



Thank you for your interest in the opportunities for paid work placements in the UK. We hope that the following information will answer all your questions.

### **Programme Description**

These opportunities provide a guaranteed paid placement in a variety of organisations throughout the UK and Northern Ireland.

### **Fields/Sectors Available**

- Hotels
- Holiday Centre / Holiday Village (most placements are available during the summer)
- Theme Park (most placements are during the summer)
- Catering (fast food / cafe / restaurant)
- Food & Fish Industries (placements normally involve processing tasks)

### **Benefits**

- Guaranteed income / wage
- Consolidation of existing skills
- Opportunity to gain new skills and knowledge
- Improve your inter-personal skills through working and living with co-workers from the UK and worldwide
- The opportunity to improve your level of English through constant interaction
- Enjoyable working environment
- Providing experiences that will enhance your CV and job prospects

### **Certification**

- UCLES Certificate for qualifying candidates
- Work Experience Certificate available

### **Wage/Salary**

- Guaranteed UK Minimum Wage. (Check the current rates at: <http://www.dti.gov.uk/er/nmw/> )
- The current adult rate of the minimum wage (for workers aged 22 and over) is GBP4.85 per hour. It is expected to rise to GBP5.05 in October 2005, and rise again to GBP5.35 in October 2006.
- The development rate (for workers aged 18-21 inclusive) is GBP4.10 per hour. It is expected to rise to GBP4.25 in October 2005 and rise again to GBP4.45 in October 2006.
- NB: The development rate can also apply to workers aged 22 and above during their first 6 months in a new job with a new employer and who are receiving accredited training.

### **Min/Max Placement**

- Minimum 6 months - except during the summer when placements for 3 months may be available
- Maximum 12 months - except Holiday Village and Holiday Parks when the maximum is normally 6 months

### **Language Proficiency**

- You must be able to understand and hold a conversation in English.
- It is likely that you will need to have reached 'Elementary' standard, but your suitability will normally be assessed through a telephone interview that will be relevant to the placement you have requested.
- If you are not sure of your standard of English, our site provides a link to an on-line test that you can take. It would not be advisable to over-estimate your abilities as this will only lead to problems during your placement. Employers set the minimum required level for a reason and your ability to react swiftly in an emergency situation is an important consideration.
- If you are accepted for a placement and it is found that you do not have the required minimum level in English, your placement will be cancelled.



In association with the 'Know Before You Go' Campaign, we are working with the Foreign & Commonwealth Office (FCO) to do all that we can to help British travellers stay safe overseas. Before you go overseas, check out the FCO website at [www.fco.gov.uk/travel](http://www.fco.gov.uk/travel). It is packed with essential travel advice and tips, and up-to-date country information.

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### Locations

- Location will depend on the vacancies available at the time of application and start dates.
- No choice of location will be offered.
- Placements could be anywhere in the UK or Northern Ireland.
- Applicants can request placements with the same employer or within geographical area of a friend applying at the same time, although placements with same employer cannot always be guaranteed.

### Working hours

- Generally between 35-40
- Employers reserve the right to increase/decrease weekly hours according to business needs

### Accommodation

#### - Hotel, Leisure, Catering, Food & Fish industry Placements

- Live-in accommodation is sometimes offered. (Approximate costs are GBP22-GBP45 per week)
- If no live-in accommodation is offered Cultural Cube will, on request, assist in securing suitable, affordable accommodation. (Approximate costs GBP55-GBP80 per week – cost depends on type and geographical location)
- This accommodation will be in a host family, self-catering, hostel-type or shared accommodation. Students must pay for accommodation directly to Landlord, in advance on a weekly or monthly basis. Details of accommodation will be confirmed with work confirmation. In some most cases a deposit and rent in advance will be required.
- Some hotels will provide staff accommodation, for which a monthly/weekly amount will be deducted direct from the salary each month/week.
- The Participant can change his/her own accommodation during the work placement if he/she prefers once in the UK.
- Any change of accommodation must be notified to employers and Cultural Cube immediately.

#### - Holiday Village

- Accommodation is usually on site, single room, shared accommodation, shared mobile home or double room (for couples only).
- Accommodation types depend on location.
- Participants going to Holiday Village cannot change accommodation location.
- Accommodation is allocated on arrival.

