

## Work Experience

Please read this document in full before contacting The School for further information about placements.

## The Process

If you are a **student or graduate of The Wedding Planner School** and would like to take up this unique opportunity the available placements are detailed on our website ([www.theweddingplannerschool.org.uk](http://www.theweddingplannerschool.org.uk)).  
Keep checking this to make sure you don't miss out on new placements.

If there is a placement that suits you both in date and location, you should call the school for further details.

You will be told to send in the application form and terms and conditions to the school along with a cheque or card payment as a contribution towards insurance (per person if there is more than one of you doing the placement. This amount is shown on the application form).

If you have your own liability cover there is no fee payable, however you must pay a £31 deposit to commit you to the placement. This will be refunded when the wedding has taken place (or if the bride/supplier cancels the placement) or lost if you pull out for any reason.

Once received the placement is yours, and we send an email to the bride/supplier to pass on your contact information. You will not be given her information in order to protect her privacy.

## Please DO NOT...

- ...contact the school to ask how the process works or what the placement involves. This is explained here, so read it.
- ...contact us to ask if there are any placements in your area. If there are they will be shown on the website and you must enquire only about the ones shown.
- ...say that you want to take the placement and then fail to submit your insurance contribution. This is unfair on the other students and graduates
- ...pull out of any arrangement under any circumstances. You will lose your fee. Remember, we pay up to £199 per person to the insurers and as part of the terms and conditions you WILL be invoiced for this full amount if you pull out.



## WORK EXPERIENCE OPPORTUNITIES

### Summary of the work experience services we offer to brides, grooms and suppliers:

**Free consultation** – At any stage of the planning, a bride may benefit from an in depth discussion with a student wedding planner about how the day will run, what still needs to be organised, inspiration for designs, and any other things that they would like to know about.

**Free wedding co-ordination** - Peace of mind for the bride and groom on the wedding day, that all the little things will be taken care of, the schedule will run to plan and any problems will be sorted promptly. You, the student wedding planner will be as visible or invisible as the couple require and are expected to help out in any way apart from the following:

- Cooking or preparing food
- Serving food and drinks
- Childminding
- Driving guests or clients around
- Anything that involves lifting weights of more than 10kgs unless the load can be shared
- Other dangerous activities, or activities that you personally consider to be beyond your physical strength and endurance; or activities you recognise to be medium-risk or greater.

**Free planning services** – You may be able to assist brides & grooms who are stuck finding a supplier or venue and need some help with research. You can help them to find a full range of suppliers, point out the benefits and pitfalls of each and give them budget guidelines for planning their wedding.

### Service available to wedding suppliers:

**Free assistance for wedding suppliers** – Your chance to assist and shadow professional wedding suppliers, learning all about the services they offer and what their role entails, while offering assistance on the day of the wedding. This is a good chance to build relationships and create contacts for your professional life and really getting to grips with the whole planning process from a professional perspective.

### General information

You will be given guidance and instruction by email or phone before and during your work, but you will need to call the school before your placement begins to request the information, forms and guidelines. You will not be supervised by WPS staff in person at any time on the placements unless specified so you must be confident to work independently. For wedding planning placements over 100 guests or any placements which are marquee-based we advise that you conduct the placement with a friend or another student. You will not be paid by the clients/suppliers, nor receive expenses, although it is not uncommon to be offered small gratuities, food and drinks which you are allowed to accept. If gifts are given, you should send a thank you card or email to the person who gave the present and you may need to declare these on your tax return if you are self-employed. All candidates must have their own transport. Existing WPS students are fully insured under our employer's liability insurance for 12 months from the point of enrolment course. Graduates who enrolled more than 12 months ago may need to pay a supplement (see application form for current supplement).

You will be sent information via email about the placements that are available. If there is one you would like to take, ring the school to check it is still available, then return the terms and conditions form and the application form to the school office. Once you have submitted your form and insurance contribution, we will give your contact details to your selected bride/supplier. **If the bride/supplier pulls out for any reason other than your fault, we will return your insurance fee in full.** Please note that you are committed to taking placements once we have advertised in your area. **If you pull out of an arrangement, it lets down your bride/supplier and us, and we cannot refund your insurance fee under any circumstances, including sickness, pregnancy & bereavement.** Please be certain that you wish to take part before applying.

