**Registration Form (Student)**

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| **Personal information of participant**Please write clearly and in BLOCK CAPITALS. Please make sure that all details we ask for are stated so we do need to contact you again in order to collect missing information. Keep a copy of this enrolment form for your own records. You agree that ADC College may take photos of you or write about your project for dissemination purposes. |
| Family name |  |
| First name(s) |  |
| Gender |  |
| Nationality |  |
| Do you need a VISA to come to the UK? |  |
| First language |  |
| Date of birth (DD/MM/YYYY) |  |
| Address |  |
| Postcode |  |
| City |  |
| Country |  |
| Mobile phone  |  |
| Email |  |
| Emergency contact name |  |
| Emergency contact number |  |
| Do you smoke? |  |
| Would you like to be accommodated with a classmate/friend? If yes, please give details.Please note, we cannot guarantee you will be accommodated with a person you prefer. |  |
| **General health** |
| Do you or have you in the past required treatment for any of the following conditions? | YES | NO |
| Asthma | YES | NO |
| Eczema/skin condition | YES | NO |
| Hay fever | YES | NO |
| Bone or joint disease | YES | NO |
| Convulsions/epilepsy | YES | NO |
| Migraine/headaches | YES | NO |
| Heart condition | YES | NO |
| Psychological problems | YES | NO |
| Hepatitis A | YES | NO |
| Hepatitis B | YES | NO |
| Endocrine disorder (diabetes, thyroid, etc.) | YES | NO |
| Ear, nose or throat problems | YES | NO |
| I any of the above, please give details |  |
| **Allergy** |
| Do you have any known allergies? | YES | NO |
| If yes, please give details |  |
| **Diet** |
| Do you require a special diet for medical or religious reasons? **Please note:** We will try to take your wishes into consideration, however this is not always possible. | YES | NO |
| If yes, please give details |  |
| **Hearing** |
| Do you have problems with hearing? | YES | NO |
| If yes, please give details |  |
| **Work placement**Before we start looking for a suitable placement for you, we will need to know in what areas of work you would like to work. As it is not always possible to cater for your first choice, please give at least ONE other option. Please put the number “1” to your first choice and number “2” to your second choice. |
| Business Management and Administration |  |
| Retail |  |
| Catering and Hospitality |  |
| Information Technology (IT) |  |
| Media |  |
| Health and Social Care |  |
| Travel & Tourism |  |
| Beauty and hairdressing |  |
| Childcare and education |  |
| **Self-assessment**This self-assessment will help us finding a company which suits your needs. Please be as honest as possible as there is no wrong answer. |
| In an unknown environment | ❒ I am rather quiet or shy | ❒ I am rather outgoing | ❒ I am very outgoing |
| Once people know me/once I know people | ❒ I am rather quiet or shy | ❒ I am rather outgoing | ❒ I am very outgoing |
| When dealing with customers or colleagues | ❒ I am rather quiet or shy | ❒ I am rather outgoing | ❒ I am very outgoing |
| When I am at work | ❒ I’d rather have closer supervision so I know exactly what I have to do | ❒ I like having someone around me to ask questions just in case but | ❒ I am very confident and like to deal with things independently |
| I like working | ❒ Individually | ❒ In groups/teams or individually, I don’t mind | ❒ In groups/teams |
| When needing more work | ❒ I prefer being given work | ❒ I rather ask for work | ❒ I ask for work or I find myself some work |
| Manual work | ❒ I like manual tasks | ❒ I am okay with manual tasks | ❒ I prefer not to deal with manual tasks |
| Computer-based work | ❒ I like computer-based tasks | ❒ I am okay with computer-bases tasks | ❒ I prefer not to deal with manual tasks |
| Creativity | ❒ I like creative tasks | ❒ I am okay with creative tasks | ❒ I prefer not to deal with creative tasks |
| **The small print** |
| ADC would like you to make the most of this unique and interesting experience. We work hard to achieve this because our goal is to help you benefit from your stay as much as possible. But we also know that the outcome of the whole project depends on your ability to be open-minded, interested, motivated and understanding towards other cultures and lifestyles.To overcome potential misunderstandings, we have written this guide to ensure not only that you know what you can expect from your host family but also what you are expected to do for your host company, your host family and ADC College. This guide is based on how British people generally live and what they often have in common. We wanted to make these conditions very clear to you and it is important that you understand all points below. If you struggle with some vocabulary, ask your teacher, who will be able to help you. We are looking forward to meeting you in London and are confident that you will have a great time in this vibrant, energetic and multicultural city!**General** * Your contact is the project manager who will introduce you to the work experience programme after your arrival in London.
* In case of illness: Contact your project manager on the phone (between 8.00-8.30am) and your host company as soon as opening times allow.
* If you need to visit a doctor, your project manager will contact your teacher so he can accompany you.
* If the doctor says you are not able to work, we will contact your company and tell them you will not go to work. We may need to inform your teacher(s) and the company you work for in your home country (if applicable).
* If the doctor says that you are not ill, you will be sent to work. As you work in a professional environment, please remember that a headache, cough or sleepiness is not a sufficient reason not to go to work.
* You will be given access to ADC College’s WI-FI network and, if not otherwise occupied, to our computer room. The premises are generally available from 9am-5pm from Monday to Friday.

