



## 2012 INTERNSHIP PROGRAMME Terms & Conditions of Placement (To be read and signed by applicant)

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**STUDENT NAME in BLOCK LETTERS**

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### **INTERNSHIP AGREEMENT**

Signed by the prospective work experience trainee at the time of booking the programme

### **WHAT IS AN INTERNSHIP?**

An internship is the opportunity to practise skills learned or that the candidate is studying. They are NOT a training. Those students without skills or qualifications may use the opportunity of a placement to learn about business culture and improve their English skills.

**CRITERIA - Our correspondent reserves the right to refuse any applicant who does not meet or agree to the following requirements:**

- Minimum age 18 years old – maximum age 30 years
- Upper intermediate level of English *orally* or above (ie Cambridge First Certificate level or equivalent)
- Non-European nationals must have a valid student visa or passport stamp
- Students must understand that they cannot choose specific companies or size of companies (most internship employers are small and medium sized organisations)
- High School graduates and shorter placements (4-6 weeks) can generally only be offered office administration internships and specific areas of work are unlikely due to lack of knowledge and experience and *cannot* be guaranteed.
- We are unable to find internships in Banking
- Specialised areas when there is one choice of placement, cannot be guaranteed.

### **DOCUMENTATION**

To provide you with the best possible experience throughout your Work-Study programme, it is necessary for you to read and agree to abide by the following guidelines.

In order for your application to be processed, this must be signed and returned with:

- Completed Internship Enrolment Form
- Letter of Introduction (*please send electronically*)
- Curriculum Vitae in English (*please send electronically*)
- Signed terms and conditions (below)

The placement is defined as an opportunity to gain relevant vocational experience, which is a valuable part of your training in both language and work skills. Internships are unpaid.

## **COMPANY PLACEMENT PROFILE**

The type of work to be carried out will be specified in the Internship Placement Profile together with clear objectives. This document will be made available to the student before the placement begins. The type of work and objectives may be changed during the placement depending on the student's attitude, ability, initiative and level of English, as well as the requirements of the Company.

## **THE WORK**

You will be given a variety of duties. These duties may include copying, answering phones, filing, doing research and working on projects dependent on your language skills, experience and ability. Although much of the work may be administrative, there is much to be gained from the observation, daily contact with English speaking colleagues and business practices of the organisation.

Some companies will spend up to two weeks training their student intern and therefore longer placements will benefit you more and provide better opportunities for interesting tasks.

## **OPTIONS OF WORK**

A placement is dependent on a student's language level and relevant work experience. We advise that you provide us with **three** options for placement (see enrolment form) in areas of work that relates to your current or intended future career. We also *cannot* guarantee placements in any specific company or size of company.

Where students make requests for one work area only, it must be clear that this **cannot** be guaranteed although our correspondent will do everything possible to find an appropriate placement.

It will be up to you to impress the employer at the interview with your attitude and your expectations. Our correspondent will provide you with interview guidelines and give you a practice interview.

## **HIGH SCHOOL GRADUATES**

Post High School students with no qualifications and/or relevant work experience will be placed in general office administration, although our correspondent will try to find industry areas of interest.

## **SPECIALISED WORK AREAS**

***If the student has only one specific area of work, our correspondent will endeavour to place the student in this area, but he/she must be prepared to convert the placement fee to a course if our correspondent is unsuccessful, or accept a refund less £100.***

***If the candidate is unsuccessful at two interviews for a specialised internship, our correspondent are under no obligation to provide further interviews.***

Once offered the trainee placement, it is your responsibility to abide by the guidelines given to you by our correspondent and by your employer. It is important that you demonstrate responsibility, competence and commitment to your company.

## **REMUNERATION?**

Internships are UNPAID (*most* companies pay weekly travelcard expenses). A work placement is not a job or training. It is a practical part of career development. Any payment made to students for work, lunches or travel will be considered as a *voluntary* contribution by the Company towards the student's personal expenses. Students may **not** re-negotiate any agreed financial contributions or extra payments with the Company.

