

**Susanne Heß,**  
Principal

Dear Sir or Madam,

In previous years we have successfully organized **work experience programmes** for our students and are planning to do the same again for our Year 10 students in the 21/22 academic year. The programme will run from **Thursday, June 06 to Thursday, July 07, 2022**, and we are once again asking you and other companies for your kind support.

### **Aims of the work experience programme:**

- For the most part, the students have no experience of the world beyond the very sheltered life of school. The programme aims to give them an insight into the world of work which will enable them to develop and/or explore their preferences and interests about their careers.
- At the same time, the programme aims to teach them about what daily working life at a company involves, such as an 8-hour working day, working to deadlines, and working with adults, as well as about operational procedures and routines, the high levels of responsibility that come with a job and also how to behave correctly at work.
- The students should be given tasks which are relevant to the company's operations and should, if possible, be given responsibility for their tasks during the work experience programme.

It is important that the students have a member of staff at your company who they can turn to for support and who will show them what to do at the beginning and help them through any initial difficulties. The students should be given the opportunity to work with an increasing degree of independence.

We are certain that our students will approach their work experience with great commitment and that it will be extremely useful for their future professional and personal development.

### **Important information:**

- The students will not receive any payment for their work during the work experience programme.
- The work experience programme constitutes part of the curriculum. The students are covered for insurance purposes by the school during the programme.
- Suitable working hours (6-8 hours depending on the type of work) and concrete working conditions will be determined by your company.
- The students will be supervised by Mr Marco Michelbach, who oversees the work experience programme. This means that there will be a contact person at the DSSH available for you to speak to at any time. Mr Michelbach or one of the teachers will pay the student a visit at your company by arrangement during the programme. (Does not apply if the work experience is taking place outside the local area.)
- Young people under 16 are banned from working under Chinese law. It is unclear whether this ban also extends to foreign students doing work experience. Moreover, at the end of 2013, it became illegal to employ foreign interns. We do not consider our school work experience programme to be affected by these bans as the programme does not form part of a university or professional training course and our students are not receiving any payment. We have not experienced any kind of problem in previous years in this regard. However, there has also been the odd occasion on which applications from students were rejected because of these laws. We would ask you to consider the application in front of you favourably while being aware of the legal situation.



We are aware that taking on a student can be an extra burden on your company, but this is the only way that young people can gain greater experience of the world of work.

We would therefore be delighted and extremely grateful if you could give the applicant the opportunity to gain work experience at your company.

If you have any further questions, please feel free to contact Mr Marco Michelbach ([marco.michelbach@ds-shanghai.de](mailto:marco.michelbach@ds-shanghai.de)) or myself at any time.

Yours faithfully,

Susanne Heß  
Principal