

## Information Sheet

---

### 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.

### Am I 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 you?

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 you 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 you the chance to use your skills to the full in a challenging work environment
- Internationalise your CV
- Pave the way for your future career development
- Give you the opportunity to live in another country and experience the culture

### How are students selected?

When your application is received, an ISPO employee will arrange a convenient time with you for a telephone interview in order to assess your level of spoken English and to find out any further information about you 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 your skills will be compared to those required for the specific placement(s) for which you applied (or in the case of a general application against those currently available) and if there is a suitable match your details will be forwarded to the company concerned for their consideration. Please note that a representative of the company or ISPO will call you for a further telephone interview. If you are successful you will be sent a letter/ email confirming your 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 I 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 per month) for the duration of the students' stay and the transport cost from the students' travelling to the company on a daily basis whilst in the UK. 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 £200 (though it could be more in certain regions). This will be payable before you move in to your accommodation and will not be paid by the host company. This money is refundable when you leave the UK provided you have not caused any damage to your accommodation. **We urge all interested students to make enquiries about possible funding through the Erasmus or Leonardo programmes or funding from own university.**

## Will I receive ongoing support during the placement?

When your placement has been confirmed the ISPO team will:

- Request from you your 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 you arrange your accommodation.
- Meet you upon arrival in Derby or Nottingham by bus or train or collect you from East Midlands or Birmingham Airport.

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

## How much will it cost me 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 I have 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:

Maria – [Maria.Martin-Albarran@dncc.co.uk](mailto:Maria.Martin-Albarran@dncc.co.uk)

### **International Student Placement Office**

Derbyshire and Nottinghamshire Chamber of Commerce  
Nottingham Commerce Centre, 8 Experian Way, NG2  
Business Park, Nottingham NG2 1EP, United Kingdom

Tel: +44 (0) 115 9578757

Fax: +44 (0) 115 9578758

**Email:** [ispo@dncc.co.uk](mailto:ispo@dncc.co.uk)

**Web:** [www.ispo.co.uk](http://www.ispo.co.uk)