



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

Varese, School Year 2024-2024

For the attention of S5 students and their parents.

EXPERIENCE IN THE WORLD OF WORK

Again this year there will be the opportunity for S5 students to gain first-hand experience of the world of work. The School Management and Staff consider this to be a very worthwhile opportunity 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 16th-27th June 2025;
- It is **compulsory** for all S5 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 **19th September 2025**;
- 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. Gysemans by 5th of May 2025

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 19th September 2025

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. Gysemans by the 5th of May 2025



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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 16th to June 27th 2025

School contact: Ms. Elizabeth Mc Donald

Company contact:

Insurance policy

Accident insurance: policy n° 730601

AIG Europe S.A.

Personal liability: policy n° 110-76666848-30011

HDI GLOBAL SE

BROKER

WILLIS TOWERS WATSON BELGIUM

Leonardo Da Vincilaan 5

1930 ZAVENTEM

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- showing the necessary willingness to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- understanding and carrying out instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- organising his/her work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- taking initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- working diligently and meticulously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- respecting the security rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- working collaboratively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- working independently based on instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	10	3 or more	1 or 2	none
Lateness('s):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Absence(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General assessment :

.....

.....

.....

.....

Company stamp



Made in....., date:

Signature:

Document for the student.

To be completed by the company/tutor and handed in to the S6 L1 teacher by 19th September 2025 by the student.