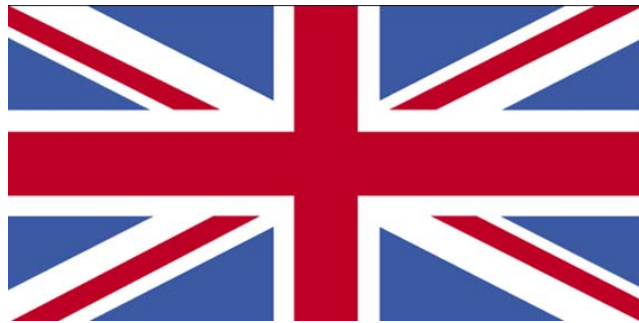


# **INTERNSHIP EXPERIENCE PROGRAM**

**IN**

**United Kingdom**



## UNITED KINGDOM

England offers an endless range of opportunities and activities that attract travellers, students and workers from all around the globe hungry for new and exciting experiences. Its economy is based on chemists, electronics, finance, tourism, media, communication, banking, telecommunications and informatics.

It is a fact that more than 80% of International business is conducted in English. This Internship Program is a great opportunity to improve your international language level. At the same time you will develop your skills and meet new people.

## LONDON

What could we say about London? It is the city where everything is possible. Think of something to do, no matter how strange it is, and you will find it in London. The capital of the United Kingdom is the meeting point for people from all around the world who want to feel the freedom in the city of opportunities.



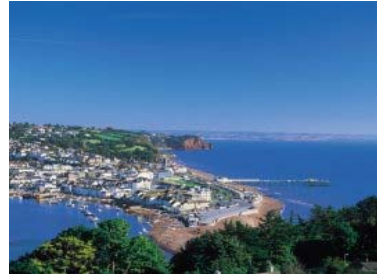
## NORTH ENGLAND

The North of England is a place to discover. The green of its countryside and the blue of its seaside invite you to walk around. Famous novels and works of art have been made here by writers, and painters who felt inspired by the beauty of this magical land. In the seaside towns you can find arcades packed with attractions, evening entertainment and much more if you encourage yourself to join this unforgettable adventure.



## ENGLISH RIVIERA (SOUTH-ENGLAND)

Have you ever heard about the English Riviera? It is famous for its warm climate, long hot summers, beautiful coastlines and its wide sandy beaches. All towns in The English Riviera are famous for their glitzy marina, top attractions, lively nightlife and specialist shopping. Want to know more? Just come and enjoy!



## OPTION A: LONDON / NORTH ENGLAND WORK EXPERIENCE PROGRAM

- It is a program with a minimum duration of 6 weeks to a maximum of 12 months.
- You will carry out your Internship in a company in London or in the North of England. (Where you decide to go to).
- You describe the kind of internship you want to do and we will try to find it for you!
- You will have the help and advice of a qualified adviser.
- Your progress will be followed by your personal adviser.
- A final report will be made using information from you and the employer.
- London based participants could attend English courses and do a First Certificate or/and a TOEIC exam.
- You will be advised on accommodation before you go to England. There are two possibilities either we arrange housing and internship or we arrange internship and we help you to arrange housing. Please check the Summary for the price differences.
- This Work Experience Program will help you to improve your communication and linguistic skills and you will gain in depth knowledge of the English culture and customs.

## TYPES OF PLACEMENTS:

- Marketing / PR
- Human Resources
- Finance / Accounting
- Engineering
- Tourism
- Office Administration
- Retail
- Computing / IT
- Media
- And much more

## OPTION B: SOUTH OF ENGLAND

### WORK EXPERIENCE PROGRAM

- This is a program with a duration of at least 6 weeks to a maximum of 12 months
- You will carry out your Internship in an English company.
- You will indicate the kind of internship you would like to do and we will try to find it for you!
- Before starting with the Internship Program you will have the opportunity to take English lessons to improve your level of the English language. Students with a good level of English will not need to attend English courses.
- During your placement, a qualified consultant will visit you and help you with any problem.
- A final report will be made with information from you and the employer.
- You will be provided with an emergency phone-number to which you can call if any problems arise.
- Accommodation, cultural and social activities can be arranged for you in order to make your stay easier.
- With this program you will improve your communication and linguistic skills. Meanwhile you will enjoy your adventure abroad!

### TYPES OF PLACEMENTS:

- Personnel, Secretarial & Administration
- Information Technology & Web design
- Marketing & Finance Hotel, Catering & Hospitality
- Manufacturing
- Import-Export, Foreign Trade
- Environmental studies
- Health care & Pharmaceuticals
- Tourism and Leisure

### HOTEL AND CATERING WORK EXPERIENCE PROGRAM:

- This is a program with duration of a minimum of 12 weeks in the low season (autumn and winter) and a minimum of 8 weeks in the high season (spring and summer).
- You will carry out your internship in a selected English company in the catering sector.
- You will indicate the kind of internship you would like to do and we will try to find it for you!
- You will have the help and advise of our partner organization if any problems arise.
- Before starting this program, you will have the opportunity to participate in an intensive English course after which you will start your work experience. Students with a high level of English do not need to join the course.
- Normally hotels offer student accommodation. Otherwise we can arrange it for you!

