



Varese, School Year 2023-24

For the attention of 5th Year students and their parents.

EXPERIENCE IN THE WORLD OF WORK

Again this year there will be the opportunity for the 5th Year students to gain first-hand experience of the world of work. The School Management and Staff consider this to be a very worthwhile enterprise which will allow the students to experience their first direct contact with the reality of the world of work. It is hoped that this exercise, apart from providing the students with valuable experience beyond the school environment, may help guide the student in his or her choice of career path.

In order to successfully implement this activity, a great effort is required, most notably on the part of parents, especially considering the unique character of our school in that it is not linked to one singular national entity. Therefore the School cannot assume the responsibility of finding a work placement for the students (nor would it be right to do so as this activity should encourage the students to act and think independently).

Guidelines are as follows:

- The placement should take place **from 17th till 28th June 2024**;
- It is **compulsory** for all students;
- The students shall be responsible for finding the placement and liaising with the employer;
- The placement may be in Italy or abroad.
- The JRC will offer some placements, a list of which will be made available in February on the school website (www.eurscva.eu / Documents and links / Work experience);
- All costs (travel, lodging and local transport) are the responsibility of the family;
- Students are not permitted to work for relatives;
- The experience will be monitored by telephone or mail;
- Every student must prepare a written report of the experience (in his or her respective L1 following the guidelines of the 5th Year L1 teacher) which should be handed in no later than **20th September 2024**;
- In order to facilitate contact with employers, each student will be supplied with a letter stating that they are covered by the School's insurance;

We wish every student much success in this endeavor.

GOOD LUCK

E. Mc Donald

J. Steinbach

Attached:

p.2: Form for the student to be handed in (digitally) to Ms. van Asma by **3rd of May 2024**

p.3-4: Form for the Company with insurance information and objectives of the work experience (to be given to the tutor)

p.5: Evaluation form to be handed in to the S6L1 teacher by **20th September 2024**



WORK EXPERIENCE 2024

Student information	Company/Agency information
NAME:..... SURNAME: CLASS:	NAME:
TEL: E-MAIL:	ADDRESS:
TYPE OF WORK:	TEL: FAX: E-MAIL: TUTOR:.....

Varese,

Parental Signature

Signature on behalf of the organization

Please fill out and return to Ms. van Asma by the 3rd of May 2024.



SCUOLA EUROPEA di VARESE

indirizzo: via Montello, 118
21100 Varese (VA)
ITALIA
telefono: +39 0332 806111
fax: +39 0332 806202
sito web: www.eurscva.eu
codice fiscale:80009540123

WORK EXPERIENCE PROGRAMME

PARTICIPANT INFORMATION

Name:

Date and place of birth:

Full address:.....

.....
.....
.....
.....

Present occupation: 5th Year student at *Scuola Europea di Varese*.

COMPANY INFORMATION

Location of the training facility:

*office.....

Daily starting time:

Training period: from June 17th to June 28th 2024

School contact: Mrs. Elizabeth Mc Donald

Company contact:

INSURANCE POLICY

- Workplace Insurance policy: INAIL position PAT 008340104 (students)
- Private insurance: AIG EUROPE S.A -ITALIA Policy n. 730601
- Civil liability: HDI GLOBAL ITALIA SE Policy n. 1107683729

Document for the Company.



OBJECTIVES OF THE PLACEMENT

A. DIDACTIC

- To learn how to link school-based knowledge with real life work practices.
- To promote an understanding of how theoretical concepts may be put into practice.

B. FORMATIVE

- To become more aware of one's own talents and abilities, to take on responsibilities and to build character.
- To understand the valuable role school plays in the helping achieve one's desired career and life.

C. SOCIAL

- To become aware of one's individual's role in society.
- To develop the ability to adapt to an ever-changing reality and seriously engage with one's responsibilities towards society.

ORGANIZATION OF THE PLACEMENT

- The participant is allocated work in a section of the organization for the agreed times during the period agreed.
- Tasks undertaken should only be those specifically agreed before the placement begin.

OBLIGATIONS ON THE PART OF THE PARTICIPANT

- To follow the instructions of the supervisor and refer to him or her for duties to be carried out and any other issue which might arise.
- Respect the privacy and internal workings of the organization both during and after the placement.
- Respect the rules of the organization and accepted norms of safety and hygiene.



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Trainee :

WORK EXPERIENCE EVALUATION SHEET

Company name :

.....

Company address :

.....

Phone n° :

email:

TUTOR :

The trainee showed himself capable of...	never	rarely	often	always
- respecting the time schedules	[]	[]	[]	[]
- showing the necessary willingness to work	[]	[]	[]	[]
- understanding and carrying out instructions	[]	[]	[]	[]
- organising his/her work	[]	[]	[]	[]
- taking initiative	[]	[]	[]	[]
- working diligently and meticulously	[]	[]	[]	[]
- respecting the security rules	[]	[]	[]	[]
- working collaboratively	[]	[]	[]	[]
- working independently based on instructions	[]	[]	[]	[]
	10	3 or more	1 or 2	none
Lateness('s):	[]	[]	[]	[]
Absence(s):	[]	[]	[]	[]

General assessment :

.....

.....

.....

.....

Company stamp



Made in....., date:

Signature:

Document for the student.

To be filled out by the tutor and handed in to the S6 L1 teacher by 20th September 2024.