## **PROBLEMS**

Students are given a Problem Procedure. They must show a responsible and flexible approach to resolving any problems, or misunderstandings which may occur during the work placement. However, if there is a serious problem, students must inform our correspondent immediately. Every effort will be made to resolve the problem and preserve the relationship between the student, the company and our correspondent. Students must allow sufficient time for problems to be investigated and resolved.

## **MONITORING**

All students will be contacted during the placement by our correspondent to monitor progress and any problems. At the end of the placement, the student will complete a questionnaire to indicate the range of skills and experience gained.

## **CONDUCT AT WORK**

The following conditions are necessary in all placements:-

### **1. Punctuality and Attendance:**

You will work the hours agreed with your company. In the event of required absence this must be agreed in advance. Any absence due to sickness must be notified to your employer immediately.

### **2. Dress Code:**

You must wear smart clothing throughout the placement, unless otherwise indicated by the company. Jeans are not acceptable.

### **3. Confidentiality:**

You must keep all information and documents entrusted to you confidential – it is not permitted to copy or retain any materials belonging to the company.

### **4. Conduct:**

You should carry out all tasks and work instructed professionally

### **5. Misuse of Company Facilities**

The facilities of the placement company (e.g. telephone, fax, email and internet) must not be used unless authorised by the company.

### **6. Problems**

In the event of any problems arising, you should discuss them **first** with your immediate supervisor and if your problem is not resolved, please inform the Internship Programme Counsellor or Programme Manager.

## **PAYMENT -AND REFUNDS TERMS AND CONDITIONS**

1. A deposit of £250 must be made with enrolment. The balance of the placement fee must be made immediately on acceptance of a placement offer. (students booking via agencies will need to abide by their payment terms)
2. Students will receive **no refund** if they refuse placement offers because of reasons unaccepted above, such as size of organisation /requesting a specific company.
3. If our correspondent fails to secure a suitable work placement by the requested start date of the placement, the placement fees will be refunded. (less £100)

4. If the student decides to leave the placement voluntarily, **no** fees will be refunded
  5. If the student cancels the internships after the Internship application has been processed and an interview arranged, there will be **no** refund of the total deposit unless there is a serious reason. Any refund is at the discretion of the Internship Programme Manager or relevant Sales Advisor
  6. our correspondent retains the right to terminate any placement without refund in the event of misconduct or failure to comply with any of the terms in this document (Work Placement Agreement)
  7. In the event of a serious problem with the work placement, or a termination by the Company, our correspondent will make every effort to secure a replacement position at no extra cost, provided:
    - There is a minimum of 4 weeks to the end of the agreed placement period
    - our correspondent is satisfied that the trainee has acted correctly and responsibly.
- our correspondent has no obligation to provide more than 3 interviews for students requesting any one of 3 areas of work placement and a maximum of only 2 interviews for students seeking professional specialised areas of work. our correspondent cannot be responsible for candidates who fail interviews owing to their own inability to secure the internship offer – no further interviews may be arranged in these circumstances.
  - Students who miss a pre-arranged interview without a valid excuse and do not inform the Internship Office/counsellor 24 hours prior to their interview will forfeit the right to further interviews.
  - our correspondent will not be held responsible for delays in beginning placements, which result from unsuccessful interviews.
  - If a student cancels the internship after the application has been processed and an interview(s) have been arranged, no refund will be given of the deposit. If there is a genuine reason, a refund may be given at the discretion of the Internship Programme Manager or Sales Advisor.
  - If a student refuses an appropriate internship offer after attending interviews (unless there is a valid reason) **no refund of the whole deposit will be given.**
  - No refund will be given if the student decides to curtail the placement period
  - No refund will be given if the company curtails the placement due to the interneer's poor work performance.

**Length of Placement**

**I agree to remain in the placement for a minimum of 4 weeks unless a serious problem arises. This will be at the discretion of the Internship Programme Manager or her appointed deputy.**

*Please note that you need to do a minimum of four weeks in the work place in order to gain a University of Cambridge Validation certificate*

I.....(name in capitals) have read and understood the above terms and conditions relating to my work placement arranged by our correspondent and agree to comply with and abide by them.

Signed..... Date:.....