



**Europese School**

**Den Haag**

Rijnlands Lyceum

# S5 Work Experience

[www.eshthehague.nl/secondary/future](http://www.eshthehague.nl/secondary/future)

18 November 2021



# Programme for the evening

- What is Work Experience?
- How does it work at ESH? A timeline.
- Where can WE be done?
- Past experiences
- General questions

# What is Work Experience?

- 55 students spend 10 working days in a company, business or other place of work and participate in the work as much as possible.
- Students can choose just about any place of work with the main exceptions the workplace of their parents or a paid job.
- Students will need to go through an application process which will provide useful experience for the future.
- They will be guided in the basics of CV writing and, if applicable, interview technique during their mentor lessons.

# Rationale for doing work experience

- Gain an insight into the world of work.
- Use skills required in the workplace such as team working and good timekeeping.
- Develop self-awareness and confidence.
- Understand the links between school subjects and the world of work.
- Meet new people who could help in the future.
- Use the experience to inform university application.

# Where can Work Experience be done?

- A workplace in which you can experience first-hand what your future career might look like.
- A workplace in which one of your passions might play a key role.
- A workplace in which colleagues might be able to give your good advice on your careers choices.
- A workplace that is within reasonable travelling distance from your home or host family (in case you plan to go abroad for the Work Experience).

# Where can Work Experience NOT be done?

- At the company and department where one of your parents work.
- At a company not within reasonable travelling distance from your home or host family.
- At a place where you get paid for your work, as this is part of your school programme.

# Student advice

**Mijn tips voor de aankomende S5 is  
doen wat je leuk lijkt. Wees niet bang  
om een mail te sturen, want nooit  
geschoten is altijd mis.**

I think it's important that you  
challenge yourself. I knew  
what I was doing, was  
important, so I could not just  
do nothing all day.

*Take the time to think about a  
work experience placement that  
relates to a field you are  
passionate about.*

**The best advice I could give to future S5 students is to start searching for a placement very early, around January or February. Companies can take several weeks to answer emails, so considering you need four or five emails in either direction to arrange an internship, it takes a while. Besides, 80% of companies won't even answer your email, so after a month there's no point waiting anymore, it's best to move on. In addition, try finding contacts. Ask family members, friend of family members, etc. Communication via people you know or to people in acquaintance 'chains' goes a lot faster, and they'll rarely not answer at all. So ask your parents (or older siblings if they already work) if they know anyone who could accommodate you for an internship – you'll be surprised!**



# What if I cannot find a workplace?

- If you are unable to find a workplace by yourself, school will help you by putting you in touch with a workplace we know is highly likely to have a place for you.
- Let someone know **timely** if you do struggle finding a place. Your mentor, Ms Oosterman and Ms Emery are all there to help you!

# Work Experience during a global pandemic

- We understand it may now be harder than ever to find a placement. However, we do not want to deny any of our students the chance to have this great experience.
- Everyone will have the opportunity to look for a placement. For those who are not successful, we are looking to support from the European agencies and we offer an alternative, future-oriented activity: the Passion Project.

# Passion Project

- students work independently, from home
  - guided by their mentor via Teams
- students set their own learning targets
- outcome is a product and an evaluation

# WE placements past ESH students - examples

Ecocean, Montpellier / Rijswijk

Animation & Design Studio Heilder

ESH & ISH, the Hague

Max Health Club, the Hague

Natural History Museum, Rotterdam

STET the english theater, Wassenaar

Le Gourmet Charles Mathis (FR)