### Please Note:

- Please note many employers do not offer live-in accommodation.
- Accommodation near the employment can usually be found by consulting local newspapers on arrival.
- Means of securing accommodation in advance of arrival will be suggested on confirmation of placement.
- Participants can continue in the accommodation offered or look for their own accommodation after arrival.
- Two week's notice must be given before leaving the accommodation arranged by Cultural Cube.
- Cultural Cube can only offer limited help or advice to participants seeking to arrange his or her own accommodation.
- Local newspapers are a good resource for students seeking their own accommodation.

### Who can apply?

- A citizen of an EEA Country who is aged 18 – 30, but not normally UK residents. (Check to see if your country is a member of the EEA: <http://www.culturalcube.com/help/eeacountries.htm>)

### Do you need a visa?

- European Economic Area (EEA) citizens - the 25 EU countries plus Iceland, Liechtenstein and Norway - and Swiss nationals have the right of free movement and residence in the UK. There will be only a brief passport or identity card check on arrival in the United Kingdom.
- However, if you are a national of the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, or Slovenia, you may need to register under the Worker Registration Scheme.
- From May 1 2004, most nationals of the new member states (except Cyprus and Malta) who wish to work for more than one month for an employer in the UK need to register under the Worker Registration Scheme within one month of starting a job. The application form should be completed and sent along with a letter from the employer confirming the employment, two passport photographs, one's passport or national ID card and payment of GBP50.
- Decisions will be made on most applications within 24 hours of payment being received. Successful applicants will receive by post a registration card and registration certificate (a copy of which will also be sent to the employer). If applicants stop working for the employer, the registration card and certificate will become invalid. If a new position is taken up, then a new registration certificate should be applied for. There is no fee for subsequent registration certificates.
- You will be advised if Workers Registration applies to you.



**What service is offered?**

- Professional assessment of your skills, experience and relevance to the type of placement you seek
- Assistance in being able to present a suitable CV to support your application. Cultural Cube provides an on-line CV Compiler for use by all applicants.
- Assessment and evaluation of your level of English
- Advice on residency and immigration matters
- Liaison with the UK Authorities regarding any issues relating to Work Permits (if required), other permits, transfers, extensions or any other matter that affects your potential to participate in the placement
- Finding suitable, affordable accommodation, if required
- A short indication of the duties will be supplied before the placement commences
- Advice on salaries / wages and related issues
- Arbitration service to negotiate and problem-solve with employers
- Obtaining UNCLES Certificates, if required, for qualifying candidates
- Provision of an Approved Work Experience Certificate to support the validity of the experience you have undertaken
- Assistance with tax and National Insurance issues, including an assessment quotation of tax refund levels at the end of employment, if applicable
- Optional: Airport transfer from UK arrival airport to nearest to your placement (if required); accommodation for a maximum of 2 nights (one in London or city of arrival; one in location of placement); transfer from UK point of arrival to location of placement; International Phonecard; Travel Insurance

**What is expected of an applicant?**

- To have a valid email address throughout the term of their application and placement.
- Ability to submit a completed Application File including the deposit at least 18 weeks prior to the requested start of the placement.
- Willingness to specify at least three different preferences in which you would accept a placement
- Agreement to accept any placement that is clearly related to one of the preferences which has been identified in their application, unless there are exceptional reasons which must be acceptable to Cultural Cube.
- Understanding that the availability of a placement depends on the economic climate in the UK and the recruitment requirements of employers at any given time.
- Understanding that it may be necessary to close applications for certain start dates and/or certain types of placement during periods of high volume applications or low recruitment by employers.
- Agreement that you cannot specify the location, size or name of a company in which you would like your placement. Our priority is the relevance of the work placement to you.
- Understanding that although you may request to be placed with a friend at the same employer, this may not always be possible and that refusal to accept a placement on the grounds that your friend is not also placed with that employer is not an acceptable reason for refusal.
- Understanding that a 'settling-in' period of about 2 weeks to get to know the area, company, working practices and work colleagues is quite normal.
- Understanding that all placements will involve some tasks that may be considered 'routine'. These could include, but are not limited to, general cleaning. The amount of 'routine' tasks will depend on the individual's abilities and level of English.

**What is expected of a Participant?**

- To complete the full duration of the placement. If you decide to leave the placement before the scheduled end date without an acceptable reason, you will not be offered another placement.
- To agree that if a problem should arise during the placement, you will immediately discuss the situation with your Supervisor in the company and that if the situation remains unresolved, you will contact Cultural Cube who will mediate between the parties.

