



School Europaea Luxembourg I

Work Experience (WEX)

### Convention

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

### EXPERIENCE OF WORKING (WEX program)

Between the **undersigned**:

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

<b>School</b>	European School Luxembourg I-Kirchberg	
<b>Postal address:</b>	23, Bvd Konrad Adenauer L-1115 Luxembourg	
Represented by:	Mr. Martin WEDEL	Position: Director
	E - mail: <a href="mailto:LIST-LUX-WEX@eursc.eu">LIST-LUX-WEX@eursc.eu</a>	

<b>Pupil</b>	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.

During the work experience, the student will be assigned to the \_\_\_\_\_ department.

Task(s) assigned to the student:

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Throughout the duration of the work experience, the company undertakes to assign the student exclusively to tasks directly related to the activities detailed above and to ensure the educational nature of the tasks.

The company also agrees to treat the student fairly.

### Article 3

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.

The duration of the work experience is \_\_\_\_\_ working days/ \_\_\_\_\_ week(s) <sup>1</sup>.

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

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

The student's daily/weekly attendance is \_\_\_\_\_ hours, or \_\_\_\_\_ hours per day from Monday to Friday/Saturday. <sup>2</sup> Attendance cannot exceed 8 hours per day and 40 hours per week.

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

The student is entitled to a lunch break of \_\_\_\_\_ hour(s)/minutes. The break must be at least 30 consecutive minutes.

The company undertakes to respect and apply Council Directive 94/33/EC of 22 June 1994 on the protection of young people at work and the provisions of Book III, Title IV of the Luxembourg Labor Code.

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The main location of the work experience will be at \_\_\_\_\_.

As part of the execution of his/her missions, the student may be required to be present on other sites of the company. These sites must all be located in the Grand Duchy of Luxembourg.

<sup>1</sup> The unnecessary mention should be deleted .

<sup>2</sup> Any unnecessary words between "daily/weekly" and "Friday/Saturday" should be deleted and the number of hours should be indicated. In addition, it is recommended to avoid students being employed on Saturdays.

Initials

#### Article 4

The coordinator of the Wex program within the school is Mrs./Mr. \_\_\_\_\_.

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

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

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

#### Article 5

The responsible contact person in charge of supervising the student during the work experience within the company is:

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

Function: \_\_\_\_\_

The person in charge of supervision will be responsible for integrating the student as best as possible into the company, ensuring regular monitoring, answering their questions, and providing advice and guidance.

#### 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 [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.

#### Article 8

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 9

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 10**

The student shall not receive any payment or compensation, in any form, related to the activities assigned by the company.

**Article 11**

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 12**

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 13**

This agreement may be terminated with immediate effect by either party in the event of serious misconduct by the other party. In all other cases, the agreement can only be terminated before its term by mutual consent of the company or the school, following prior consultation. All parties must be notified in advance.

This agreement is governed by Luxembourg law. Any dispute should first be addressed through amicable negotiations. If this is not possible, the Luxembourg courts shall have exclusive jurisdiction to resolve any dispute.

**Article 14**

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 company

*Read and approved*

Date:

Company's seal

For the school

The Director:

*Read and approved*

Date :

School seal