



## Information regarding the Work Experience Programme in Year 9

**Dear Parents,**

In year 9, your child/children will complete a work experience placement. Below you will find a concise overview containing the most essential information:

The placement will take place at the end of year 9, from **Monday 22 June 2026 until Friday 3 July 2026 inclusive**.

### Objectives

The students are expected to gain a practical insight into the world of work, which should facilitate their future career orientation. While the placement does not serve as preparation for a specific career choice, personal interests are considered as a suitable criterion for their decision-making. These interests and expectations should therefore be expressed and taken into account during the application process.

### Procedure

Preparations for the placement will take place during **German lessons (application process)**, as well as through an **informational event**.

Students are required to independently find a company and apply online or present themselves at the company, as soon as possible after the informational event. Ideally, the company should be located within the state of Berlin; however, upon request, a placement in a neighbouring district of the state of Brandenburg may be accepted. A placement may not be undertaken in a parent's own company, as this would impede the achievement of the intended insights and learning outcomes. In addition to companies, placements may also be completed at public authorities or similar institutions. In general, any company that offers vocational training is also suitable for work experience.

At the beginning of year 9, students will be informed about the specific application process, the how-to in terms of obtaining a placement agreement, and their rights and obligations during the placement. Students are insured through the school; the work carried out during the placement should constitute meaningful learning tasks, not just support duties, and any form of remuneration is not permitted. In the event of illness, both the company and the school must be informed. Written excuses must be submitted to the class teacher.

Through the placement agreement, the company undertakes to ensure proper execution of the placement (six hours of daily working time, compliance with youth protection and accident prevention regulations, etc.). In accordance with § 2 para. 1 no. 8b of the Social Code VII, statutory accident insurance coverage exists during this period. For unusual working hours, your written consent is required.

### Process

The placement agreement (contract) is available here ([contract](#)), or online on the vocational orientation (Future and Career) pages or in the download section of our school's website. Once a placement company has been found, the agreement must be completed and signed by the relevant contact person/s of the company (director, supervisors, and contact numbers). It must then be submitted to the class teacher, checked by the vocational orientation coordinators, and countersigned if approved. The original agreement remains at the school, while the student receives a copy.

Successful completion of the placement will be documented through a short report and certified on the school report. Furthermore, following the placement, there will be a separate reflection on the placement experiences, conducted by the Youth Career Agency, which is also involved as an external partner in the placement search and preparation.

For any questions or concerns regarding the placement, please contact the vocational orientation coordinators via email.

With kind regards,

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