



Work placements

The Cambridge Work Experience
Sandwich Course

UIC is
Accredited by the
 **BRITISH COUNCIL**
for the teaching of English only

UIC is a member of
 **ENGLISH UK**
WORK EXPERIENCE




UIC
United International College



The Work Experience course has been created through a partnership between UIC and Go: Work & Travel. The course is designed and delivered by UIC in their central London school while Go: Work and Travel specialise in the work placement.

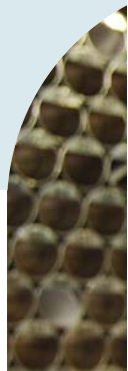


The course

The course is a 'sandwich course' with English classes both before and after your work experience. The placements are all very carefully selected and supervised and will give you an opportunity to experience a variety of different roles in the workplace. Using this experience together with your classes at UIC you can prepare for the Cambridge Certificate in Work Experience.

Over the last few years we have had hundreds of students from many different countries on this programme. The combination of a structured course including practical work as well as theory and language classes has been found by students finishing the course to have the following benefits:

- 1 A very high level of English (particularly spoken English since while on the Work Placement students will be required to speak English at all times)
- 2 Good, practical Work Experience (the work is almost always in the hospitality industry but is supervised, safe and legal. All workers have the same employment rights as UK citizens)
- 3 Students live in the hotel where they are working and while there may be a small charge for accommodation and food, there is every chance of saving money.
- 4 An internationally recognised certificate – The Cambridge International Certificate in Work Experience. This is an invaluable addition to your CV when returning home.



How it all works

Application forms are completed for both UIC and Go: Work & Travel. We use the information in these and also the interview to make sure that your English is the right level and that you have the right kind of experience and background. Once we are happy that you are at the right level we suggest a starting date. If we think your level of English is not high enough we will suggest a further period of study before the Work Experience course begins. This could be 2 or 4 weeks or in some cases more. If your English is not good enough you cannot begin to work. During this time we will give you regular tests to ensure your English level is adequate for starting your Work Experience.

The first part of the course is held at UIC in London. Once your English is at the right level you will spend 2 weeks studying English and preparing for your Work Experience. During these 2 weeks we will help you improve on your CV and you will be interviewed by our partners Go: Work & Travel, who will find a placement for you. You will then spend up to 6 months working in a hotel or restaurant, living and eating in the same place. The work is supervised and you will carry out a variety of different jobs. Your employer will keep a record of your work for the final award. Once your work placement is completed, you return to UIC in London for a further period of one week to complete your work record for the Cambridge International Certificate in Work Experience and also round off the experience. The award is based on continual assessment from your employer and the record of the work experience which you complete yourself.

You complete the application forms

UIC staff will conduct a telephone interview with you

UIC will confirm a date for the course to begin

You will begin the course in London
minimum 2 weeks

You go to do work experience
up to 24 weeks

You return to London to finish the course
1 week



Frequently asked questions

Q: How many weeks do I have to study in London?

A: This depends on your level of English. Your level should be Upper Intermediate to begin work. So, it depends how long it will take to get to that level.

Q: Will someone monitor my progress in the school?

A: While you are at UIC there are regular tests and interviews. We want to help prepare you for your work experience as quickly as possible and will help in any way we can. We have a specialised coordinator for this programme.

Q: Where will I live when I am in London?

A: UIC can arrange accommodation for you with a family or in a hostel. It is probably better to be with a family as you can practise your English.

Q: If I have any problems when I am working can I get help?

A: Your manager at work will always be able to help you. But if you have any problems you can't solve there, both UIC and Go: Work & Travel have a 24 hour phone number you can call if you have any problems.

Q: How can I get a National Insurance Number and a bank account?

A: Your work manager will help you obtain a National Insurance number. The school will help you open a bank account during your first few weeks.



Q: Can I choose where I want to go?

A: No, we will place you in the best place we have available. If you are with a friend, we will try to place you together if you want but we cannot guarantee this.

Q: Where are the work placements?

A: These can be anywhere in the UK. They are very rarely in big cities and usually in the countryside. We have made placements all over the UK, including Scotland, Wales and sometimes in Northern Ireland.

Q: Do I have to pay tax?

A: Just like everyone working in England you will have to pay tax, but only if you earn a minimum amount and it will be a small amount of tax. It is possible to claim some or all of it back when you leave the UK.

Q: Will I have a contract?

A: Yes, you will get a legal contract with details of your work and the hours you will have to work before you begin the job.

Q: What is the Cambridge International Certificate in Work Experience?

A: It is an award from Cambridge University Examinations and is given to you if both you and your employer keep a record of your working experience which you then write up into a work record. In order to obtain the Certificate you must critically reflect on the experience you gained during your placement.



My girlfriend Katalin and I knew we wanted to leave our small village in Hungary and see something of the world, we just didn't know how. Then we saw Go: Work & Travels' advert in our local paper. From then on their experience and enthusiasm guided us through every step of the way from our first interview right through to our placement, they even helped us with our travel arrangements to the U.K.! All in all the whole process took about two weeks and we were very pleased to be able to make our dream real in such a short time.

We are enjoying our time at the Castle Lodge Hotel and are happy here. The countryside around us is beautiful, we can get to town in ten minutes on the bus and the local people are very friendly. Although our English has improved a lot since arriving here there are two other Hungarians working at the Hotel so sometimes we go to the pub together and talk of home.

The accommodation is great. We have a room to ourselves and food is provided. We are paid weekly and the guests leave us tips sometimes, which we put into our bank account with our wages. All in all we are enjoying our time here and would recommend it to anyone who wants to travel, improve their English and see a little of the world.

Darius Kovacs and Katalin Zamkauskas
Hungary

My name is Thongchut Kainan. I am twenty years old and come from Thailand. I wanted to improve my English and work in the Hospitality industry. I found UIC through an agent and now I work in a hotel in the UK. It was easy applying to Go: Work & Travel as the staff was very helpful and soon they found me a work experience placement. They also helped me when I arrived in the U.K. with some small problems I had. Although I didn't need it they even have a 24 hour telephone number in case of emergencies so I felt safe in a new country.

The first day at the language school I was very nervous but when I got to class I made friends with some people and they are still my friends now. We keep in touch by email and sometimes we meet up on our days off. The four weeks studying passed very quickly and was very useful as when I started my work experience placement in the hotel my English was much better.

After studying I went to the hotel to work for twelve weeks. At first I found my duties very hard, I had to speak English every day and everything seemed a little strange to me compared to home. But after a few weeks I began to settle in and soon I felt much more confident, my English got better and I began to enjoy myself. The twelve weeks passed very quickly and when I returned to the language school for the final study week no one could believe how much better I speak English.

Thongchut Kainan
Thailand