



**INFORMATION DOSSIER**  
**EDUCATIONAL TRAINING**  
**“WORK EXPERIENCE”**

**EUROPEAN SCHOOL ALICANTE**  
**SCHOOL YEAR 2018-2019**

Escuela Europea de Alicante

# INDEX

1. GENERAL
2. INTRODUCTORY LETTER
3. GUIDE FOR BUSINESSES
4. CONFIRMATION FORM / CARTA DE CONFIRMACIÓN
5. MODEL LETTER ASKING FOR PLACEMENT (to edit)
6. REPORT SUGGESTIONS / DIARIO DEL ALUMNO

## ANNEX I

AGREEMENT BETWEEN THE BUSINESS AND THE SCHOOL  
(to edit) (Spanish and French versions also available)

## ANNEX II

EVALUATION / EVALUACIÓN POR PARTE DE LA EMPRESA

Escuela Europea de Alicante

## **1. WORK EXPERIENCE SCHEME AT THE EUROPEAN SCHOOL OF ALICANTE**

### **Background**

Educational Training “Work experience” was first introduced at the München School in 1984 and after several years became an established part of the careers programme for year 5 pupils. The programme has now been adopted by many of the European schools and its importance is recognized by the Board of Governors.

### **Duration and participation**

All pupils in year 5 must take part in the scheme, which lasts a minimum of two weeks. It is now arranged after the June written examinations and includes the week of the Oral Baccalaureate examinations. Pupils are not allowed to receive payment for their educational training work experience.

### **Objective**

- To provide an experience in a pupil’s chosen work environment.
- To form attitudes as a support to career choice and to enhance personal development.
- To develop language and communication skills outside the school.
- To develop observation and social skills.
- To stimulate the process of career choice and introspection.
- To support the development of personal attributes such as reliability, punctuality, initiative, willingness, flexibility and tolerance.

### **Process**

Parents are informed in written form of the work experience scheme.

- Pupils search for a placement.
- Pupils are given an information document for the firm/organisations and an agreement contract that has to be filled in.
- When placement is confirmed, pupils have to inform the school.

Pupils are given guidelines about finding a place by their careers’ advice teachers. However, it is their responsibility to find an experience placement of their own choice. As part of the experience, this may involve telephoning and personal visits.

Pupils must inform their careers’ advice teachers where they will be during their educational training “work experience”. Pupils will provide the name of the company, the address of the experience placement, a telephone number they can be reached at, the timetable and a contact person or work experience supervisor in the firm/organisation of their choice. Pupils who have problems with finding a place can be helped by the careers’ advice teachers, or a year 5 teacher.

## **Execution**

During the two weeks, pupils follow the working hours of their educational training work experience place and, consequently, do not attend school. It is important that they have a 'help line' for emergencies. Pupils are encouraged to inform us if they will be working unusual hours.

Where possible a videotape/ photo record is made which is most useful for debriefing.

Pupils are encouraged to keep a diary of their activities. It is added to their file at the end of the experience. Employer's reports are also collected and added to pupil's files for reference.

## **Placement details**

A comprehensive list is impossible to be provided but pupils have been placed at: EUIPO, University of Alicante and UMH, pharmacies, estate agents, legal practices, consulates, clinics, nursery schools, car dealers, engineering firms, retail businesses, marketing and PR companies, and newspapers. Pupils often take local placements, but some year go elsewhere in Spain and to other countries.

## **Summary**

Our view is that this process is most profitable for pupils and contributes, in many ways, to their personal development. Their self-confidence seems to improve, as does their motivation towards academic studies. Working alongside adults as 'colleagues' contributes to pupil's social development, provides opportunities to develop relationships and aids learning about decision making in an adult environment. Work is a central feature of most people's lives. It imposes order, regulates the use of time, and hopefully, provides satisfaction, interest and purpose. To understand what is meant by 'work' is to understand the structure of society and why it is organised the way it is, and how economies operate. Although two weeks is too short a time to pursue wide-ranging goals adequately, it does enable thought processes of our young people to be boosted.

## 2. YEAR 5 EDUCACIONAL TRAINING WORK EXPERIENCE

January 2019

Dear Students and Parents

All Year 5 students undertake educational training “Work Experience” after their June examinations. The placement this year runs from June 24<sup>th</sup> to June 04<sup>th</sup> 2019.

Students should choose a placement which will be both interesting and relevant to their future career. Sometimes you will be working yourself, other times you may be watching or ‘work shadowing’. Use your personal contacts, family, and friends to help you.

Sometimes you may have to write to an organization in which you have no personal contacts: enclosed is a model letter which you can complete and use.

