

Good to Know

Work Experience & Volunteering – useful information for students, parents and agents

Ages, supervision & welfare

- **Adult programmes (ILC):** ages 16+. **Junior programmes (ILH):** ages 16–17.
- Students aged 16–17 need a **signed volunteering parental consent form** before arrival.
- On ILC courses, students are **not supervised by ILC** outside lessons or once their placement starts. The placement provider offers a level of supervision during working hours, and the homestay provider will offer supervision in the evenings and weekends.
- A **homestay curfew** applies to under-18s.
- **Under-18 accommodation:** homestay on ILC courses; homestay, or residential at Ipswich School, on ILH programmes.
- All students receive a **24-hour emergency number**.

Volunteering in the UK: visa rules

ETA & visit visas: you can volunteer with a registered UK charity for up to a maximum of **30 days in total** during your stay.

Short-term study visas (6 to 11 months): you can volunteer throughout your entire course, with **no 30-day limit**.

- Please check which visa or ETA applies to you before booking.

How placements work

- All placements are **unpaid volunteering roles** with registered charities, arranged by ILC.
- **Busy periods:** students are allocated a placement.
- **Off-peak season:** we try to place students based on their interests.
- Placements depend on availability.
- **Getting there:** most placements are within walking distance; others are a short bus ride away. Students pay their own bus fares.
- **Your first day:** you receive a placement information sheet before you start, have an induction at the ILC centre, and a member of staff takes you to your placement.

On placement

- **Typical tasks:** serving customers on the till, sorting and pricing donations, display and merchandising, and stock control.
- **Training provided,** including till operation and health & safety.
- **Dress code:** smart casual – no open-toe shoes or flip-flops.
- Every student receives an **ILC certificate** that includes their volunteering.
- Students can ask their placement provider to complete any forms needed by their **school or university**.
- **Any problems?** Students can talk to ILC staff at any time. We will help resolve any issues or find an alternative placement where possible.

What's included (ILC courses)

- Volunteering placement arranged by ILC
- Level test on arrival and end-of-course certificate
- Accommodation can be booked by ILC on request
- Airport transfers can be arranged
- **Insurance** can be arranged by ILC

