project)<ul style="list-style-type: none">- Small “Salle des Fêtes”• Distribution of all necessary documents to the pupils, i.e. letter of recommendation, contracts to be signed, report models, etc.
Friday 08.04.2022	Deadline for the final choice of the place of internship by the student and the tutor
Friday 06.05.2019	Deadline for controlling the signature of the contract by the student and the tutor
Monday 27.06 -2022 Friday 01.07.2022	Work experience period
Friday 9.09.2022	Deadline for handing in reports to the Tutor teacher
Thursday 29.09.2022	Ceremony for internship certificates (attendance compulsory)

Please note: The student undertakes to participate in all the phases listed in the timetable and to respect the deadlines for submitting the various documents.

The organisation of this project involves cooperation between the career advisors, the principal class teachers, the educational advisers and volunteering Tutor teachers under the leadership of the deputy director, Mr ALBERICI

All information on the work experience is available on our web site, www.euroschool.lu. If you have any questions, please contact in the first place the career adviser or send an email to the address mentioned on the web site.

The positive experience of previous years encourage us to continue in this direction and we hope that there will be many 5th and 6th year pupils who will seize the opportunity of the work experience project this year.

If you are interested in the project, please fill in the attached application form and return it to Mrs LAINSEUR (room B-014), **as soon as possible**, and no later than **Friday 7.01.2022**, at 16.30.

The application receipt date will determine the sequence of choice of pupils.

Yours sincerely,

Marco ALBERICI
Deputy Director



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Project 2021-2022**

Application form

I, the undersigned, , father / mother / legal guardian of (name, first name), in class of herewith request that my daughter / my son takes part in the work experience project from Monday 27th of June to Friday 1st July 2022.

I understand that my daughter / my son may be required to work during the week-end included in the period of the work placement, according to the terms of the signed convention.

Please note: The student undertakes to participate in all the phases listed in the timetable and to respect the deadlines for submitting the various documents.

Date : Signature :

Part reserved for the School :

Date de réception de la fiche :
Enregistrement.....
Domaine recherché
Tuteur.....
Observations.....
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