

Language Studies International

Work Placement Scheme | **Paid** | European/EEA Nationals only



Your Questions Answered:

What is the LSI Paid Placement Programme?

The Paid Work Experience Program offers jobs within **the hotel and restaurant industry in the UK**. The program is designed for people who want to gain experience in this area, improve their English and earn some pocket money whilst they are learning and working.

Can I do any position? Am I suitable for the programme?

You can apply to do any position of which you have previous experience and the required language level. It is necessary to have some previous work experience eg as a waiter/waitress if you apply for this hospitality position in the UK. Hotels want staff that have at least some of the skills they need. They will give you the required extra training you need and enable you to develop both your skills and language ability to work competently in the UK.

Do I need to take a course at LSI?

Yes, you need to take at least a 4 week Standard 20 or Intensive 30 English course, this will be followed by the full time work placement.

How much will it cost?

The paid work placement fee is £450. This does not depend on the amount of time that you choose to work for – it is a flat fee and does not include your tuition. The overall price of work placement will consist of the placement fee plus the cost of your tuition, accommodation and living expenses.

What level of English do I need?

You need to be at least Upper Intermediate level. If LSI feels that your level of English is not sufficient to pass an interview, you may be asked to take additional English classes.

How long are the placements?

The minimum period is 3 months and the maximum is 12 months. Positions are available for various amounts of time depending on the partner hotel or restaurant's requirements. During the high season (June to Oct) more short-term placements are available but hotels always prefer to take candidates who can stay for as long as possible and generally their placement requests will be processed faster.

Will I have to do an interview?

90% of people have to do a telephone interview with the employer; LSI will give you all the details of this beforehand on an "Interview Confirmation Sheet". Please make sure that you look at the website and location of the placement before you telephone. If you do not understand anything please ask us to explain it. There is also a list of tips on the interview confirmation sheet and you should always follow these. If you do not follow our guidelines you may not receive a placement.

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Where will I live?

All the positions have live - in accommodation, either on-site or nearby. Costs can vary, from £30.00 - £80.00 per week. This is taken from your training allowance. Your cost of accommodation will be confirmed on your "Work Training Contract" which is given to you before you start your placement. Normally food is also included.

Where will my placement be?

Your placement could be anywhere in the UK (often placements are in Scotland).

Many of the placements are not in large towns or cities and are in semi-rural or rural locations. You must accept the fact that you will be placed anywhere in the UK and due to the nature of the industry you cannot request a specific location. Please also note that we don't offer placements in the city of London.

How much will I get paid?

All candidates are given the minimum wage which is currently **£4.98** for 18 - 20 year-olds and **£6.19** for 21 + year olds. This is taxable but you can claim tax back when you leave the UK in most situations. Generally the minimum wage is increased every October.

What is National Insurance?

National Insurance is a social security tax that everyone who works must pay. You cannot claim this back. You will also need to get a National insurance number and your manager will explain this to you.

Do I need to pay tax?

Yes you will have to pay tax from your salary but in most cases you can claim it back. Please ensure that you get a P45 from your employer at the end of your employment and you will need to complete a P85 form. Please ask your employer or local tax office for this document.

Do I need a visa?

If you are from an EU country then you do not need a visa. However if you are from Poland, Lithuania, Estonia, Latvia, Slovenia, Slovakia, Hungary or Czech Republic you must register under the WRS (Workers registration scheme) when you have started the programme. The cost is £90.00. See

<http://www.ukba.homeoffice.gov.uk/workingintheuk/eea/wrs/> for information.

Is there a particular start date?

No there isn't, but demand from participating hotels, restaurants etc varies depending on the season when you apply. A flexible start period and end period must always be given to meet the changing demands of the hospitality industry.

Can two people apply together?

You can apply as a couple and we will do our best to place you together but cannot promise to do so. This is because most hotels etc don't need 2 people at the same

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time and live-in accommodation is not always available. It can help though if you both have experience and have a high level of English.

What happens if I don't like my placement?

If you do not like your placement we will move you if it differs to what is explained on your "Work Training Contract". However, this is subject to us receiving a satisfactory report from your manager and you have also put any complaint in writing via email or post.

What happens if my employer terminates my employment before the end of my contract date?

If your employment is terminated because the placement no longer has work for you and it is no fault of your own, we will try find you an alternative placement. However, if your employment is terminated because you haven't performed well or you have committed gross misconduct, we will not seek a further placement for you and you will have to return home or find your own employment.

What are some examples of employment being terminated due to 'my fault'?