Red Cross, the Hague

SBM Offshore, Schiedam

Bird Control Group, Delft

Smitsvonk Holland

Embassy of the Slovak Republic, the Hague

Veterinary Clinic Animo, the Hague

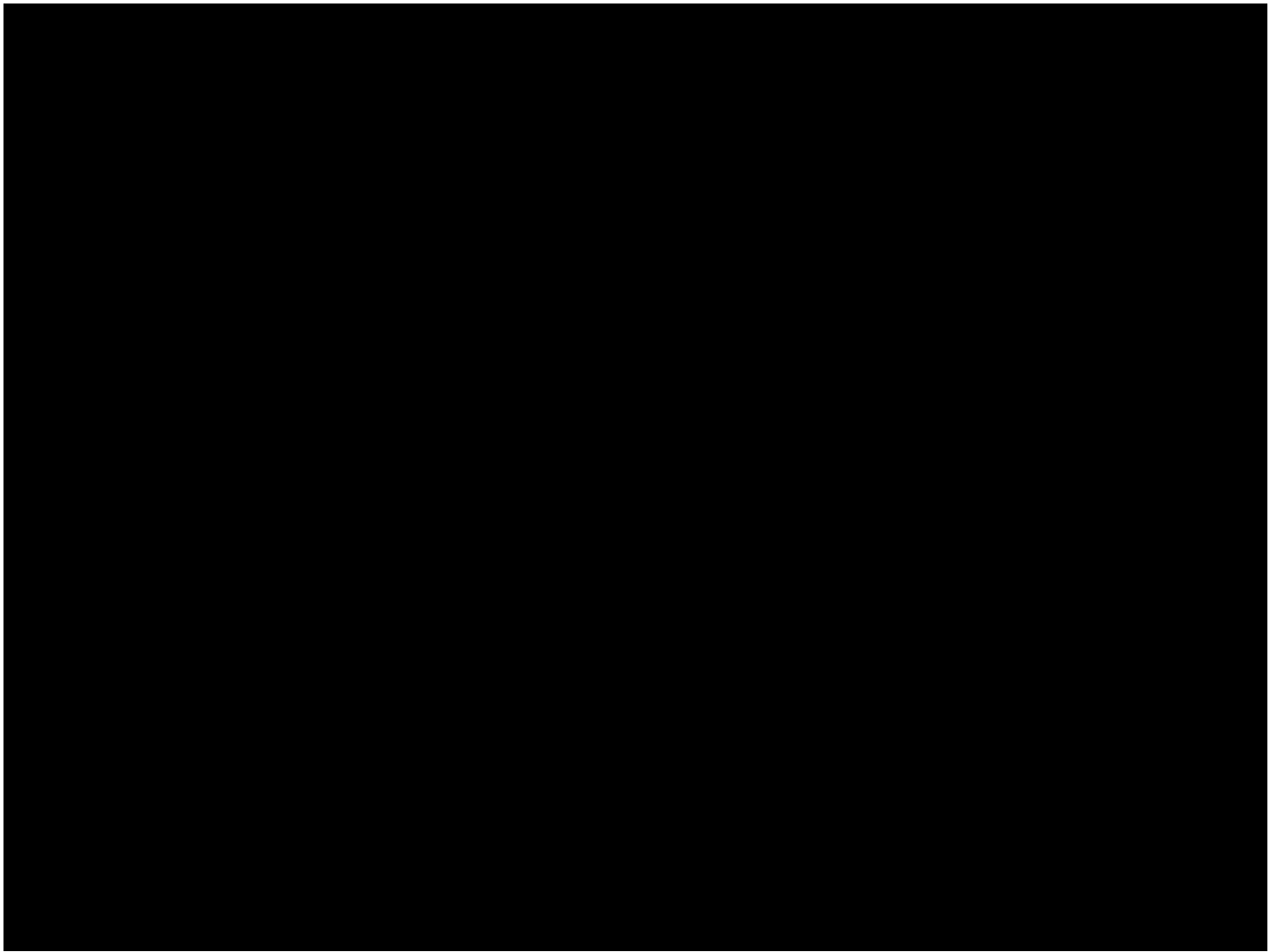
Scale Focus AD, Plovdiv, Bulgaria

International Center for Transitional Justice

- environmental research
- making animations from storyboard to product
- ICT assistant, librarian
- sports club
- identifying, sorting and labelling fossils
- theater company
- restaurant
- internships in several departments
- float. prod.& mooring systems
- laser bird deterrent solutions
- producer of ignition systems
- ambassador's assistant
- vet's assistant
- basic programming and in-company workflow
- the Hague and Brussels

# How previous S5 students looked back

- some placements were truly enjoyable
- some placements were quite the opposite
- some placements were hard work
- some placements were more boring than anticipated
- all placements taught some valuable life-lessons that cannot be learned in school
- students felt quite 'grown-up' and responsible during work experience



# Work Experience Agreement Form

- This form is in the booklet that is available on the website and via the app (parents) and in mentor lessons next week (students)
- The form is to be signed by you, your employer and one of your parents.
- The form is handed in in twofold: one copy for your **mentor**, and one for **Ms Oosterman**.
- This form is important because it means school insurance will be in place during these two weeks even though you are out of school. Insurance is valid internationally.

# Finding a work experience place

- You should start thinking about the sort of workplaces you might be interested in.
- You will use mentor time to write a CV, which can be sent to possible placements.
- You will also write a cover letter in which you explain why you would like a work experience placement at that specific company. On the school website, along with the forms, you will find an information document you can send to companies you apply to.



# What are my duties during these weeks?

- You will do any work that is required on the job.
- You will observe the business structure as well as the working conditions of the different categories of workers.
- During the week following your work experience, you will be asked to write a report about your experiences and observations, and your 'employer' will fill in a document about your functioning while there.

## 2021-2022

An application process must be followed to arrange a Work Experience placement, which is a valuable experience for the future. Students are guided in CV writing and interview techniques during mentor lessons. During the two-week placement, students must follow the working hours of their workplace and do not attend school.

### **Thursday 18 November**

- Work Experience Information Evening

### **January - March**

- Mentor lessons on CV writing and application procedures
- Find a workplace
- Write + send CV and cover letter
- Send Work Experience Agreement Form to employer (receive one copy yourself and one to hand in)

### **Friday 8 April**

- Hand in Work Experience Agreement Form

### **Monday 20 June – Friday 1 July**

- Work Experience

### **Monday 4 July**

- Hand in Company Evaluation and Work Experience Report
- Complete reflection



**Europese School**

**Den Haag**

Rijnlands Lyceum

# General Questions?

[www.eshtehague.nl/secondary/future](http://www.eshtehague.nl/secondary/future)

