



Schola Europaea Luxembourg I

Work Experience (WEX)

## Convention

This present agreement applies only to work experience taking place outside the Grand Duchy of Luxembourg.

### EXPERIENCE OF WORKING (WEX program)

Between the **undersigned**:

Company		
Postal address:		
	Tel:	
Department:		
Represented by:	Mrs. / Mr.	Position:
	E - mail :	

School	European School Luxembourg I-Kirchberg	
Postal address:	23, Bvd Konrad Adenauer L-1115 Luxembourg	
Represented by:	Mr. Martin WEDEL	Position: Director
	E - mail: LIST-LUX-WEX@eursc.eu	

Pupil	Mrs. / Mr.	
Postal address:		
	Tel.:	GSM:
	E - mail:	
Date of birth:	Class:	
<b>Legal representatives (if the student is under 18 years old)</b>		
Name:		
GSM:	E - mail:	

Initials

The following is agreed:

#### Article 1

The company mentioned above accepts the student from the European School Luxembourg I – Kirchberg, as indicated for an experience of work. This is an integral part of the school's program, aimed at academic orientation and career guidance. This is a very short-term work experience in the context of secondary education.

The purpose of the “Work Experience” (WEX) program through professional experience allows the development of key skills and raises students' awareness of the world of work.

#### Article 2

The company agrees to take the student's needs into account in matters of work experience and when assigning tasks. The company also agrees to treat the student fairly.

#### Article 3

The work experience will take place from \_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_\_.

The workday will begin at \_\_\_\_\_ and end at \_\_\_\_\_.

The work experience must not occur on Sundays or public holidays.

The duration of the work experience must not exceed 2 weeks maximum in total and must be completed during the school year (from September to July) during the school term, which corresponds to the teaching periods, as defined by the official school calendar available on our School's website ( [www.euroschool.lu](http://www.euroschool.lu) ) in the school holidays and calendar section.

#### Article 4

The WEX program coordinator within the school is **Ms/Mr.** \_\_\_\_\_.

Email: [LIST-LUX-WEX@EURSC.EU](mailto:LIST-LUX-WEX@EURSC.EU)

The contact teacher/tutor within the school is **Ms/Mr.** \_\_\_\_\_.

Email: \_\_\_\_\_

#### Article 5

The person of contact responsible of the experience of work At breast of the company is:

**Mrs./Mr.** \_\_\_\_\_

#### Article 6

In case of absence due to illness, the student is required to inform the company on the same day of the absence. The company will inform the school via the email address shared [LIST-LUX-WEX@eursc.eu](mailto:LIST-LUX-WEX@eursc.eu), starting from the first day, of any student absence and any other issues that may arise during the experience of work period.

#### Article 7

The WEX program coordinator will inform the company of any issues that may arise during the experience of work period.

**Initials**

## Article 8

Under this agreement, the student remains under the responsibility of the school in which they are enrolled. There is no employment retention agreement between the student and the company.

This situation is subject to the following conditions:

- The student remains fully under the supervision of the school;
- The student is covered by the social protection system of the Accident Insurance Association (AAA) only, as detailed in the appendix "Insurance Coverage Details," which forms an integral part of this agreement, and is insured under the terms of the insurance policy taken out by the Office of the Secretary-General on behalf of the European Schools for the duration of the work experience, according to the conditions outlined in the appendix "Insurance Coverage Details" and the terms of this agreement.

The company will ensure that its insurance provider is notified of the student's presence in the company for the purpose of liability coverage.

## Article 9

The company agrees to cover the expenses incurred by the student at the volunteer activity site and in connection with the tasks and/or activities assigned to them, according to the authority and decision of the company.

## Article 10

The company is required to inform the school management and/or the responsible health and safety department of any medical issues that occur during the student's time at the company.

## Article 11

The student agrees to follow the company's workplace rules and safety guidelines. The student also agrees to maintain confidentiality, as expected of all staff members.

## Article 12

The organization or school may terminate the current agreement after prior consultation. All parties must be notified in advance.

## Article 13

Without affecting the terms of this agreement, any specific arrangements made between the educational institutions and the organizations will remain valid. These arrangements will, if applicable, be incorporated into this agreement.

The document "WEX/CAAP Privacy Policy," in its most recent version, is an integral part of this agreement and can be accessed on our school's website ([www.euroschool.lu](http://www.euroschool.lu)) under the Data Protection section. The document "Elements of Insurance Coverage" attached to this agreement is also considered an integral part. Executed in three original copies. This agreement becomes effective on the date of signature by the last party, as indicated in the signature section.

Signature of the student,  
*Read and approved*  
and Legal representatives (if the student is under 18 years old),  
*Read and approved*  
Date:

For the organisation Organisation's seal  
*Read and approved*  
Date:

For the school School seal  
The Director:  
*Read and approved*  
Date :

**This document must be signed by hand, and the initials must appear on every page.**