

INTERNATIONAL STUDENT PLACEMENT GUIDELINES

SECTION A. GETTING STARTED

A1. What is an international work placement?

An international work placement is an unpaid period working in industry in another country. For international students this period is an opportunity to improve English levels, learn about English culture and the work environment, and gain valuable work experience in the student's chosen field.

A2. Level of English Requirements

Each student will need English level B2 or above in order to do a work placement.

A3. Where will the placement be?

The College recommends that the student must be prepared for a **maximum hour long journey** to their placement, using one, two or three buses. Birmingham has a good transport network but please remember it is the second biggest city in the UK and so may take a while to travel across during peak times.

A4. What does the College require in order to go ahead with a placement?

- Confirmation of each student's English level (see clause A2).
- Notification of any medical condition that the student has which could affect the choice of work placement/ability to carry out tasks at work placement.

SECTION B. THE WORK PLACEMENT

B1. Before the placement

A student is obliged to accept the work placement offered. If a student refuses to go to a placement, no other placement will be found for him/her, and the student must pay the full expenses of his/her time in the UK – including placement fees, accommodation fees, travel, etc.

B2. Dress Code

All students must ensure that appropriate clothing is worn for the work placements. If the student is part of a specific industry which requires specific clothing such as safety boots, overalls, chefs whites, it is the student's responsibility to bring their own/purchase their own. For office based work placements the dress code of the company must be adhered to.

B3. What if the student starts the placement but it isn't what they want?

Any student who starts a placement must do the placement for **one week** before he/she expresses any wish to change placement. It is quite common for placements to start students off on less complicated tasks to help them assess what kind of tasks they should be giving them.

If after one week The College agrees to search for an alternative placement, students must remain in their existing placements until a new placement has been found. If students refuse to go to their existing or new placement, clause B1 applies.

B4. What if a student is ill during the placement?

If a student is unable to attend the work placement then they must inform both the work placement and The College before 9:00am. During a short work placement the student would not typically be expected to take any time off ill.

B5. Can a student have holiday/leave during the placement?

No. Students must complete the full placement period for the purposes of meeting the criteria of the EU funding.

B6. What happens if a student is regularly absent from a work placement, or the work placement asks the student to stop attending because of poor attitude or behaviour?

No alternative placement will be found, and the student will have to pay the full expenses of his/her time in the UK – including placement fees, accommodation fees, travel, etc.

INTERNATIONAL WORK PLACEMENT OPTIONS FORM

Students should read carefully through the work placement guidelines and make sure they understand the document before completing this section.

Three options for work placements (e.g. administration, retail, hospitality/catering, marketing):

1.

2.

3.

Any additional comments

I CONFIRM THAT I HAVE READ THE WORK PLACEMENTS GUIDELINES AND AGREE TO THE CLAUSES OUTLINED WITHIN THE GUIDELINES.

STUDENT:

Signature: _____

Print name: _____

Date: _____

REPRESENTATIVE OF SENDING INSTITUTION:

Signature: _____

Print name: _____

Position: _____

Date: _____