There are many examples of where employment can be terminated or "Sacked" as it is commonly known. Here are some examples of reasons why some of our previous students have been sacked.

- Lateness for start of work
- Finishing your shift early without permission
- Being unfriendly or argumentative with colleagues or management.
- Not being flexible
- Giving away drinks to friends, this is considered to be theft.
- Telling employer or colleagues that they are leaving before their notice period (read further)
- Being rude to customers.
- Work quality not to the standards that is expected.
- Damaging company property.
- False facts on their CV.

There are obviously other reasons why someone can be sacked but no employer enjoys sacking someone and employers normally only do this if they have a very good reason.

What happens if my employer changes my job position?

If your employer changes your job because he feels that you are not suitable for the original job or that there is no longer a position for you in that department due to a downturn in business you must accept this offer of employment.

If I want to leave the placement and return home or to my school what must I do?

You should always serve your notice to the employer as agreed on your "Work Training Contract". You should always put your notice in writing thanking the employer for your job and giving your date of leaving. You should never ever give your employer your finish date before this or tell any other members of staff as your

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employer may ask you to leave earlier and in this case LSI will not be able to find you another job.

You should also inform LSI that you are leaving and if you are going back to school you must inform the school and not arrive there without giving them at least one weeks notice.

Do I get a report or certificate?

We receive a report from the hotel and if you would like a copy for your future job applications it can be sent to you.

How do I apply?

- Complete an LSI enrolment form giving details of the course, accommodation and transfer requirements.
- Complete a CV Questionnaire and an LSI Paid Work Placement application form.
- Send all 3 forms to the registrar of the school where you will be studying along with copies to the work placement office (cam@lsi.edu).

*** Please note that the start date for your paid work placement must be at least 12 weeks after we receive your application.

What happens next?

- You will receive confirmation of your course, accommodation, transfers and acceptance for the paid work placement scheme shortly after we receive your application. Alternatively we will advise you if there is any problem with your booking or with your suitability for the programme.
- You will be contacted by the work placement office at LSI to discuss your CV Questionnaire. We will then use this information to create a standardised CV.
- If your level of English is not good enough to attend an interview by the end of your studies we will not be able to find a work placement for you. You will be given the option of extending your studies until this level has been reached.
- During the last few weeks of your course you will be informed of the times/locations of your interviews. It is important that you take these interviews seriously – the companies are under no obligation to give you a job. **The most common reason for failing these interviews is through inadequate English language skills.**
- Please note that LSI often works with agencies to help us find the best possible placement for you. So do not be surprised if an agency contacts you on our behalf with details of companies, or to arrange interviews.
- Support will be provided throughout and you will be contacted by LSI or an agency early into your placement to make sure that everything is running smoothly.
- Wages will normally be paid directly into your UK bank account. Salaries can either be paid weekly, fortnightly or monthly, and are normally paid in arrears. We can advise you on how to open a UK bank account for your wages to be paid into. NB it can be difficult to open an account if you are here for less than 6 months. If you can open a UK account from your home country through your existing bank then this can be a good idea. You will require a UK bank account; if you fail to open a UK bank account then LSI cannot be held responsible.

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- Uniforms and meals are normally provided free of charge by your employer.

Terms & Conditions:

- Whilst LSI is responsible for finding paid work placement, we cannot be responsible for placements that fail due to improper behaviour of the student, incompetence, or inadequate English.
- If we do not believe that your original objectives are realistic, we will discuss this with you and try to agree new areas in which we believe you would be more likely to succeed.
- The type of job offered to you will normally be dependent on your English ability. The majority of jobs offered will be unskilled.
- When a company offers you a job in one of your chosen areas you must accept it.
- Once you have been placed, you will become an employee of your host company, and as such be subject to their rules, regulations and working practices. LSI will not provide an alternative placement if you leave the company voluntarily or if you are sacked.
- When you have accepted a placement, LSI will only consider moving you to another paid placement if your agreed working hours drop below 20 hours per week or in the event of gross misconduct on behalf of the host company.

Changes & Cancellations

- If you need to cancel your work placement booking before it has started, we can refund your full £450 placement fee if you tell us in writing more than 8 full weeks before your due placement start date.
- If you cancel your placement 8 weeks or less before your due placement start date, no refunds are given.
- Postponements may only be considered under exceptional circumstances and must be agreed with LSI in plenty of time before your placement start date.

If you have any other questions about paid work experience, please contact the LSI Work Placement Office:

T: +44 1223 361783

F: +44 1223 467725

E: cam@lsi.edu