



City Language School

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Work Placement Programme Terms & Conditions 2020

The work placement programme is aimed at EU passport holders who wish to combine English language study with paid work in Ireland. Depending on students' language level on completion of a pre-arrival Skype interview, they will be advised as to the correct length of study required prior to the start of their paid employment. The programme is particularly suited to students who are highly motivated, reliable, present themselves in a professional manner and have work experience in areas where there is demand in the Irish job market.

1. Pre Arrival

1.1 All applications for the English & Work Placement programme must be accompanied by and up-to-date c.v. and a cover letter (both in English) to determine an applicant's suitability for the programme.

1.2 Prior to being accepted on to the programme, all applicants must undergo a Skype interview with the centre manager to ascertain their professional and linguistic suitability for the programme. Skype interviews are carried out each Wednesday at a time organised by the Centre Manager and in conjunction with an applicant's agent. The agent should advise the prospective student to treat the interview as they would a job interview and present themselves accordingly.

1.3 After the Skype interview, the Centre Manager will specify the duration of English course required by each candidate before they can commence employment. The minimum length of time for all candidates is 4 weeks, with no maximum. The decision of the Academic Office in relation to study times is final, and is based on the language ability of the student in relation to successfully achieving and maintaining paid employment.

1.4 The average length of time studying, prior to commencing work, is outlined below. These are for illustrative purposes only and are in no way binding. The recommendation of the Academic Office in relation to duration of classes is final:

Entry Level Study Time Required Exit Level

A0 – Beginner 25+ weeks B1- Intermediate



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A1 – Elementary 16-20 weeks B1- Intermediate

A2 – Pre-Intermediate 8-12 weeks B1- Intermediate

B1- Intermediate 4-8 weeks B1- Intermediate

B2 – Upper Intermediate 4 weeks B2 – Upper Intermediate

C1 - Advanced 4 weeks C1 - Advanced

1.5 If, after interview, a candidate is not deemed to be suitable for the programme; a report will be sent to the agent outlining the reasons for declining the application. Students may be deemed unsuitable for a number of reasons including, but not restricted to: low-level of English, lack of work or internship experience in a professional setting, poor professional demeanour during interview, lack of skills/experience in relation to the current requirements of local employers.

2. Study Element of Programme

2.1 On arrival, the student will undergo a formal written and spoken placement test in order to ascertain the best class for them. Students will commence classes after the morning break and will then be given an orientation tour of the city.

2.2 As per syllabus guidelines, students will be tested weekly; both online and in-class. Students are expected to keep-up with all homework, tests and assignments during their course

2.3 Students are expected to maintain 100% attendance during their course in order to ensure the progress to the exit level set out pre-arrival. Poor attendance and/or failure to participate effectively in class may require the study element of the programme to be extended or may result in non-placement of student in a job.

2.4 If, due to poor attendance and/or participation in class, we are unable to place a student in paid employment, there will be no refund of the placement fee.

2.5 During the first week in City Language School the student will have an appointment with the Work Placement Officer (WPO) to plan out the preparation, documents and training needed in order to successfully secure a placement. The student is expected to attend all meetings organised by the WPO and carry out all tasks and work assigned to them. Failure to engage in these meetings may lead to the cancellation of the work placement and no refund will be due in such a case.

3. Work Placement

3.1 The minimum number of hours of paid employment is 15 hours per week. Depending on the needs of the employer, this may rise or fall in accordance with their rostering and employment requirements.

3.2 The minimum duration of the employment period is 8 weeks. Students must be available for work during the entire 8 week period, post study.

3.3 The minimum wage in Ireland for workers aged 18 and over is €10.10 per hour from Feb 1st 2020.

3.4 Depending on the nature of the placement, students may be expected to work at various times of the day or night and must be flexible in terms of their work shifts in accordance with the needs of the employer.

3.5 It is the responsibility of the student to ensure that they meet the needs of the employer in terms of ability, punctuality and work performance. Any disciplinary or grievance issues that arise during employment are between the employer and employee and City Language School will not become involved in such cases.

3.6 If, due to negligence or poor performance, a student loses his/her job or has their hours reduced, City Language School takes no responsibility and is not liable to support or refund the student in such cases.

3.7 Work placement involves the placing of a student in 1 position of paid employment after their study period. Where a student loses their job due to poor performance, tardiness or inflexibility in relation to work-shifts, City Language School will not source an alternative placement.

3.8 Should a student lose his/her placement through no fault of their own (company closure, economic downturn etc.), City Language School will endeavour to find an alternative placement within a suitable timeframe. In such a circumstance, however, it may not be possible to find a placement in



the same industry or with the same conditions etc. of the previous placement.

3.9 Students must be willing to accept all reasonable placement arrangements made by City Language School in securing paid employment. Concessions or requests for specific industries, positions, working times or pay rates cannot be accepted

3.10 We guarantee up to 3 job interviews considering the student is improving week by week;

3.11 In order to find a job, the student will be assisted by our team to get actively out in the city, meeting with different companies, employers and local businesses in order to gain confidence so they are ready for the working world.

I confirm that I have read and understand the Terms and Conditions outlined above and agree to abide by all stated stipulations:

Name (PRINT):

Signature:

Date:

