

## Reserved Offers

An employer who requests IAESTE UK's assistance in bringing a named foreign student into the country for training is making a "reserved offer". Such placement offers may not be allocated to anyone other than the specified individual. The nature and conditions of the training placement will already have been agreed between the employer and the student prior to contacting IAESTE.

IAESTE's principal aim is to arrange course-related training abroad for science and engineering undergraduates; programme administrators in over 80 member countries are responsible for marketing the programme to local industry in order to set up training offers, selecting local students for placement abroad, and liaising with all necessary government offices for the issuance of work permits and/or visas where necessary. This process whereby IAESTE identifies employer and student needs and matches qualified candidates to individual placements forms the bulk of IAESTE work and is known as the "open" exchange. As IAESTE has the international infrastructure to process these placements, employers who have selected their foreign trainees through means other than the IAESTE nomination process may have these students included in the yearly exchange as "reserved offer" students. There is however a per student fee for the administration of reserved offers:

**Undergraduate students of science/engineering/ related fields: £150 plus VAT**

**Post graduate students, students of economics/business studies: £375 plus VAT**

***Please note that if the starting date of the placement requires that documents be sent by courier then there will be an additional charge of £50.***

To qualify as an IAESTE placement a reserved offer must satisfy programme criteria. The trainee should be aged between 18 and 30 and registered as a student (or only very recently graduated). The placement must be course-related and the salary offered comparable with that normally given to a student trainee and sufficient to cover the local cost of food and lodgings. In order for the placement to be included in the exchange the IAESTE office in the student's country of origin, or in the country where he/she is studying, the designated "sending country", must agree to process the placement as well. If the student is in a non-member country it is usually possible to arrange an "off the record" placement.

Employers making reserved offers must complete the attached **Reserved Offer of Training Form** and return this to IAESTE UK. If he/she has not already done so, the student concerned must get in touch with his/her national IAESTE office to register on the programme (in some countries this will require payment of a fee). For more information on the member countries' addresses contact [www.iaeste.org](http://www.iaeste.org).

Once the student's sending country has confirmed that the applicant is a bona fide student and can be included in the exchange IAESTE UK will undertake whatever measures are appropriate to bring that student into the country and authorise him/her to take up employment in the UK. Under authorisation from the Home Office, IAESTE

UK is able to issue directly trainee Landing Documents which serve as work permits for periods of **up to three months**. For applications for longer term placements you should apply directly through Work Permits UK at the Home Office under the Training and Work Experience Scheme (TWES). IAESTE UK cannot renegotiate any of the conditions of reserved offers nor accept responsibility for finding the student accommodation should the employer be unable to do so. All IAESTE trainees are entitled to participate in the Summer Social Programme and should contact us if they wish to do so.

IAESTE UK staff will be pleased to give further advice on particulars of both the reserved and open offer exchange.

**Employers in Great Britain please contact:**

IAESTE UK  
The British Council  
Education and Training Group  
10 Spring Gardens  
London SW1A 2BN

Tel: 020 7389 4774/4114  
Fax: 020 7389 4426

**Employers in Northern Ireland please contact:**

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

Tel: 02890 248 220  
Fax: 02890 246 753

**Employers in Scotland please contact:**

IAESTE UK  
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.*