**Fees – VAT must be added @ 17.5%**

- Paid UK Work Placement (3 to 12 months): **GBP450** + travel & accommodation costs
- Optional UCLES (University of Cambridge International Examinations) Certificate: **GBP75**
- Optional Approved Work Experience Certificate: **GBP25**

**Payment of Fees**

- Your application will not be considered unless the full Deposit of GBP175 is received. We only accept payments in British Pounds (Sterling). It is the responsibility of the applicant to ensure that all charges relating to the transfer of funds by Bank/Wire Transfer are paid. Payments may be made by any method shown on FORM D - Payment Advice.
- To save on Bank/Wire Transfer charges, you may pay the full fees at this time.
- You are required to pay the balance of your fees no later than 1 month before your anticipated start date or within 7 working days of being notified that a suitable placement has been identified – whichever is sooner.
- When a placement has been identified, you also be asked to confirm your requirement for any optional or additional services and will be given a price based on your anticipated travel plans and the location of your placement.
- Failure to pay the balance by the due date may mean the placement will be cancelled and all fees paid to date retained.



### Cancellation and Refunds

- In the unlikely event that a suitable placement cannot be identified within 4 months from the date that we received your fully completed Application File and Deposit, the following policy applies:
  - a) Any placement, accommodation and/or certificate fees that you have pre-paid will be fully refunded
  - b) The Deposit will be refunded to you, less a GBP25 Administration Charge.
- If, for any reason, you voluntarily withdraw or cancel your application, the following policy applies:
  - (a) If the withdrawal / cancellation is within 4 months of the date that your completed Application File and Deposit was received, but before you have been notified that a suitable placement has been identified, the full Deposit will be retained. Any other funds will be refunded in full within 45 days of receiving your written Cancellation & Disclaimer.
  - (b) If details of a suitable placement have been notified to you, the Deposit will be retained and an Administration Fee of GBP150 will be charged. The balance of funds received by you will be refunded in full within 45 days of receiving your written Cancellation & Disclaimer.

### If you fail to arrive at the placement or leave before the scheduled end – no refund will be made

**Note:** The cost of any transfer of funds to or from Cultural Cube are to be paid by the applicant

### How to apply?

Submit your Application File at least 18 weeks before you wish to start your placement. You are advised to use a secure method to send your form – Registered Mail or Courier are recommended. Applications received 12 – 17 weeks before your anticipated start date will be subject to the non-refundable 'Late Application Fee' of GBP50.

**All forms and documents must be written in English.** If any of the documents are not in English, you must attach a verified translation.

- Your Application File is made up of:
  - (a) **Application Cover Sheet.**
  - (b) **FORM A** – Paid UK Work Placement Application with a passport-type photograph attached
  - (c) **FORM B** – Host Family Accommodation Request (optional)
  - (d) **Photographs.**
    - (i) 1 x full length in casual clothing
    - (ii) 1 x full length in formal clothing
    - (iii) 2 passport-type photographs
  - (e) **CV** – This must be attached unless you have used the Cultural Cube on-line CV Compiler. Your CV should also include a passport-type photograph
  - (f) **Copy of the 'personal details' page of your Passport** – that is the page with your photograph
  - (g) **2 Professional References.** Please note the following:
    - i. It may not be written by a close friend or member of your family
    - ii. The person writing the reference must have known you in a professional capacity for a least 6 months
    - iii. It must be written in English
    - iv. It must be written on headed notepaper or regular paper with a business card and/or official stamp attached
    - v. It must be signed
    - vi. It must be dated within the past 12 months
    - vii. It must contain the full name, address and telephone number of the person writing the reference
    - viii. It must state the position / job title of the person writing the reference
    - ix. It must state when, for how long and in what capacity they have known you
  - (h) **Evidence of your current level of English.** Not required if your first language is English or if you have been interviewed by a member of our staff either in person or by telephone.
  - (i) **FORM C** – signed Candidate Agreement
  - (j) **FORM D** – Payment Advice of your Deposit of GBP175.



**APPLICATION FILE COVER SHEET**  
**(MUST BE SENT WITH YOUR APPLICATION FILE)**

Your completed Application File must be sent by secure mail or courier to:

**Cultural Cube Ltd, UK In-bound, 16 Acland Road, Ivybridge, Devon, PL21 9UR, UK**

\*\* we do not accept applications by fax or email \*\*

Please tick to indicate that the Form or Document is enclosed.

