***E*V *P*lacements**

**English**Venture Work Experience Scheme

***TERMS and CONDITIONS 2018-19***

***1. Booking Eligibility***

* You must be a minimum of **16 years** of age and a citizen of the European Union to take part in our English Venture Work Experience scheme. Initial enquiries must be sent to [info@englishventure.co.uk](mailto:info@englishventure.co.uk) via your school representative/ teacher.
* A non-refundable administration/ arrangement fee is payable with each candidate’s application for an appropriate work experience placement and accommodation with a host family, (see para ***2. Fees***, below).
* Applications should be sent to our EV Placements co-ordinator via your school representative/ teacher (see para ***11***for co-ordinator contact details).
* Normally **28 days** is the minimum time EV Placements requires to arrange a candidate’s placement prior to the work experience commencement date, but we advise applicants to apply as early in advance as possible.

***2. Fees***

* The cost for accommodation with a host family in Scarborough (UK) for **2 weeks** is **280 GBP** per candidate – (2**0 GBP** per night).
* EV Placements requires the host family fee to be paid a minimum of **28 days** before the work experience commencement date. (see ***9. Payment*** terms and ***3. & 4. Cancellation*** terms)
* The arrangement/ administration fee is **120 GBP** per candidate (see *1*. above). Note: Please add **7GBP** for each payment transaction.

***3. Cancellation (by EV Placements)***

* We reserve the right to cancel your work experience programme in the event of unforeseen circumstances occurring outside of our control.
* In the unlikely event of the above, and if payment has already been made, a full refund of both the host family fee and the admin/ arrangement fee will be made.
* We will endeavour to give a valid explanation for any cancellation, but will not accept any liability for any ensuing outcome(s).

***4. Cancellation (by the candidate)***

* If cancellation is made at least **14 days** before the work placement commencement date, then the host family fee will be fully refunded to the candidate; however the administration/ arrangement fee is non-refundable.
* If cancellation is within **14 days** of the work placement commencement date, **200 GBP** of the host family fee will be refunded, whilst the remaining **80 GBP**, will be paid to the pre-arranged host family for their preparation costs (e.g. food purchase etc). Again, the administration/ arrangement fee is non-refundable.

***5. Our Responsibility to You***

EV Placement will endeavour to make the candidate’s stay in the UK a success, but obviously this cannot be guaranteed although we’ve had no negative feedback yet since starting this scheme. Apart from providing the candidate with a suitable work venue and a host family, we aim to assist the candidate with any extracurricular requirements. For example, if a guided tour of the local area and/or a weekend trip to a place of interest within the UK is required, a request to one of the co-ordinators is required at the time of application. The extra cost of such activities will be given upon request.

***6. Problems or Complaints***

If you have a problem/ complaint during your work experience period, you will need to inform an EV Placements co-ordinator as soon as possible. Our co-ordinators will be at hand to assist candidates where possible during their stay. Any remaining unresolved issues after finishing your stay in the UK must be made clear in writing to us at the address below within 14 days of a candidate returning home to their permanent address.

***7. Your Conduct***

Although EV Placements are not directly responsible for a candidate’s behaviour during their work experience period, we expect respectful and appropriate conduct to their associates at all times, and we reserve the right to remove the candidate from their workplace and/or from their host family’s home. This could result in a candidate being asked to return to their permanent home; any extra costs incurred as a result of such actions will not be borne by EV Placements.

***8. Liability Insurance***

As a citizen of the European Community and being a minimum of **16 years** of age, their workplace’s Employer Liability Insurance will mostly cover candidates; however if such cover is not provided, then EV Placements require the candidate to have their own necessary cover. EV Placements can supply contact details for two Scarborough based insurance brokers who can individually quote and advise accordingly, if required.

***9. Payment***

Payments are required to be made in **GBP**, the a/c details will be given on application. The applicant/ group must pay any bank transfer charge(s).

***10. Data Protection and our Privacy Policy***

We will store and use the information you supply us purely for the purposes set out in our Privacy Policy (below). Failure to agree by our terms will result in EV Placements being unable to accept your work experience application.

***Privacy Policy:***

Our policy is committed to ensuring that the candidate’s privacy is protected. The personal information the candidate tenders is purely for relevant information purposes i.e. for the candidate’s temporary work placement employer and host family. We will not distribute your personal information to any other third party.

***11. Co-ordinator Contact Details***

Chris Mountford: e-mail address cn17mo@gmail.com

Rex Rixon: e-mail address [rex.rixon@btinternet.com](mailto:rex.rixon@btinternet.com)

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