If your placement requires a written agreement, or “convenio”, please let me know. We have documents available in several languages which you can use. These are also on the school web under Secondary – Documents– Work experience.

You will need some initiative, and you may need to think laterally: an aspiring doctor, for instance, might work in preschool, or in a pharmacy, or in an old people’s home.

You are free to organize a placement outside Spain if you wish, or indeed outside Europe. But note that the school’s insurance only covers students within Spain. The form for confirming your placement is enclosed. Let me know if you need any further documents from the school, such as a written contract in a particular language. An example Certificate of Insurance is also included

You have to keep a record of your placement: I enclose some ideas on this. This is essential for students who use their placement as part of a university application.

The deadline for confirming placement details is April 12<sup>th</sup> 2019. You can use the enclosed form or a company-provided equivalent.

With best wishes

David Roe  
English Section Careers Adviser

David.roe@escuelaeuropea.org

### **3. EMPLOYER´S GUIDE TO WORK EXPERIENCE**

#### **WHAT WORK CAN STUDENTS DO?**

Students can do two types of work experience.

Firstly, they may take part themselves in simple tasks alongside your regular workers, for instance entering information into a computer database.

Secondly, they may observe and learn from your workers doing their normal tasks, for instance sitting-in on business meetings.

#### **VALUE TO THE STUDENT**

Students benefit from work experience in several ways.

Firstly, their personal maturity grows through the experience.

Secondly, they learn about the pressures and enjoyment of working life, and about the self-discipline and rules involved.

Thirdly, it helps students make choices for the future about University courses and their vocational direction in life.

For some students, the work they do will be directly relevant to their future. For others it is the general experience of working life which will be of value.

#### **ORGANISATION**

Students will contact your organisation by letter to introduce themselves. If you are willing to consider them, you confirm this with the student.

The student will then phone or make personal visit to organise the practical details, such as:

- The location
- Hours of attendance
- Breaks and meal arrangements
- Dress code
- Contact details
- Kind of work involved
- Arrangements for the first day

## WORK DISCIPLINE

The school explains carefully to students that they must respect and conform to the normal rules for workers in your business. They need to be punctual, well-dressed, courteous and helpful. They need to contribute to the positive atmosphere and public image of your business. They must also respect the rules of confidentiality.

If the work involves any special tasks requiring particular skills and responsibilities, please explain these to the student so they understand what is expected of him.

## CONTACT DETAILS

The student needs to know the contact details of their manager or supervisor, and give an emergency phone number to their parents.

The employer needs the details of the student and an emergency contact number for the parents.

The school also keeps contact details of the student and employer.

## INSURANCE

Students are covered by the school policy with MAPFRE while on work experience **within Spain**. This covers civil liability and accidents.

## EVALUATION

It is very useful for each student to have a report or evaluation from their employer. The school will provide a form for this, but an employer may use their own format if they wish. It is also a good idea to give the student a debriefing or feedback on the time they have spent with you.

Students also complete a diary or report themselves recording the experience. They give this to their careers adviser in September, who will debrief them

## EDUCATIONAL TRAINING WORK EXPERIENCE 2019 CONFIRMATION OF PLACEMENT

Student's Name:

Date of Birth:

Name of Company:

Name of Contact at the Company:

Company Address:

Telephone:

Mail:

Signature and Stamp of Company Staff Contact:

Stamp

Please return to David ROE (Careers Adviser) by 12<sup>th</sup> April 2019

## PRÁCTICAS EDUCATIVAS EN EMPRESAS 2019 CONFIRMACIÓN DE LAS PRÁCTICAS

Nombre del alumno:

Fecha de nacimiento:

Nombre de la empresa:

Nombre de la persona de contacto dentro de la empresa:

Dirección de la empresa:

Teléfono:

Mail:

Firma y sello de la persona de contacto o responsable de la empresa:

Sello

Devolver al orientador (Jesús Coll) antes del 12 de abril de 2019

EXAMPLE OF A LETTER WRITTEN TO A COMPANY  
REQUESTING A WORK EXPERIENCE PLACEMENT

Addressee

Your Address

Date

Dear Sir ...

I am writing to ask whether you can take me as a Work Experience student,  
between June 24<sup>th</sup> - July 04<sup>th</sup> this summer.

My school, the Escuela Europea Alicante, encourages all Year 5 students to look  
for a placement as part of their studies.

I am particularly interested in the because and I would particularly enjoy working in  
these areas

In the future I am keen to follow a career in ...

At school I am studying ... (list the most important and relevant subjects)

My interests include...

