

# Anglo European Overseas Work Experience



**Monday June 3<sup>rd</sup> to Friday 14<sup>th</sup> June 2019**



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 an equivalent is also required.

We also strongly recommend that you purchase additional adequate insurance to cover work experience placements as standard travel insurance will not suffice. World Nomads offers competitive cover for students undertaking work experience overseas and their “Standard” policy with Work, Sports & Activities

Level 1 will cover personal accident, emergency medical expenses and personal liability (out of the workplace as ELCI covers personal liability in the workplace) for the majority of situations.

Should you wish to take insurance out with a different company or use an existing policy you have with another company it is your responsibility to check that it includes emergency medical cover and personal accident cover whilst your son/daughter is at work along with personal liability for third part liability during leisure time.

We would also ask parents and overseas Employers to read the HSE's "Young People and work experience" document

<http://www.hse.gov.uk/pubns/indg364.pdf>. This gives information on health and safety at work.

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

- Medical and Consent Form 2019 – **available on website & room C32**
- Overseas Residential Form 2019 - **collect from room C32**
- Overseas Placement Form 2019 - **collect from room C32**
- A copy of the Employer's Liability Compulsory Insurance Certificate or equivalent
- A copy of the Certificate of Insurance and policy schedule details from an organisation specialising in overseas work experience cover such as World Nomads.
- A copy of travel plans / itinerary

### **Key Dates for Work Experience Overseas 2019**

Deadline of Dates for completion & return of all 3 forms : **Friday 26<sup>th</sup> April 2019**  
**: Medical and Consent form + Overseas Placement form + Overseas Residential form. Return to red letter box outside Enterprise office (Room C32) with receipt of payment on ParentPay**

<b>Rate</b>	<b>Dates</b>
Early rate	Friday, January 4 <sup>th</sup> 2019
Standard rate	After Friday, January 4 <sup>th</sup> 2019

Students are expected to return to school on **Monday 17<sup>th</sup> June 2019**