

**INTERNATIONAL ASSOCIATION FOR THE EXCHANGE OF STUDENTS FOR TECHNICAL
EXPERIENCE**



COMPANY OFFER OF TRAINING FORM

EMPLOYER'S DETAILS

Name:

Full address:

Company Website:

Business or product of employer (please include company literature):

Number of employees:

Trainee's workplace (if different from address above):

Nearest railway station:

Official responsible for trainee:

Telephone number (including extension):

Fax number:

E mail address:

Has your company offered placements through IAESTE before? YES NO

If YES, please state the last year your company participated in the scheme:

Have you employed foreign students through other means/organisations? YES NO

If YES, please give details:

Does your company regularly employ British university students as trainees? YES NO

If YES, approximately how many students per year?:

Does your company sponsor UK students through university? YES NO

TYPE OF STUDENT PREFERRED

Study field:

Specialisation:

Is previous practical training required? YES NO

If YES, please give details:

Any other requirements:

Nationality of student (if you have no preference please write 'any'):

If you have requested a student from a particular geographical area please give reasons below:

At what stage in the degree course do you expect your trainee to be? (Please tick):

Beginning Middle End

What level of English do you require? (Please tick)

Excellent	<input type="checkbox"/>
Good	<input type="checkbox"/>
Fair	<input type="checkbox"/>

Any other languages (please specify level):

TRAINING OFFERED

Details of work placement (please include as much information as possible):

Kind of work (e.g. laboratory/site work/office etc.):

Category of work (please tick) Scientific Professional Manual

Hours per day you would expect your trainee to work:

Days per week you would expect your trainee to work:

Pay £ per week To be paid weekly Fortnightly Monthly

Will your trainee be paid via Payroll? Yes No Don't know

Maximum number of weeks offered: Minimum number of weeks offered:

Earliest start date (dd/mm/yy): Latest end date (dd/mm/yy):

Dates of work closure (if applicable):

Is training available during this period? YES NO If not, will student be paid? YES NO

ACCOMMODATION

Will you be able to arrange lodgings for your trainee? YES NO

If YES, what kind of accommodation will you be able to provide? (Please tick):

Self catering	<input type="checkbox"/>
Bed and Breakfast	<input type="checkbox"/>
Full board	<input type="checkbox"/>

Probable cost of lodging per week £

Probable cost of living (including lodgings and travel expenses) £

Any other details about the accommodation:

Are canteen facilities available at the company? YES NO

Are social facilities (sports club etc.) available within the company? YES NO

TERMS OF AGREEMENT

The information contained on this form will be transcribed onto a standard IAESTE UK offer form. Neither your company's address nor the name of the official responsible will be given to a foreign student until after we have received written confirmation from yourselves that the selected candidate has been accepted for training.

Every effort will be made to select a candidate for training according to the requirements you have indicated on this offer form. For this reason it is advisable to include as much detail as possible both on the type of placement offered and the qualifications of the trainee required. Please attach a company brochure with your offer form as this will further ensure that an informed and motivated student is put forward as your trainee.

One student will be nominated for this placement and unless you have requested otherwise, details of an IAESTE selected candidate will reach you by 15 April, which is IAESTE's international deadline for nominations. Once you have confirmed acceptance of the trainee, IAESTE UK will take care of all visa and work permit requirements. We would ask that if you do not find the chosen candidate acceptable, the member country which selected the trainee should be allowed to put forward an alternative candidate. If a suitable candidate cannot be found, your offer will then be passed to another country, provided there is still time available.

Although the training offer you are making is not legally binding, we request that you view this as a serious commitment to hold a place open for an IAESTE trainee, at least until the specified nomination deadline. PLEASE DO NOT CONSIDER THIS AS A SOURCE OF ONE OF MANY APPLICATIONS TO BE SCREENED FOR TRAINING PLACEMENTS WITHIN YOUR COMPANY, BUT AS AN IAESTE OFFER TO BE UNDERTAKEN BY AN IAESTE TRAINEE.

EMPLOYER'S UNDERTAKING

I agree to hold this offer open for a foreign trainee and expect to receive details of the selected IAESTE student by 15 April.

Alternative date by which I would prefer to receive the student's application:

Name: Date:

Employers in Northern Ireland please return completed form by email to iaesteni@britishcouncil.org or to:

IAESTE UK – Northern Ireland
The British Council
Norwich Union House
7 Fountain Street
Belfast BT1 5EG

Tel: 02890 248220
Fax: 02890 246 753

Employers in Scotland please return completed form by email to iaestescotland@britishcouncil.org or to:

IAESTE UK - Scotland
British Council Scotland
The Tun, 4 Jackson's Entry
Holyrood Road
Edinburgh EH8 8PJ

Tel: 0131 524 5706
Fax: 0131 524 5701

In the UK IAESTE is administered by The British Council The UK's international organisation for educational and cultural relations which is registered in England as a charity. Neither IAESTE UK or British Council can be held responsible for any accidents or damages which may occur either at a trainee's place of work or elsewhere during a placement in the UK.



The British Council is registered under the Data Protection Act. Some of the information on this form will be recorded on computer but will only be used in the administration of the scheme which you will participate in. Any information held in relation to your offer of training may be accessed by you on request, in accordance with the Data Protection Act.