I can also be contacted by phone on ... or by email on

I look forward to your reply.

Yours sincerely

(SIGNATURE)

Full name (in capital letters)

Escuela Europea de Alicante

## **6. INFORME FINAL DE LAS PRÁCTICAS**

### **CURSO 2018-2019**

Al finalizar las prácticas formativas en las empresas se debe realizar un informe final que se entregará en los primeros días del mes de septiembre al orientador de tu sección.

Consiste en realizar una reflexión sobre el trabajo realizado y su contribución a la formación personal.

Debe incluir al menos los siguientes datos:

- Nombre de la empresa y localización.
- Sector, actividad e importancia de la empresa.
- Estructura y organización de la empresa.
- Empleo desarrollado, puesto o puestos por los que se ha pasado...
- Trabajos desarrollados y su contribución.
- Expectativas cumplidas y relación con su futuro laboral o profesional.
- Detalle de los aspectos más positivos de la experiencia.

Formato:

Puede ser un texto escrito con una mínima extensión de cuatro páginas, o un blog, presentación PowerPoint, o recurso audiovisual, siempre que cumpla con el contenido mínimo exigido en el apartado anterior.

El informe final se entregará a los orientadores.

Escuela Europea de Alicante

## ANNEX I

Escuela Europea de Alicante  
Avenida Locutor Vicente Hipólito s/n  
03450 Playa de San Juan – Alicante  
Tel.:965151003  
Fax: 965153022

### WORK EXPERIENCE AGREEMENT

1. This agreement is made between

\_\_\_\_\_  
(business) Address:

\_\_\_\_\_  
Person responsible: \_\_\_\_\_, for the following  
educational training “work experience” placement:

and the European School of Alicante represented by Mr Mario DA TORRE, Director

Social Security / National Insurance Code:

The signatories below agree to the following details:

2. This educational training work experience placement takes place from  
\_\_\_\_\_ to \_\_\_\_\_ 2019.

3. This unpaid educational training work experience placement has the purpose of giving the student an experience of working life. It is designed to help the student when s/he comes to make career decisions and to allow skills learnt in the classroom to be used in a working environment. The person responsible for the placement will decide what programme and duties the student can undertake, bearing in mind the context of the business and the abilities of the student.

4. During the placement, the student will respect the disciplines of the business environment and, in particular, be punctual with regard to working hours.

5. The person responsible for the placement and the Director of the European Director will communicate about any problems rising during the placement concerning this

agreement, and they will make joint decisions to resolve these problems in conjunction with the teachers. This particularly applies to any problems of discipline or absence.

6. The student is covered by the European School insurance throughout the placement inside Spain. In the case of injury to the student while on placement or while travelling there, the person responsible for the placement undertakes to provide any written statements necessary to the Director of the school so that any administrative tasks can be completed without delay.

In the case of absence by the student, the business undertakes to notify the school on the day and is not therefore responsible for the student while s/he is absent.

7. During this placement, the student remains a student at the European School and may in no circumstances sign a work contract with the business providing the placement.

8. At the end of the placement, the student will give a report to their Careers Adviser.

9. At the end of the placement, the business will complete an evaluation, using either the school's document or the business's own format, regarding the student's performance during the placement together with any comments and observations which may be helpful to make.

Signed in .....on .....2019

Read and approved by  
(person responsible)

Read and approved by  
Director, Escuela Europea

Escuela Europea de Alicante

Read and approved by  
(student)

Read and approved by  
(teacher)

**ANNEX II**  
**COMPANY EVALUATION**

Please complete and return via the student on the placement:

Full name of student:

Name and address of company:

Nature of duties: .....

Name of staff member responsible..... Dates  
of placement: from ..... to .....

Comment on the placement

Was the student punctual?

Was the student able to fulfil the duties?

Did the student fit in and play a good team role?

Further comments:

Signature and date:

The European School of Alicante wishes to thank you for your help.

## ANEXO II

### EVALUACIÓN DE LA EMPRESA

Por favor rellenen este formulario y devuélvanlo por medio del alumno en prácticas.

Nombre y apellidos del alumno:

Nombre y dirección de la empresa:

Naturaleza del trabajo.....

Nombre de la persona a cargo del alumno: .....

Duración de las prácticas: desde el ..... hasta .....

#### Desarrollo de las prácticas laborales

¿El alumno fue puntual?

¿Fue capaz de hacer el trabajo asignado?

¿Tiene espíritu de trabajo en equipo? / ¿Colaboró?

¿Repetiría Ud. la experiencia? Otras observaciones:

Fecha y firma:

La Escuela Europea de Alicante agradece su colaboración.