

## Work Experience Programme: Information for Employers

**The European School The Hague is part of a network of European Schools spread throughout the European Union. We foster multilingualism, aim to protect the cultural identities of EU member states and encourage respect for all cultures.**

Students in year 5 of the Secondary School in the European Schools have to do a two-week work experience as part of their formal education. During these two weeks, they gain insight into the day-to-day experience of a particular field of work. The programme runs just before the school summer holidays, from Monday 20 June to Friday 1 July 2022. During the two week placement, students must follow the working hours of their workplace, and, consequently, do not attend school. They are encouraged to keep a diary of their daily activities and, if possible, make video or photo records which are most useful for debriefing once back at school. At the end of the two weeks work experience, the employer is asked to fill in a brief report form to indicate how the student has performed.

The school's insurance covers the student during their work experience, as long as the work experience takes place within the European Union and the Work Experience Agreement has been signed by the employer. The Work Experience Agreement is a digital form and can be sent to you by the student or the European School The Hague.

### **What kind of work can students complete on Work Experience?**

Students can fulfil the requirements of Work Experience in two ways. Either by completing hand-on tasks, such as taking part in simple tasks alongside your regular workers, for instance entering information into a computer database. Or they can complete observations to 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, for instance, their personal maturity grows through their experiences, and they learn about the pressures and enjoyment of working life, and about the self-discipline and rules involved. Work Experience also 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.

### **Workplace arrangements**

Students will have contacted your organisation by letter to introduce themselves. If you are willing to consider them, you can confirm this with directly the student. The student will then call or 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 and arrangements for their first day.

**If you have a question, or need more information about the ESH Work Experience programme, please contact Cheryl Oosterman [c.oosterman@eshthehague.nl](mailto:c.oosterman@eshthehague.nl)**