

Cover letter

Dubai, 1st September 2019

Dear Sir or Madam,

We would like to arrange a work experience for our students of class 9 with companies which located here in Dubai, from the 12th to 23th April 2020. This period is fixed in our school calendar.

The students choose the place of their work experience independently, however, if needed they receive the school's support.

It is our aim that the students have the opportunity to gain practical experience in a workplace situation.

The school's task is to provide the students with all the necessary knowledge, skills and attitude to work. We prepare the work experience hand in hand with our students.

On behalf of our students and their parents we would appreciate it very much if you could accept our student(s) as intern(s).

Please find attached a guideline regarding the students' work experience.

With kind regards,

Susanne Bode
Project Manager, Career Guidance and Internship Management

German International School Dubai
P.O. Box 391162,
Dubai/U.A.E.
Ph. +971-4-4562718
[Email: susanne.bode@germanschool.ae](mailto:susanne.bode@germanschool.ae)

Guideline „Students’ work Experience“

The work experience should enable the students to gain an understanding of working life. Making sure that the students stay safe and healthy during their experience goes without saying. What is the students’ work experience about? This brochure is intended to provide you with all the necessary information.

According to art. 5, paragraph 2 of the “Jugendarbeitsschutzgesetz” (JArbSchG) (law to protect children and teenagers at work) the prohibition of child labour does not include children working in the context of a work experience while attending school.

A Child is a person who is not yet 15 years of age; an adolescent is defined as someone who is at least 15, but has not yet turned 18. Adolescents who are still required by law to attend school full time are considered as children.

For the remaining students under 18 years of age (adolescents) the regulations of the JArbSchG are to be applied in the same way as they would be to adolescents holding a job.

For students who do their work experience while attending school full time, §7, Law 1, No. 2 and §§9-46 JArbSchG are to be applied. The following has to be taken into consideration:

2.1 Kind of occupation

Students visiting “Sekundarstufe 1” (classes 5-10) are only allowed to carry out easy work which is adequate for them.

2.2 Maximum daily working hours

(working hours, excluding breaks) 7 hours for children, 8 hours for adolescents

2.3 Maximum working hours per week

(excluding the weekends) 35 hours for children, 40 hours for adolescents

In case of school lessons taking place during the period of the work experience, the lessons plus breaks need to be considered as working hours as well.

2.4 Breaks

Breaks must be set before the working experience starts

- 30 minutes if working more than 4.5 but not more than 6 hours

- 60 minutes if working more than 6 hours

An interruption of 15 minutes minimum counts as a break. The students must not work longer than 4.5 hours maximum without a break.

2.5 Acceptable shift hours

(daily working hours including the breaks) 10 hours

Exceptions: Working in the catering industry, farming industry, stock breeding, building and constructing industry: 11 hours

2.6 Daily leisure time

Minimum of 12 hours after finishing work

2.7 Peace at night 8 pm until 6 am Exceptions: Students over the age of 16 are allowed to be employed

In the catering industry and on fairs etc until 10 pm

In companies running various shifts until 11 pm

In the farming sector from 5 am or until 9 pm

Students over the age of 17 in bakeries from 4 am

2.8 Working days per week 5 days 2.9 Off work on Saturdays

Working on Saturdays is prohibited

Exceptions apply if another weekday is a non-working day which is not the Saturday (a weekend of 2 days needs to be maintained)

2.10 Work is prohibited on a Sunday (Dubai: Friday)

Exceptions apply if another weekday is a non-working day which is not the Saturday (a weekend of 2 days needs to be maintained)

2.11 Work is prohibited on holidays

Students are not allowed to work on public holidays. Exceptions apply as in 2.10

2.12 Prohibited work

Work which goes beyond the psychological as well as physical ability and capacity of the students, such as

Lifting, carrying and moving of heavy items

Work which requires constant standing

Work which features forced bearing

Work which implies a high level of responsibility

Also work which morally endangers the students

Work which has a bad effect on the students' health due to hazardous biological working material of groups 3 and 4 as defined by regulation 90/679 EWG material that could cause severe illnesses)

Piece-work and speed-regulated work

2.13 Constrained work

The jobs listed below are only to be carried out by students if

The work is necessary in order to achieve the work experience's goal

The supervision of a professional is being given

The upper limit of air pollution when dealing with hazardous material is not exceeded

In companies which provide a company physician, the physician attends to the student

Work which is connected with the danger of accidents, if it is to be foreseen

or lacking experience (i.e. work that is connected with dangerous working situations)

Work which is connected to extreme heat, cold or humidity/wetness, which could harm the students' health

Work which is connected with harmful noise, agitation/commotion, radiation, hazardous materials as defined by the Law about Chemical Materials (Chemikaliengesetz), or biological working materials as defined by regulation 90/679 EWG

Hazardous materials are materials which – amongst others – contain the following attributes:

- explosive
- extremely flammable
- acid
- irritating
- poisonous
- very poisonous
- cancer-causing
- reproductionally harmful
- genotoxic

Biological working materials are microorganisms which can cause infections, allergies or toxic effects.

2.14 Assessment of the working conditions

Before starting work and if crucial changes in the working routine take place, it is the employer who should assess the risk for students while carrying out their work.

2.15 Instruction

Before starting work an instruction informing about danger of accidents and health hazards being connected to the work plus measures and behaviour which prevent those dangers are necessary.

2.16 Supervision

A sufficient supervision by professional adult persons is to be guaranteed.

2.17 Personal protective equipment

If personal protective equipment is needed (protection for head, eyes, ears etc.), as defined by the regulations on accident prevention, students are only allowed to carry out this work if they wear the compulsory protective equipment.

2.18 Data privacy protection

Students have to be adverted to professional discretion and have to be obligated in a written way to adhere to data privacy protection if they have access to data while carrying out their work.