



# LYCEE FRANÇAIS DE SINGAPOUR LTD

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January 7th, 2008

Object: Training Attachment Programme

Dear Sir/Madam,

As part of their core curriculum in Economics, our Secondary 4 (10th grade) students are required to spend 5 working days observing the functioning of a company in Singapore. This attachment programme is essential in the students career guidance. To this end, I am writing to request your assistance.

Each student is responsible for finding his/her own placement for the week of June 16th to 20th, 2008. In the course of the five days, he/she should be able to

- Observe and understand the structure of the company and its day to day running.
- Be involved in some professional activity, even if only a limited nature.

Should you agree, a contract in triplicate will be established between yourself, the school and the student and legal guardian. Once this has been completed, a signed copy of this contract will be returned to you by the French School. Please note that during the 5-day period, students will be covered by the school's insurance policy (See Article 6 of the contract).

This placement aims at familiarising the student to a working environment through observation and action in a controlled setting. The students have a set of questions to answer and will be expected to produce a written report based on their experiences.

Should you require any further information, do not hesitate to contact Mr Joel Chini, teacher in charge of the programme, by e-mail, at : [jchini@lyceefrancais.edu.sg](mailto:jchini@lyceefrancais.edu.sg)

I thank you for your assistance with this project and look forward to hearing from you.

Yours faithfully,

Pierre Mondoloni  
Headmaster