- Paid UK Work Placement Application Form**
- Passport-type photo attached to application**
- Host Family Application Form (optional)**
- 1 x full-length photograph (casual clothing)**
- 1 x full-length photograph (formal clothing)**
- 2 x passport-type photographs**
- Curriculum Vitae – enclosed**
- Curriculum Vitae – completed on-line (we will download)**
- Copy of the ‘personal details’ page from your Passport**
- 2 References (References must be originals/we cannot accept ones sent by fax)**
- Evidence of your current level of English (certificate/test score)**
- Signed Candidate Agreement**
- Payment Advice**

If any item is not included, please explain:

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**PLEASE PRINT THE FOLLOWING**

YOUR FIRST NAME: \_\_\_\_\_ YOUR LAST NAME: \_\_\_\_\_

NATIONALITY: \_\_\_\_\_ AGE: \_\_\_\_\_ years

YOUR ADDRESS: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Date you sent the Application File: \_\_\_\_\_ (dd/mm/yy)

Please email us at [admin@culturalcube.com](mailto:admin@culturalcube.com) to advise us to expect your Application File



**PAID UK WORK PLACEMENT APPLICATION**

• **Personal Details – PLEASE PRINT**

First Name: \_\_\_\_\_

Family Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Passport No: \_\_\_\_\_

Sex:  Male  Female

Preferred Start Date: \_\_\_\_\_

Preferred End Date: \_\_\_\_\_

Total Duration: \_\_\_\_\_

• **Placement Details**

Level of English:  Intermediate  Upper Intermediate  Fluent  
*Telephone interviews will be made randomly to selected applicants*

- Choice of Placement:
- Hotel
  - Holiday Village / Holiday Centre / Holiday Park
  - Theme Park
  - Catering
  - Food & Fish industries

(Please number your choices in order of preferences)

**Please note - Minimum duration is 6 months (except summer time)  
Maximum duration is 6 Months Holiday Village and 12 months others**

Certificate in Work Experience: ***(optional)***

UCLES – GBP75.00 (added to the Work Placement Fee) **Yes**



**PAID UK WORK PLACEMENT APPLICATION**

**ACCOMMODATION APPLICATION**

\*\* complete this form only if you wish us to identify suitable accommodation for you if none is provided by the employer \*\*

• **Personal Details**

**Name:** \_\_\_\_\_

**Sex:**       Male       Female

**Preferred Start Date:** \_\_\_\_\_

**Preferred End Date:** \_\_\_\_\_

Please complete the following questions:

• **Type of accommodation preferred – tick  all that you would accept**

- Host Family
  - Self-catering
  - Shared
- Hostel

• **Diet Requirements**

Are you a vegetarian      Yes       No

Do you eat fish      Yes       No

Do you eat eggs      Yes       No

Do you have any special diet not mentioned above?      Yes       No

Please specify: \_\_\_\_\_

• **Other Information**

Would you prefer a single room (more expensive and not always available): Yes       No

Would you prefer your accommodation to be:      Non-smoking       Smoking

If you are a non-smoker do you object to smoking?      Yes       No

If you would like to share with a friend who is also applying at this time, state name below:

\_\_\_\_\_

Do you object to Pets:      Yes       No

Are you allergic to Pets:      Yes       No

Do you have any allergies or medical conditions requiring medication?

