



IELA Work Experience Programme 2021 Terms & Conditions

Being part of a work environment is a fantastic learning experience which develops confidence and independence. Students should embrace this unique opportunity positively.

We work with real employers who own and operate real businesses, please observe and agree our **Terms & Conditions**.
IELA student co-ordinator will support each student throughout the placement.

- Students **must** be at least **16+ years**.
- Students **must** have a minimum level of **B1 Oral English**.
- We will do our best to match a request for a particular type of placement, however **IELA** reserve the right to assign a placement to each student as available.
- Once a placement has been agreed and assigned by **IELA**, students cannot decide to change.
- Students must attend the work placement at the times specified.
- If a student decides they do not like the placement **IELA** cannot offer an alternative placement.
- If a student decides not to attend their work placement, **IELA** reserve the right to terminate the placement and programme.
- If a student cannot attend their work placement because of illness, they must notify **IELA** as soon as possible.
- If a student decides they want to terminate the placement early **IELA** cannot refund fees.
- **IELA** & the Employer reserves the right to terminate the placement.

Please note:

Customer facing businesses can have quiet days as well as very busy days. This is a real-life working environment.
IELA cannot change a placement if a student finds it too quiet or too busy.

