

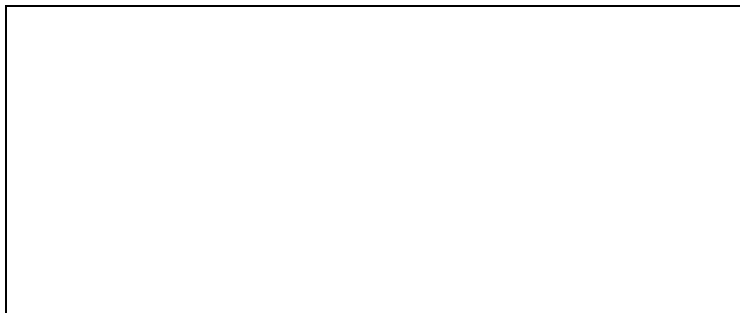


WEX (Working Experience) 2024-01-D-33-en-2
BOGY (Berufsorientierung an Gymnasien)

16.06.2025 to 27.06.2025

Europäische Schule Karlsruhe
Albert-Schweitzer-Straße 1
D-76139 Karlsruhe

list-kar-wex-caap@eursc.eu
Phone +49-721-680 09-0
Telefax +49-0721-680 09-50



(Company stamp with address and telephone number)

To the European School Karlsruhe

WEX- BOGY internship confirmation before realisation

The pupil in year 10 / S5.....

may carry out a work experience programme with us from to as a 1 or 2-week internship.

She/he will be supervised by Mrs/Mr

She/he can be contacted by telephone on the days of the exploration at on the exploration days. **Please do not enter the telephone number of the head office or personnel administration, but a telephone number in the vicinity of the internship location. If this is not yet possible, please let the student know when he/she can receive the necessary contact details.**

Further comments (daily working hours, planned activities, assigned to department, etc.): **Note: The daily working hours should correspond to a normal working day and therefore comprise at least 6, ideally 8 hours and are not remunerated.**

A visit by supervising teachers is possible at the following times **without registration:**

.....

We have received and taken note of the letter from the school. We will give the original or a copy of this form to the pupil for the school.

.....
(Place / date)

.....
(responsible for the working experience)



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WEX/ BOGY internship certificate for students **after completing the internship 16.06.2025 to 27.06.2025**

Mrs / Mr

born on

Address

.....

has in the time from to in our
company / our institution:

(name, address and telephone / fax of the company / institution or stamp)

a one or two-week internship as (training occupation / occupational field)

..... completed.

His/her areas of work and activities carried out included the following points:

Fields of work:

.....

Activities performed:

.....

.....
(Place / date / company stamp) (Signature of the supervising trainer / company owner)



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Career exploration days in the 2024/25 school year - for the companies -

WEX / BOGY internship 16.06.2025 to 27.06.2025

Dear ladies and gentlemen,

As part of **WEX (Working Experience)** or the career exploration programme at grammar schools (**BOGY**), a student at the European School Karlsruhe is applying for a 5 or 10-day work experience placement with you. **The internship lasts from 16 June 2025 to 27 June 2025 and can be completed in one or two companies.** We kindly ask you to accept her/him.

At the end of the school year, 14 to 16-year-old pupils at our school should complete an internship to gain a first insight into the world of work. These are boys and girls who are taught in several languages and generally have no communication difficulties in German, English and French. As previous years have shown us, a work placement is always an enriching experience for those involved. We would therefore like to offer our students this experience again this school year.

We are reliant on your generous understanding and willingness to help. I would therefore like to ask whether you would be willing to host a student (or several students) in your company/organisation for an internship.

We expect our students to work the **normal working hours** in their company/organisation of **at least 6, ideally 8 hours.**

During the internship, all students are insured against accidents through the school and may not receive any payment. We assume that you will not employ our students in hazardous work. Parents are advised that private liability insurance may be required to cover the risk of possible liability claims during the internship.

Please request a cover letter and a tabular CV from the student so that he/she has the opportunity to practise for an 'emergency'. Please give the student feedback on his/her application documents so that he/she knows what to look out for when applying for an apprenticeship.

Please inform the school immediately if there are any problems during the career exploration (e.g. unexcused absences) under: list-kar-wex-caap@eursc.eu

Please fill out the attached confirmation form completely and give it to the student.

We know that we need your openness and commitment and would like to thank you in advance for your trust. We will be happy to answer any questions or suggestions you may have.

