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## Training

- You entitled to study 3 courses to the value of £100.00, to enhance your work prospects, this will be paid for by Falkland College.
- During your careers counselling the courses that would be beneficial to you will be discussed.

## Points of Contact

For Timesheets, Pay, work place Concerns etc.


**Caroline Villegas**
**College Office Manager**
**Telephone Number: +500 27133**
**Email: cvillegas@college.ac.fk**


For Careers Guidance, assistance with job application etc.


**Alison Ford**
**Careers Development Officer**
**Telephone Number: +500 27133**
**Email: aford@college.ac.fk**


Falkland College
EXPANDING HORIZONS

# Falkland College Employment Programme

## Employee Information

## Rate of Pay

- You can earn up to £172.60 per week, this is based on 20 hours of work per week and an hourly rate of £8.63 per hour.
- In addition to this you can earn £50.00 from other work outside of the employment programme, which could bring a monthly income of £890.40.
- Any money exceeding this amount will be deducted from your weekly salary.
- All earnings must be declared, to the College Office Manager Caroline Villegas every Monday of each week. Failing to do so could result in you being removed from the programme.

## Time Sheets

- You are responsible to ensure that your time sheet is completed correctly and signed of by your workplace supervisor each week.
- You must submit your timesheet by 12 noon every Friday of each week to Caroline Villegas - Office Manager.
- If a Public holiday falls on a Friday, timesheets must be submitted by 12 noon on the Thursday
- Failing to submit a timesheet on time, will result in you not being paid.

## Annual Leave

- You are entitled to 5 days annual leave, this is accrued at a rate of 0.42 days per month.
- Annual leave can only be taken after successfully passing your 3 months probationary period.
- To apply for annual leave, you must contact the College Office Manager Caroline Villegas to complete an annual leave application form and get it signed off.
- You must give 1 weeks notice if you wish to take annual leave.

## Sick Leave

- Sick Leave maybe be granted , providing you submit a doctors certificate, but not for any periods longer than 2 weeks.
- You must inform the College Office Manager Caroline Villegas if you are sick and unable to attend work.
- If sick leave is longer than 2 weeks, you will not receive a salary from the programme.

## Work placement

- You will be expected to complete 20 hours of work per week in a suitable workplace upon acceptance, this will be allocated by Falkland College.
- Where no employment is found other duties such as litter picking, gardening or general tidying up etc will be offered .
- If you leave a work placement, or repeatedly fails to present yourself to that work placement or will be allocated appropriate work to cover these duties by Falkland College.
- Failure to present yourself for work you will be removed from the programme and will not be eligible to be return to the programme for 6 months.
- You will receive a site visit on a weekly basis from Falkland College.

## Careers Guidance

- Whilst on the Employment Programme you must demonstrate that you are actively seeking work, appropriate to your skills, by showing job application letters and rejections letters (if applicable). This must be shown on your timesheet weekly.
- You will receive careers counselling with the Careers Development Officer Alison Ford , you will be able to get assistance with filling out job applications, interview techniques etc.