**What your host family will do for you*** You can use the host family’s washing machine once a week. Your host family may require that you will be shown how to use any of the electrical equipment in their house before you are allowed to use it. Please respect this request.
* You will receive towels (for bath and hands).
* You will receive a hair dryer upon request.
* The number and times for meals will be provided as agreed in your programme at reasonable times (e.g. dinner after 8pm is not reasonable for some families).
* Your host family will clean your room once a week on an agreed day (usually weekends) and will also change the bedding. Please make sure that your personal belongings do not stop your host family from cleaning the room and keep it tidy otherwise they may refuse to provide this service.
* Your host family will support you during your stay, allowing you the opportunity to improve your English and take into consideration any special dietary requirements that you have stated in the registration form.
* Your host family may give you a note about house rules. Please respect these rules.

**What you agree to do for your host family*** By participating you agree to treat your host with respect and follow the house rules. Each family is different and has its own habits and procedures which you will be informed about upon arrival.
* If you decide not to eat at home on a specific day (for dinner), you will need to inform your host family ideally before 5pm or at least 1 hour prior to the agreed meal time. You cannot expect your host family to cook for you outside regular meal times. By agreement, the host family can set aside your meal for you to reheat when you return.
* Please return home no later than 10.30pm. Please understand that you are not living in your own house. You cannot expect your host to remain awake until you return if you return late. Exceptions to this rule should only be made with written mutual agreement from the host family and ADC College.
* Some families do not provide keys for their homes. In these cases, you must follow the house rules about the time of your return in the evening which must be respected.
* Smoking in the host house is only permitted if the host family allows this.
* Use or possession of illegal drugs is forbidden during the entire stay.
* It is respectful not to go out on the first night you are in London. Please stay in and get to know your host family and spend some time with them. Please remember that you will spend the following few weeks with this family so building friendly relations is essential.

**Standards at work*** You agree to arrive at work on time and to include possible delays in your travel planning. If you are likely to arrive late due to unforeseen delays, you must inform your employer of this as soon as possible.
* You agree to follow internal company rules and policies.
* You understand that you will need to have an active approach at work in order to make your stay a success. You will need to ask for information, help voluntarily and integrate yourself in everyday tasks.
* The employer has the right to refuse your work placement at any time if policies, agreements or dress code are not respected. The same applies if your behaviour or attitude towards work is not acceptable to the company or information stated in the registration form or the CV is incorrect or incomplete.
* If a company terminates your placement prematurely due to your uncooperative behaviour, ADC College will not be held responsible for finding a new work placement. You will need to arrange your own replacement or terminate your stay. The same applies if you terminate your placement without prior consent of ADC College. Please understand that your teacher cannot make this decision.
* Generally, a one hour break is part of your working day. If your working day is shorter than 7 hours, your break might be shortened to 30 min. Break times need to be agreed between you and your host company.
* The possibility of smoking breaks needs to be negotiated and agreed with each company.
* In case of illness you will need to follow the procedure stated in A.

**Sanctions*** Breaching the rules above might lead to a verbal caution and ultimately to exclusion from the programme and a premature return to your country of origin at your cost. No refunds will be given.
* If you behave irresponsibly at the opinion of ADC, your host family may exclude you from your accommodation. If this were to happen you will need to arrange your own accommodation (at your expense).
* On arrival at ADC College you may be required to complete a form giving details about the company you work for in your country of origin (if applicable) including a senior contact person and contact details (e-mail and phone number). In case of necessary disciplinary measures, your company will be informed of this (if applicable).
* In the case of use or possession of illegal drugs, you will be excluded from the programme, the police will be notified and (if you are not subject to prosecution) you will immediately be sent to your country at your own expense. Your school, your teacher(s) as well as your company (if applicable) will be notified.

With my signature, I agree that I have read and understood the terms above. Words or phrases I did not understand have been clarified by a teacher.Date:Student’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |