

Title	Guidelines for Students on Work Placements Overseas
Description	Guidelines intended to be a useful starting point covering key issues to consider when planning a Placement Overseas
User	Student and VET Provider Teacher
Goal	To help teachers prepare students for placement outside their own country
Objective	To ensure students think about and are aware of behaviour expectations when on placement outside their own country
Method	Made available online or as a hard-copy
Recommended Use	Teaching staff should talk through the content of the guidelines in class and ask the student to sign in recognition that they understand the information given to them
When	A month before the student leaves for their placement is recommended
Language	English

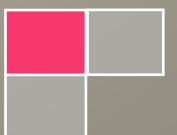


VET & BUSINESS
PARTNERSHIP

Work Placement Overseas

Student Guidelines & Agreement

Guidelines intended to be a useful starting point
covering key issues to consider when planning a
Placement Overseas



Guidelines for Students on Work Placements Overseas

All Work Placements make students appealing to Employers but Placements overseas (outside your home country) may be acutely beneficial in fostering particular strengths and new aptitudes while broadening prospects and experiencing different cultures. These Guidelines are intended to be a useful starting point covering key issues to consider when planning a Placement.

Checklist

Passport	Tickets and travel documents
Driving licence	A copy of your birth certificate and passport <i>(Keep separately from originals)</i>
Visa (if necessary)	EHIC form (if travelling to an EU country)
Proof of student status	Insurance policy and medical insurance documents
Guide Book	SERC Travel Insurance and Travel Pack
Access to funds to cover your living expenses	Enough local currency for the first few days
Contract of employment if received and any correspondence from/to your employer	Spare passport sized photos
Council Exchanges information and booklets, if you have obtained your visa from them	Important telephone numbers and addresses (e.g. employer, accommodation, bank/credit card emergency numbers etc.)
Check with your Mobile Phone Provider for costs and accessibility	Medication, insect repellent, malaria tablets etc. if needed

1. Support from the VET Provider

Just like regular placements you will be expected to maintain regular contact with your teacher who will give advice and support should you encounter any difficulties.

2. Driving Licence

If you have a driving licence you should take it with you. Up to date information on International Driving Permits should be researched and organised long before you depart.

3. Passports and Visa's

All Students preparing for a Placement overseas must ensure that they hold:

- 3.1. A valid current Passport that will remain valid for the duration of the placement,
- 3.2. Requisite Visas for outside the EU – contact the Consulate or Embassy of the country concerned for details on how to apply; e.g. a Visa for Placements in the United States
 - 3.2.1. Copies of visas and other documents before departure and whilst overseas (where it can be expensive to have them made!).
 - 3.2.2. Photographs for official use must be full face on a plain light background and should measure 2 x 2 inches.

4. Medical Cover and Vaccinations

You must check with your Placement Office for advice on what Medical Cover and Vaccinations will be required for the particular country you plan to work in.

For example, the UK citizens can apply for the EHIC card:

- 4.2. The European Health Insurance Card (EHIC) can be used to cover any necessary medical treatment due to either an accident or illness within the European Economic Area (EEA) or Switzerland.
- 4.3. There is no charge and the EHIC entitles the holder to State-provided medical treatment within the country they are visiting and the service provided will be the same as received by a person covered by the country's 'insured' medical scheme.

It is a good idea to have both medical and dental checkups before you go!

- 4.4. If you are travelling outside the EU, contact your doctor's surgery to see whether you need to have any vaccinations;
- 4.5. It is important to do this in good time, as some vaccinations require a series of injections that can take a couple of months for completion.
- 4.6. You should also check the Department of Health, for information on health precautions needed in different countries.

5. Personal Insurance

- 5.1. The Placement Student may be covered by the VET Providers Personal Accident and Travel Insurance if the Placement is a requisite of the course; details of which can be obtained from your teacher.
- 5.2. This Insurance cover must be scrutinised carefully to ensure each student is covered for all activities planned while on placement including any injury or damage that may occur outside working hours, additional Personal Insurance may be required.
- 5.3. As with any Travel Policy there are standard Policy Exclusions and cover does not apply e.g. for hazardous activities.

6. Finances

- 6.1. Placements can be paid or unpaid, it is important to find out what the local living expenses are likely to be and to calculate whether you can afford to take the placement.
- 6.2. You will need to identify someone at home who would provide funds during your placement in the event of an emergency.
- 6.3. You may be responsible for finding your own accommodation, although your employer may be able to help with this. Find out the average cost of rent in the area before you decide to go, and make sure you include it in your calculations. Remember that you will need to pay for hotel or hostel accommodation for the first week or so whilst you look for a flat.
- 6.4. Students may have to pay their own travel fares unless they have been awarded specific funding or unless arrangements have been made for the employer to pay.