In the hope of a successful co-operation, we remain with kind regards

signed Management of the Secondary



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Career exploration days in the 2024/25 school year - for parents -

WEX / BOGY internship 16.06.2025 to 27.06.2025

Dear parents of S5 students,

What should I become? In view of the numerous training and study options, young people are finding it increasingly difficult to answer this question these days.

As part of **WEX (Working Experience)** or the career exploration programme at grammar schools (**BOGY**), your son/daughter will therefore take part in a compulsory two-week work placement in the 2024/25 school year (year S5). **The internship lasts from 16/06/2025 to 27/06/2025 and can be completed in one or two companies.**

As the work placement is a school event, all students are insured against accidents through the school for the duration of the work experience. You are hereby informed that private liability insurance may be required to cover the risk of possible liability claims during the internship.

We would also like to point out that possible **travel or travelling expenses** will not be covered and that remuneration for a school internship is not permitted.

We expect our students to work the **normal working hours** in their company/organisation of **at least 6, ideally 8 hours**.

If your daughter/son **falls ill** during the internship, please inform the school and the internship organisation immediately.

The students will reflect on their experiences during the internship in an **internship report**.

As a general rule, students will look for an internship themselves. If you have additional places available in your company or can accommodate several students at the same time, please let us know.

Please inform the school immediately if there are any problems during the career exploration or when looking for an internship under: list-kar-wex-caap@eursc.eu

As soon as the internship search has been successful, this is verified using the '**Confirmation of an internship**' form and submitted **to Ms Peschutter by 31 January 2025 at the latest**. Please remember to submit the '**Declaration of consent to internship**' by then if you have not already done so.

If you have any further questions, please do not hesitate to contact us.

Yours sincerely

signed Management of the Secondary



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Career exploration days in the 2024/25 school year - for pupils -

WEX / BOGY internship 16.06.2025 to 27.06.2025

Dear pupils of the S5,

As part of **WEX (Working Experience)** or the vocational exploration at grammar school (**BOGY**), you will complete a compulsory 2-week internship this year. **The internship lasts from 16/06/2025 to 27/06/2025 and can be completed in one or two companies.** The days are intended to help you find a career and make it easier for you to set your priorities for the upper school and a course of study or training. The internship is not a holiday job and you may **not receive any payment** for it.

The internship is completed at the company/organisation during **normal working hours** of at least 6, ideally 8 hours.

Until 20.12.2024

- Bring the signed '**Declaration of consent for the internship**' with you and hand it in to Mrs Peschutter (box in the staff room) if you have not already done so.

Until 31.01.2025

- Find out in which professional field you would like to do the internship and inform yourself about the professions (BIZ, Internet..)
- **Then choose a company for a fortnight or two companies for one week each.** It is best to call them first and ask whether an application is possible and what documents you need.
- **Send your CV and cover letter to the internship location(s)**
- Your **application folder** for the company should include: **your cover letter, a CV, the cover letter from the school and the confirmation form from the school.** Fill in the information about yourself (name, class etc.).
- Hand in the completed '**Confirmation form of internship position(s)**' to Mrs Peschutter in C122.

If you have not found an internship by 31.01.2025, please contact Ms Peschutter in C122 in person. You can ask S6 students about interesting positions.

Until 28.02.2025

- Check that you have handed in all documents to Mrs Peschutter



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Career exploration days in the 2024/25 school year - for pupils -

WEX / BOGY internship 16.06.2025 to 27.06.2025

16.06.2025-27.06.2025

- you will complete your internship in one company for 2 weeks or two companies for 1 week each
- The internship is **compulsory**. In case of problems or **illness**, please inform the company and the school immediately (list-kar-wex-caap@eursc.eu)

Until 12.09.2025

- Hand in your **internship portfolio**: CV, cover letter, internship certificate, presentation about the internship and internship report to your L1 teacher. You will receive an A grade in S6 for this.

By June 2025

- You will receive detailed information about how you will present your internship experience.

signed Management of the Secondary



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October 2024

PARENTAL CONSENT

Work Experience from 16.06.2025 to 27.06.2025

I, _____, the parent/ guardian of _____

herby give permission for my daughter/son to participate in the work experience project during the above mentioned period.

Signature: _____ Date: _____

Please complete and return after the autumn holidays to Kristin Peschutter (pinghole in the staff room or C122) as soon as possible.