We cannot guarantee that there will be a placement available in your area, but we will give you as much advanced notice as possible. Please complete and return the following forms:

# TERMS & CONDITIONS & NON DISCLOSURE AGREEMENT FOR VOLUNTARY WORK EXPERIENCE

- 1) All work experience personnel are expected to follow the same rules as professional wedding planners in terms of conduct. It costs us a huge amount of time and money to instruct, administer and insure a work experience candidate so we must ensure that you benefit from the experience.
- 2) You must adhere to any health & safety instructions given by your client, suppliers or supervisors and not endanger yourself or anyone else in the course of your activities. You should understand that all activities are at your own risk and should you not wish to partake in any activity for health & safety reasons you are under no obligation to do so. Some activities may have risk inherent and you must sign a further disclaimer in some cases in order to participate. The WPS accepts no responsibility for injury, loss or illness resulting from your participation in any work experience activities.
- 3) While carrying out work experience or work shadowing you are effectively a representative of the Wedding Planner School (WPS) and must not engage in any activities which would damage the activities or reputation of the school. These include but are not limited to: illegal activities, drunk or disorderly conduct, dangerous driving or any road-related offences (however minor), lewd or indecent acts.
- 4) You will not normally be entitled to wages or expenses, and you should not ask the clients for payment. However should a client offer gratuities, these may accepted graciously and with thanks.
- 5) Any documents, information or contacts which you are privy to, or come across during your placement must not be copied, utilised or shared outside the WPS. Any suspected information theft or copyright breach will be dealt with by external legal authorities and can result in huge penalties.
- 6) These terms and conditions are applicable to any activity under the remit of the WPS or any other name that we or your supervisors operate under or alongside as contractors. In some cases, the work experience placement will have been carefully negotiated with a bride, wedding supplier or supervisor and you should not do anything to negatively affect the operations of those people.
- 7) Once you have submitted your form and insurance contribution, we will give your contact details to your selected bride or supplier. The submission of this form acts as permission from you for WPS to pass on your name, telephone numbers and email address to the bride, supplier or supervisor.
- 8) If the bride or supplier pulls out for any reason, we will return your insurance fee in full. Please note that you are committed to taking placements once we have advertised in your area. ***If you pull out of an arrangement, it lets down any bride and groom, or supplier, that is interested, and we cannot refund your insurance fee under any circumstances, including sickness, pregnancy & bereavement.***
- 9) All work experience candidates must be 18 years of age or older or accompanied by their legal guardian who should sign below on the candidate's behalf.

I confirm that I have read, understood and am happy to comply with the above terms and conditions of work experience. Ignorance is no defence: If I maliciously or accidentally break these and any other conditions set, I may be subject to legal action and will be immediately forced to terminate any ties with the WPS and will receive no refund. I waive any responsibility from the WPS with regards to my health and safety.

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_  
Work experience candidate/legal guardian

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_  
Work experience candidate

Agreed by \_\_\_\_\_ Date \_\_\_\_\_  
On behalf of WPS

# Booking Form & Agreement for Work Experience Placements

## Essential Information

Full Name(s)	Date(s) of Birth
	Student Number(s) if known
Tel	Correspondence Address(es)
Mobile(s)	
Email(s)	
Placement(s) of choice	Do you have your own transport? If so, please state what type of vehicle and how many seats:

*You may provide any additional relevant information on the back of this form if you wish.*

## Booking Agreement

I wish to carry out work experience and am willing to take part in the following types of placements: please tick

- Wedding planning consultation
- Wedding day co-ordination
- Planning & supplier sourcing services
- Wedding supplier assistance

- I/we understand that the wedding day co-ordination placement means that I/we must be available from 4 hours before the ceremony until the end of the speeches, and that in some cases I/we may be required to work with another student or a friend.
- I/we understand that suggestions made by me/us in the free consultation or the planning services may not be taken up by the client, however if they choose to do so it is at their own request and liability.
- The Wedding Planner School cannot be held responsible for the failure of any event suppliers to attend or perform. They are not liable for any payments to suppliers.
- I/we understand that the wedding day supplier placement means that I/we must be available for the requested hours, up to a maximum of eight.
- I/we understand that should I fail to be punctual on the day of my supplier placement that the suppliers will carry on without me and my insurance contribution will be lost.
- Any changes I/we make to this booking will be in writing. Once agreed and my deposit paid, I/we have a duty to the clients/suppliers to fulfil the requirements to which I have committed myself.
- Any pictures taken by me/us whilst on placement are the property of The Wedding Planner School and must not be used without consent from the course co-ordinator (with the exception of work experience with professional photographers, where photos may be taken on their behalf, in line with standard copyright law). A copy of all pictures and any testimonies will be sent to The Wedding Planner School by me/us on completion of the placement.
- I/we have read and signed the accompanying Terms & Conditions and agree to adhere to them stringently.

Please tick

- I am an active student of the Wedding Planner School (£31 per person)
- I am a student of the Wedding Planner School and wish to do unlimited placements for 12 months (£62 per person)
- I am not or no longer an active student of the Wedding Planner School but will be assisting my friend/relative who is an active student of the WPS (£62 per person) OR I am an expired (over 12 months) WPS student.

I enclose the full fee required to reserve my/our placement.

Signed..... Date..... Name.....

Signed..... Date..... Name.....