7. Contact Details

- 7.1. It is very important that you update your contact details, as we must be able to get in contact with you and your supervisor from the outset by telephone, email and post:
 - 7.1.1. We ask that you provide contact details for next of kin or someone we can contact in your family in the event of an emergency and someone who can provide you with emergency funds. Please ask your nominated contacts to keep the teacher informed of any change of address etc.

8. Social and Cultural Issues

- 8.1. Find out as much as you can about the area you are going to before you leave. Check online for the latest information and advice on individual countries.
- 8.2. Invest in a good guidebook, such as Rough Guide or Lonely Planet. Find out as much as you can about local culture, what to see and where to go.

9. Safety Guidelines

- 9.1. Do not travel alone or on foot if it is dark or late. Carry a mobile phone, identification and a personal alarm. Be alert to danger and leave the area if you feel unsafe.
- 9.2. Be aware of the politics of the area. Stay away from areas of civil unrest or military action. Do not enter secure areas where there are instructions not to do so. Do not try to photograph or video these areas.
- 9.3. If your job involves fieldwork visits, keep a visit diary. Record the date, time and nature of the visit, the address and telephone number of the place to be visited, your own mobile number, address of accommodation if you are to stay overnight and your expected time of return. Hand this diary to your supervisor or another responsible person.

10. Personal Behaviour

- 10.1. The onus is on you not to cause unnecessary offence and distress to the people of the communities in which you live and work.
- 10.2. On arrival in the country it is most important to find out as soon as possible about local customs and etiquette.
- 10.3. You are likely to be judged on the basis of your appearance and first impressions are important. If in doubt, dress as smartly as your circumstances allow and reason suggests, it is easier to relax your dress code later than to overcome an unfavourable first impression resulting from what may be considered inappropriate dress.

11. Drugs & Alcohol

- 11.1. **The use of illegal drugs is unacceptable in placement;** VET Providers and Employers reserve the right to restrict or prohibit the use of alcohol, tobacco, and other drugs and to expel you from the placement if you do not comply.
- 11.2. For your own Safety, please ensure you drink sensibly on placement, whether during your free time and especially if socialising with work colleagues.

12. Politics and Religion

- 12.1. In some countries, it is best not to express strong views on politics or religion.
- 12.2. You should be wary of entering into political discussions.
- 12.3. Be particularly careful of commenting on local politics and on no account become actively involved.
- 12.4. You will most likely be welcome to practice your own faith as long as you also respect the official religion and do not attempt to evangelize.

13. Breaking the Law

- 13.1. You should obviously take all reasonable precautions to ensure that you do not break the laws of the country where you are working.
- 13.2. If you do so inadvertently and find yourself in trouble, you should inform your teacher as soon as possible, giving an honest account of the circumstances.
- 13.3. The VET Provider cannot accept responsibility for payment of fines or take any action which evades the legal process.
- 13.4. We would draw your attention to the laws most countries have concerning black market currency dealing and drug use and trafficking.
- 13.5. Students should also be aware that in many countries homosexuality remains illegal with severe consequences for people whose lifestyle attracts the attention of the authorities or local community.

14. Emergencies

- 14.1. It is important that you register with your Embassy or High Commission on arrival in the certain countries.
- 14.2. In the case of civil disorder or natural disaster, your Employer is responsible for taking whatever action is necessary to safeguard you as a student.
- 14.3. Please ensure that you inform the VET Provider, who will inform your nominated emergency contact in the UK.
- 14.4. If an emergency arises in your family while you are overseas, your teacher will do all possible to get the information to you as quickly as possible if asked to do so. For this reason we ask all students to make sure that the employer has a contact address for you if you leave your placement for more than one or two days.

Student Overseas Work Placement Agreement

The VET Provider, Employer and Student sign a 'Partnership Agreement', so agreeing to comply with all the requirements detailed in the Agreement including the Health, Safety and Welfare conditions. The VET Provider also requires each student attending a Work Placement Overseas to complete the following:

Location of Work Placement

Student Name:

Course:

Employer Name:

(Company, organisation, individual)

Address:

Student Contact

Please confirm that should your next of kin contact us while you are away we are permitted to discuss details relating to your period away and you give your full permission for us to contact your next of kin

Yes ☐ No ☐

Do you acknowledge you have received, read and fully understand the 'Student Guidelines for Work Placement Overseas' and agree to the requirements in all sections?

Yes ☐ No ☐

Insurance Declaration

Please confirm (by ticking the box) that you have travel insurance arrangements to cover you during your time International Placement and that this cover is sufficient for all relevant risks and circumstances.

☐
tick

If you choose not to take insurance for your International Placement, please tick the box to confirm that you have been advised by us to ensure you have sufficient insurance cover and that you are fully responsible for the risks of not taking insurance cover.

☐
tick

Student

I agree to comply with all arrangements negotiated for my placement and to do my best to make the placement a success by abiding by the rules and regulations of the Placement Provider; its normal working hours, code of conduct and rules of confidentiality and to communicate with us on regular bases.

Student
Signed:

Print name:

Date: