

## INTERNSHIP PROGRAMME 2020

### TERMS & CONDITIONS

Being part of an IELA Internship Programme within a work environment is a learning experience and develops confidence and independence. Candidates should embrace the opportunity positively. We work with real employers who own and operate real businesses. IELA will support each candidate throughout their Internship placement.

By signing below, you are agreeing to the IELA Terms & Conditions for an Internship Programme:

#### Terms & Conditions

- Candidates must be 18+ years.
- Candidates must have a minimum level of B1+ Oral English.
- IELA will strive to match the request of the chosen type of Internship placement as per the candidates request, however, IELA reserve the right to assign an Internship placement to each candidate as/when they are available.
- Once an Internship placement has been agreed and assigned by IELA to the candidate, candidates cannot change their Internship placement with IELA.
- Candidates must attend the Internship work placement at the times specified by the employer.
- If, for some reason, a candidate decides that the Internship placement is not suitable for them, IELA cannot offer an alternative Internship placement.
- If a candidate decides not to attend their Internship work placement, IELA reserves the right to terminate the Internship placement and Internship Programme.
- If a candidate cannot attend their Internship work placement because of illness, they must notify the IELA Coordinator as soon as possible.
- If a candidate decides they want to terminate the Internship placement at an early stage on the Programme, IELA will not refund any fees paid for the Internship Programme.
- IELA & the Employer providing the Internship Programme reserves the right to terminate the Internship placement, if necessitated.

**Please note:**

***Our Internship Programme takes into consideration that our partner businesses can have quiet days and very busy days. To this end, candidates are advised that it is not IELA policy to change an Internship placement if a student finds the placement quiet or not busy on certain days.***

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_