



**OBSERVATION SESSION IN A  
PROFESSIONAL  
ENVIRONMENT**

**2022-2023**



**AGREEMENT**

The company : .....

Address : .....

ZIP code:.....City:.....

Phone ..... Fax : .....

e-mail : .....web site: .....

represented by .....acting as .....

**AND THE**

**LYCÉE FRANÇAIS DE BARCELONE**, represented by M. Jean BASTIANELLI acting as headmaster;

It was agreed for the period from .....to.....June 2022  
what follows general provisions:

**GENERAL PROVISIONS**

Article 1 : The purpose of this agreement is to implement, for the benefit

From student:.....Class:.....

a sequence of observation in a professional environment carried out within the framework of Education in Orientation in connection with the teaching programs.

Article 2: The student remains during the observation sequence under school status. He remains under the authority and responsibility of the Principal. He cannot claim any remuneration from the company. It is subject to the general rules in force in the company or the host organization, in particular with regard to safety, working hours and discipline, subject to the provisions of Articles 6 and 7 of this agreement.

Article 3: The duration of the student's presence cannot be less than 5 hours and more than 8 hours, per day. The student must be given a break in any case.

Article 4: The daily schedules of the pupil cannot foresee the presence of this one on his place of reception before seven o'clock AM and after ten o'clock PM.

Article 5: 2nd year students will carry out their observation sequence in the company.

Article 6: The Principal certifies that he has taken out insurance that covers the civil liability of the student for any damage he may cause during the duration or on the occasion of his internship in the company.

In order to comply with Spanish legislation, the company will have provided the corresponding coverage for the natural persons it hosts.

Article 7: In the event of an accident occurring to the trainee student, either during work or during the journey, the Company Manager undertakes the sending of the accident report on the day on which the accident occurs. occurred or at the latest within twenty-four hours to the Principal of the Lycée, it being the responsibility of the latter to complete the formalities provided for.

Barcelona French School Insurance: N° 84199796 - Axa Insurance

Article 8: The student is associated with the activities of the company or organization contributing directly to the educational action. Under no circumstances should his participation in these activities prejudice the employment situation in the company. He is bound by professional secrecy. Under no circumstances may the student access machines, vehicles, devices or products whose use is prohibited for minors.

Article 9: The Principal and the Representative of the Company or host organization of the trainee will keep each other informed of the difficulties (in particular related to the absences and delays of the student) which could arise from the application of this agreement and will take , by mutual agreement and in liaison with the teaching team, the appropriate arrangements to resolve them, in particular in the event of a breach of discipline.

Article 10 - In accordance with Organic Law 15/1.999 of Protection of Personal Data, the Lycée Français de Barcelona assumes responsibility and undertakes not to disclose, use or archive in the files, property of this entity, any coordinates or information of a personal or professional nature, from companies, that the students, within the framework of the observation sequences, subject of this contract, could have obtained.

## PEDAGOGICAL PROVISIONS

- Name and position of the person in charge of welcoming the student in the workplace :

PHONE :

EMAIL:

- Referent at the French School of Barcelona:  
Ms. Fatima LAMMAALLAM, Principal  
Tel: 93 2525713

- Dates of the observation period:  
From .....to.....

- Daily schedules of the student in the company:

### MUST BE COMPLETED

	Morning	Afternoon
<b>Monday</b>	From:            to :	From :            to :
<b>Tuesday</b>	From:            to :	From :            to :
<b>Wednesday</b>	From:            to :	From:            to :
<b>Thursday</b>	From :            to :	From :            to :
<b>Friday</b>	From :            to :	From :            to:

- Objectives of the observation sequence in a professional environment:
  - make students aware of the technological, economic and professional environment.
  - allow students to have a first approach to the world of work, to measure its realities and its obligations.
  - Confirm or invalidate a choice of profession or professional sector.
  - Reinforce the importance of school and training before entering the professional world.
- Observation methods:
 

Under the responsibility of the person in charge of welcoming the student, the latter will be able to carry out all the activities contributing to the objectives, in particular:

  - interviews
    - surveys
    - document studies
    - visits

- Feedback:

During and at the end of the sequence, the student will compile a file or draw up a report. This document will be brought to the attention of the person in charge of its reception in the company who will ensure that it does not contain information that could interfere with the activity or the people of the said company. The document will remain only for educational purposes and confidential.

Certificate :

At the end of the observation period, the company will issue a certificate to the student.

Date: .....

The company manager

Date .....

The legal representative of the student: .....

Signature of student: .....

Date :.....

The Headmaster:.....

Date:.....