

## Information Sheet

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### Background

The International Student Placement Office is an initiative of the Derbyshire and Nottinghamshire Chamber of Commerce. Its aim is to further closer European links by bringing UK businesses together with skilled international business student for short term work experience placements. The projects carried out by students will allow them to develop their international business skills, improve their use of the English language and considerably enhance their CV.

### The role of ISPO

The ISPO team actively seeks companies who wish to host an international student placement and then advertises these placements to universities throughout Europe. All interested companies and students are entered into our database and following the selection process students are matched to companies based upon the placement/person specification provided by the host company.

### Which students are eligible to take part in the ISPO scheme?

As either an undergraduate or a graduate of any discipline with a reasonable command of spoken and written English you are invited to apply.

### How can ISPO help students?

As the business world becomes increasingly international the need for students to take part in work placements outside their native country becomes ever greater. For many of your students the work placement has become an integral part of your course of study. For dedicated individuals ISPO can:

- Take the strain and worry out of searching for that all important placement
- Offer your students the chance to use your skills to the full in a challenging work environment
- Internationalise your students' CV
- Pave the way for your students future career development
- Give your students the opportunity to live in another county and experience the culture

### How are students selected?

When a student's application is received, an ISPO employee will arrange a convenient time with the student for a telephone interview in order to assess their level of spoken English and to find out any further information about the student that is needed. We also look at the following criteria during the interview:

- Level of education
- Previous work experience
- Previous overseas travel/stays
- Computer skills
- Interests, hobbies and other achievements

Following the interview the student's skills will be compared to those required for the specific placement(s) for which he/she applied (or in the case of a general application against those currently available) and if there is a suitable match his/her details will be forwarded to the company concerned for their consideration. Please note that a representative of the company or ISPO will call the student for a further telephone interview. If the student is successful he/she will be sent a letter/ email confirming the placement details.

## What kinds of placements are available?

Placements cover a wide variety of subjects but the most common are:

- Marketing related
- International business/ commerce/ export related
- IT or Engineering related
- Logistics related
- Tourism/ Hospitality

## Will the student receive a salary for the duration of the placement?

The majority of companies who take part in the ISPO scheme do not offer a salary. We do insist however, that companies fund basic accommodation costs (up to £ 350 p.m) for the duration of the students' stay and the transport cost from the students' accommodation to the company. Basic accommodation costs usually cover rent and water bills- they do not cover telephone or internet bills. Those are the responsibility of the students. Please note that for all types of accommodation, students will be expected to pay a deposit in the region of £100 to £300 (though it could be more in certain regions). This will be payable before the student moves in to the accommodation and will not be paid by the host company. This money is refundable when the student leaves the UK provided he/she has not caused any damage to the accommodation. **We urge all interested students to make enquiries about possible funding through the Erasmus or Leonardo programmes or funding from own university.**

## Will the student receive ongoing support during the placement?

When the placement has been confirmed the ISPO team will:

- Request from the student their arrival date, place and time in the UK. Note: it is a student's own responsibility to make travel arrangements and pay for their travel to and from the UK.
- Help the student to arrange accommodation.

The ISPO team will be available during office hours to answer any queries the student may have and will telephone him/her on a monthly basis to check if the placement is progressing successfully.

## How much will it cost the student to use the ISPO service?

Nothing! As the student there will be no cost to either yourself or your university for using ISPO. The companies hosting the placement pay a management fee to the Chamber of Commerce to cover the costs involved in selecting students.

## Is there anything else the student has to do?

The only other thing we recommend is that students provide themselves with adequate insurance (i.e. medical and theft of luggage) during their stay. As students will not have an official contract of employment with their host company, they will not be covered by the company insurance policy for any accidents, which might occur. Therefore we recommend students purchase their own private insurance. Please note that a European health card will entitle you to NHS Health care within the United Kingdom without extra medical insurance.

### Contact details:

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