

# Anglo European Overseas Work Experience



Monday June 5<sup>th</sup> to Friday 16<sup>th</sup> June 2017



All students in Year 10 will be participating in a work experience placement of their choice for 2 weeks. Students can choose work experience locally, nationally or internationally. To be able to combine work experience with developing language & cultural skills is a unique opportunity open to them and we actively encourage and facilitate placements with both international contacts they may have from previous /current exchanges, as well as family & friends.

Regardless of the location, the school endeavours to ensure that each placement is “low risk” and that adequate insurance is in place. If a student is proposing to attend a placement overseas our process requires additional information, and final approval is required from the head teachers. **It is therefore advised that flights are not purchased before this approval has been given.** All UK based placements are required to provide the school with details of their Employer’s Liability Compulsory Insurance. For an overseas placement evidence of ELCI or equivalent is also required. We recommend that you purchase additional adequate insurance to cover work experience placements as standard travel insurance will not suffice. World Nomads offer competitive cover for students undertaking work experience overseas and their “Level One” policy will cover personal accident cover for the majority of situations. We would ask parents and overseas Employers to read the HSE’s “Young People and work experience” document (<http://www.hse.gov.uk/pubns/indg364.pdf>).

The following completed documentation is required before approval by the head teachers can be sought:

- Medical and Consent Form 2017
- Overseas Residential Form 2017
- Overseas Placement Form 2017
- A copy of the Employer’s Liability Compulsory Insurance Certificate or equivalent
- A copy of the Certificate of Insurance and policy schedule from an organisation specialising in overseas work experience cover such as World Nomads.

### **Key Dates for Work Experience Overseas 2017**

2017 Deadline of Dates for completion & return of all 3 forms – Medical and Consent form + Overseas Placement form + Overseas Residential form to Mrs Ratteray (Room C32) and receipt of payment on ParentPay

<b>Charge</b>	<b>Dates</b>
Early charge	Friday, January 6 <sup>th</sup> 2017
Standard charge	Friday, February 24 <sup>th</sup> 2017
Overdue charge	after Friday, February 24 <sup>th</sup> 2017

**Date of Work Experience 2017**

**Monday 5<sup>th</sup> June 2017 – Friday 16<sup>th</sup> June 2017 (inclusive)**

Students are expected to return to school on **Monday 19<sup>th</sup> June 2017.**