- You will improve your communication and linguistic skills and you will get to know the English catering industry.
- This program is perfect for participants that are at least 18 years old. Working experience is not required.

## HOW DOES IT WORK?

1. If you decide to do your internship through Globalplacement, please send me your CV (check <http://europass.cedefop.europa.eu/>) and a Motivation Letter. A Motivation Letter must contain a description of your level of education and your working experience related to the internship. As well you should motivate your choice for doing this internship.
2. With this information I will contact our partner in England. They will contact me if there are internships for you.
3. I will contact you and if you decide to do the internships I will send you 3 documents that you have to return to me:
  - **Application Form**
  - **Signed copy of Terms and Conditions**
  - **Copy of your passport.**
4. At the time you send all these documents, you will need to cover the **Registration Fee**, and this way, everything will be ready to enrol you in the program.

*Please note that in the Application Form, you will need to describe what kind of tasks would you like to develop. The more we know, the best we can help you, so the best company we will find. Don't feel afraid to write a lot, to write too little can cause misunderstandings, and consequently, disappointments (And we don't want a sad face!)*

5. Your information will be studied by a qualified consultant of Globalplacement and our partner organization, they will accept or decline your booking. (Depending on the possibilities of placing you in a suitable company for your internship, and on your skills and level of the language)
6. Once we have a company, we will send you an Information Voucher with information about the company, your department, your main tasks, and accommodation (if applicable).
7. You have the right to cancel one Work Placement offer, but only for reasonable causes, which will be criticised by a consultant of Globalplacement and our partner organization.
8. Once accepted the Work Placement offer, the total amount of the Program must be covered and your adventure will start.
9. Once in the UK, your progress will be followed up and you will always have the help and advise of our partners and Globalplacement.

## SUMMARY WORK EXPERIENCE

<b>Type of programs</b>	- Work Experience Program - Hotel and Catering Program														
<b>Who can apply?</b>	EU and NON-EU citizens with at least 18 years old able to communicate in English.														
<b>Type of Placements</b>	- <b>Work Experience Program:</b> You choose the type of Internship you would like to carry out. Some examples of available internships are: <i>Manufacturing, Personnel, secretarial and Administration, IT, Web design, Marketing and Finance, Manufacturing, Import-export, Tourism and Leisure, and much more.</i>														
<b>Salaries</b>	- <b>Work Experience Program:</b> An un-paid program. - <b>Hotel and Catering Program:</b> At least the minimum English wage.														
<b>What we need in order to find a suitable placement for you?</b>	- Application form - Full CV and covering letter. - Full version of terms and conditions signed. - Copy of your passport - At least 6-8 weeks to find the most suitable placement for you.														
<b>Fees Option A London/ North England</b>	<p><b>Option 1 Compulsory</b></p> <table border="1"> <tr> <td>Registration Fee</td> <td>€100</td> </tr> <tr> <td>Work Placement Fee without Accommodation</td> <td>€450</td> </tr> </table> <p><b>Costs</b></p> <table border="1"> <tr> <td>Monthly rent</td> <td>€400 - €600</td> </tr> <tr> <td>Public Transportation</td> <td>€55 per week</td> </tr> </table> <p><b>Option 2 Compulsory</b></p> <table border="1"> <tr> <td>Registration Fee</td> <td>€100</td> </tr> <tr> <td>Work Placement Fee with Accommodation</td> <td>€700</td> </tr> <tr> <td>Accommodation in student dorm rent per week</td> <td>€150</td> </tr> </table>	Registration Fee	€100	Work Placement Fee without Accommodation	€450	Monthly rent	€400 - €600	Public Transportation	€55 per week	Registration Fee	€100	Work Placement Fee with Accommodation	€700	Accommodation in student dorm rent per week	€150
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<b>Our Services Option A</b>	<ul style="list-style-type: none"> <li>• Information voucher</li> <li>• Introduction to your employer</li> <li>• Welfare and social care</li> <li>• Welcoming pack</li> <li>• Monitoring throughout the placement</li> <li>• Accommodation (Optional)</li> </ul>														

<b>Fees Option B South England</b>	<b>Compulsory</b>	
	Registration Fee	€100
	Work Placement Fee	€650
	Additional Charge for programs Longer than 17 weeks	€ 70
	<b>Optional</b>	
	Language Training Administration Fee	€290
	Language Training: 15 Hours/Week (Weekly price)	€255
	Peak season supplement (July/August) (Per week, or part thereof)	€ 35
	Accommodation Self Catering (Per Week)	€125
	Accommodation Half Board (Per Week)	€180
Accommodation Full Board (Per Week)	€200	
Local Travel Pass (Per week)	€ 45	
<b>Our Services Option B</b>	<ul style="list-style-type: none"><li>• Information voucher</li><li>• Introduction to your employer</li><li>• 24 hours emergency telephone number</li><li>• Welfare and social care</li><li>• Insurance under employer liability</li><li>• Welcoming pack</li><li>• Monitoring throughout the placement</li><li>• Language course (Optional)</li><li>• Accommodation (Optional)</li><li>• Airport transfer (Optional)</li></ul>	