Please specify: \_\_\_\_\_



**PAID UK WORK PLACEMENT APPLICATION**

**TERMS & CONDITIONS / CANDIDATE AGREEMENT  
(PLEASE READ CAREFULLY BEFORE SIGNING)**

**Terms and Conditions:**

1. The Applicant agrees to provide truthful, correct and complete information about him/herself and about his/her command of English. This information shall be provided in their Application File. Applications will not be processed without a fully completed Application File and Deposit.
2. The Applicant understands and agrees that Cultural Cube Ltd may provide your details and requirements to any other company or organisation that may be designated by Cultural Cube to assist in the identification of a suitable placement and that you may be contact by staff from this company or organisation. Any designated company or organisation that may be used is referred to within this document as 'the designated company'.
3. The type of work to be carried out by the Participant will be specified to the Participant together with clear objectives before the placement begins. The type of work and objectives may be adjusted during the placement and this will be determined by his/her own attitude, diligence, initiative, independence and level of English as well as by the requirements of the Company/organisation at the time.
4. During the placement the Participant must be flexible and co-operative towards the Employer and sensitive to the Employer problems and requirements at all times. Similarly, the Participant must respect the discipline and policies of the Employer, comply with its rules and regulations, working hours and working practices and carry out any additional general tasks requested according to the specific requirements of the Employer at the time.
5. The Participant must inform Cultural Cube and 'the designated company' immediately of any problems and show a flexible, co-operative and conciliatory attitude at all times. Every effort will be made to resolve any problems or misunderstandings which may arise between the Participant and the Employer, however, the Participant is also expected to allow a reasonable time (at least 2 weeks) as a settling-in period or for any problems to be resolved during the course of the Placement, once Cultural Cube and/or 'the designated company' has had the opportunity to discuss them with the Employer.
6. Should the Participant decide to terminate his/her work placement and/or accommodation (where arranged by 'the designated company') for any reason he/she will do so by informing 'the designated company' first of all and give a minimum of 2 weeks notice for the accommodation. In this event, no alternative Placement will be arranged for the Participant and no fees will be refunded. Notice as specified in the employment contract must be given to the employer.
7. The Participant will behave in a proper, considerate, polite and courteous manner at all times and will accept and respect cultural differences and customs.
8. The Participant must not use company telephones to make personal calls, send or receive personal emails or use the Internet for personal reasons without permission from the company.
9. For Participants in paid work placements, arranging accommodation for the duration of the work placement is the participant's own responsibility. For Participants who are not offered staff accommodation, 'the designated company' will arrange for reasonably priced temporary accommodation. Participants who do not wish to stay on in this accommodation must give the agreed notice and find their own accommodation by referring to local newspapers, accommodation agencies etc.
10. Participants staying with a host family are required to contact the family at least 7 days before arriving in order to confirm their expected arrival date and time. Similarly, Participants must always inform the family of their plans in advance (e.g. if they are going to be late; if they are not going to have dinner at home, etc.) and generally fit in with the family's general routine.
11. Participants staying in staff accommodation will have to respect rules and regulations of the management as regard to accommodation. All meals have to be taken in staff canteen either on or off duty.
12. I understand, accept and agree to be bound by the Cancellation and Refund policy.

**Agreement:**

I confirm that I have read and accept all terms and conditions in this document. All the information I have provided about myself is correct, I am in good health and I have never been convicted of a criminal offence.

**Name:** \_\_\_\_\_ (PLEASE PRINT)

**Signed:** \_\_\_\_\_



Dated: \_\_\_\_\_  
DAY MONTH YEAR

FORM D

**PAID UK WORK PLACEMENT APPLICATION**

**PAYMENT NOTIFICATION**

Your application will not be considered until we have received your funds

Please identify the fees that you have or wish to pay at this time:

- GBP 175 – Deposit**
  - GBP 530 – full fees\***
  - GBP 620 – full fees + UCLES Certificate\***
  - GBP 560 – full fees + Approved Work Experience Certificate\***
  - GBP 650 – full fees + UCLES + Approved Work Experience Certificate\***
- (\* including VAT)

PLEASE TICK  THE METHOD YOU HAVE USED TO MAKE YOUR PAYMENT

**BANK/WIRE TRANSFER (UK & EEA)** - Please use your LAST NAME and the REFERENCE: UKPAID with the following information:

Bank Name: Barclays Bank  
Bank Address: 19 Princess Street, Plymouth, Devon, PL1 2HA, England.  
Account Name: Cultural Cube Ltd  
Account number: 90161756  
Sort Code: 20-68-10  
SWIFT: BARCGB22 IBAN: BG40 BARC 2068 1090 1617 56

- I have transferred the funds by Bank/Wire transfer on \_\_\_\_\_
- I wish to transfer the funds by Bank Transfer, but the regulations in my Country require that I have to present an invoice before an international payment can be made. (On receipt of your Application File, we will send you an invoice by email that you can print and present to your Bank)

**PAYPAL (EEA only)**

- I have paid using my PayPal account by sending the funds to [admin@culturalcube.com](mailto:admin@culturalcube.com) Use your LAST NAME and REFERENCE: UKPAID in the comments box.
- I want to use PayPal but need you to send a 'REQUEST MONEY' email to my email address.

**UK CHEQUE** - GBP Sterling drawn on UK Bank Account only

- I enclose a cheque payable to 'Cultural Cube Ltd'

**WESTERN UNION**

- I have used Western Union to transfer the funds. If you decide to use this method, you should email any reference number, password or transaction reference to us at [admin@culturalcube.com](mailto:admin@culturalcube.com)

**REMEMBER THAT YOU ARE RESPONSIBLE FOR ALL COSTS INVOLVED IN MAKING YOUR PAYMENT**