

## CHARTER & CONSTITUTION

---

1. Each Centre is a member of English UK and is, therefore, committed to conducting its business in a manner which reflects the highest possible professional standards.
2. Each Centre provides Work Experience Programmes as a core part of their English Language Training, and is accredited by the British Council through a scheme of regular inspection.
3. Each Centre uses premises appropriate for adult clients who are following courses in English or other Training for professional purposes and which meet all health and safety standards and are DDA compliant.
4. Each Centre offers work experience programmes to students from visa countries. The programmes must meet all the legitimate criteria required by UKBA.
5. Each Centre provides and uses materials appropriate for the teaching of English and Work Experience.
6. Each Centre is committed to providing appropriate training for all members of staff involved in the provision of Work Experience programmes.
7. Each Centre employs teaching staff with appropriate qualifications and experience to deliver Work Experience programmes and qualifications.
8. Each Centre visits their host companies and organisations prior to sending students to them. In cases where an agent is used to arrange a work placement, that agent should have visited the host company prior to sending students there.
9. Each Centre ensures that all sub contractors adhere to UK trading standards.
10. Each Centre has in appointment a senior full-time member of staff with responsibility for the provision of Work Experience Programmes.

### CONSTITUTIONAL MATTERS

11. Work Experience UK is open to all English UK members who comply with all the above criteria 1 - 10. New applicants for membership will be required to sign a declaration of compliance before the application can be accepted. The same declaration of compliance must be signed by each Member at the beginning of each Subscription Year.
12. In the case of multiple membership of any organisation with more than one centre, the first-named Centre will pay the 100% subscription and any further Centres will pay 30% each. In such a case only one annual compliance declaration is necessary.
13. The Subscription Year runs from 1st August to 31st July. English UK members wishing to join Work Experience UK will pay pro-rata for full months in membership. Any existing Work Experience UK Member wishing to leave Work Experience UK may normally only do so at the end of a Subscription Year.
14. The Work Experience UK Annual Meeting will normally be held in December. The primary purposes of the Annual Meeting are:
  - (a) to review the activities and finances of the current Subscription Year and preview those of the coming Subscription Year;

- (b) to determine the level of the Subscription for the coming Subscription Year;
- (c) to elect the Chair and Committee members for the coming Subscription Year.
- 15. Each Member will attend, or be represented, at a minimum of 2 out of every 3 Work Experience UK Annual Meetings.
- 16. Any decisions taken at the Annual Meeting, including any amendment of this Charter & Constitution, will be binding for all the Members.
- 17. The Committee is responsible for the day-to-day running of Work Experience UK, assisted by the Work Experience UK Manager. The Committee is empowered to make decisions on behalf of the membership as long as these decisions do not conflict with this Charter and Constitution.
- 18. Each Member will be open to exchange visits on an informal basis with other Members of Work Experience UK.
- 19. Each Member will provide any reasonable information about their Centre required by the Committee or, on its behalf, by the Work Experience UK Manager, punctually and to the best of its ability.

## DECLARATION

1. I/we hereby agree that my/our centre fulfils all of the above membership criteria of the Work Experience UK for the subscription period.

**SCHOOL NAME:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_