

Luxembourg, 28<sup>th</sup> January 2025



## Work experience Project 2024 - 2025

Dear pupils,  
Dear parents,

Following the communication of 9<sup>th</sup> December 2024 on the new educational initiative introduced into the European Schools system, here is the information concerning the work experience: (WEX).

The main aim of the work experience project is to offer pupils an experience of the adult working environment, where they will have the opportunity to develop their personal and social knowledge and skills. It is not intended to train pupils for a particular professional career, although it can obviously be a good preparation.

This project is compulsory for all S6 pupils except:

- If your child has already done a work experience in S5.
- If your child has already taken part in the CAAP programme in S5 or is enrolled in CAAP this year.

However, we encourage your child to take part in both programmes as these initiatives aim to strengthen pupils' social and professional skills.

- The work experience will take place during the last two weeks of the 2024-2025 school year, i.e. from Tuesday 24<sup>th</sup> June to Friday 4<sup>th</sup> July 2025. Pupils will also have the option of taking the work experience for one or two weeks.

Pupils taking part in the 'Mérite Jeunesse' programme will be able to have their dates adapted.

Pupils are asked to prepare a CV and covering letter. They have to look for a company on their own and receive support from a teacher-tutor for all stages of the project.

We will be contacting companies again to see if they are willing to take on pupils this year. Depending on their response, we will be able to help with the search for work experiences. For information, we do not have any lists of companies to give out. Pupils are also welcome to consult the many work experience reports we have. To do so, they should contact Ms LAINSEUR.

So, if you have the possibility of welcoming a pupil (other than your child) into the company where you work, please do not hesitate to contact us.

Pupils work by observing the structure of their company and the working conditions of different categories of workers. At the end of the work experience, they will have to write a report that will form part of the work experience assessment and will be useful during career guidance operations. At the end of the project, pupils will receive a work experience certificate.

Pupils and their parents undertake not to receive any remuneration for the work experience, as it is part of the school curriculum. In companies and workplaces approved by the school, school insurance covers pupils for the entire period of the work experience.

Important dates:

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| Friday 28/02/2025                       | 1 p.m. - Deadline for CV and covering letter. Once validated by the tutor, they can be sent to the company and a paper version must be given to Ms LAINSEUR.  |
| Monday 19/05/2025                       | Deadline for pupils and tutors to make their final choice of work experience location.  |
| Friday 13/06/2025                       | Deadline for checking that the contract has been signed by the pupil and the tutor. The original version must be given to Ms LAINSEUR for checking and signing. The contract will be available on the school website shortly. |
| Tuesday 24/06/2025<br>Friday 04/07/2025 | Period of training: minimum 5 days.   |
| Friday 12/09/2025                       | Deadline for submission of the work experience report to the tutor. Once validated by the tutor, a paper version must be submitted to Ms LAINSEUR.  |

The organisation of the project is based on collaboration between career advisors, head teachers, educational advisors and tutor teachers under my responsibility as Deputy Director.

All details concerning work experience will soon be available on our website, [www.euroschool.lu](http://www.euroschool.lu). If you have any questions, please contact Mrs LAINSEUR at [nasseira.lainseur@eursc.eu](mailto:nasseira.lainseur@eursc.eu).

In order to answer all your questions, an online meeting will be organised very shortly.

Best regards,



Caroll Lemarié  
Deputy Director