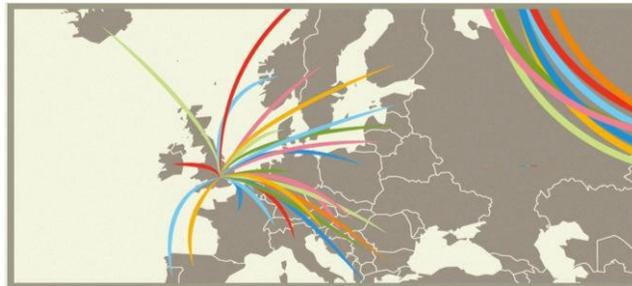


**PROVIDING UNPAID PROFESSIONAL VOLUNTEER
INTERNSHIPS ACROSS THE UK**



PLACEMENT GUIDELINES DOCUMENT

We offer a wide range of sectors including marketing, business administration, event management, hospitality and tourism as well as specialist areas such as engineering, finance, architecture, film and TV production, fashion design, HR and software development.

Our partner agency provide internships across the UK, including in London, Brighton, Bristol, Cambridge, Edinburgh, Manchester and York.

We can also assist with accommodation if required.

INTERN GUIDELINES AND AGREEMENT

When applying for an internship we ask students to sign the document below to confirm that they have understood the process and your responsibilities.

I confirm that I am willing:

- 1 To inform the school/agent/company in good time if an interview cannot be attended
- 2 To lose the right to further interviews if an interview is missed without good reason and no notice is given beforehand.
- 3 Not to ask the company for a salary before or during the work experience placement period.
- 4 To inform your manager if you are likely to be absent for any reason.
- 5 To accept the placement arranged if it complies with the placement sector as requested on your application form.
- 6 To present any task sheets or forms (in English), that you require the company to complete, at the time of application.
- 7 To maintain complete privacy and confidentiality of any host company data and information shown to you during your placement.
- 8 To adjust to UK manners and culture of the company to the best of your ability.
- 9 To advise any problems whilst you are in the UK to "Professionals UK" or your language school/agency.
- 10 Not to invite any third party to the host work placement, unless the said third party has been agreed by and placed via "UK agency" and the student's agent in their country of origin.
- 11 To discuss your placement with UK agency and your manager if they feel that you are not suitable for the placement that you were offered for reasons such as a low level of English or insufficient development or skills.
- 12 Not to behave in such a way that results in criminal activity or breaks UK law.
- 13 To complete all evaluations or documents as required by "UK agency".
- 14 Not to provide any false or wilfully inaccurate documents to "UK agency" at any time including the Curriculum Vitae.
- 15 To treat all people with respect at all times regardless of sex, race, sexual orientation, religion or social background.
- 16 To inform UK agency if you wish to leave prior to the date you had originally asked for.

I understand the above guidelines

Signed:

SECTORS – DESCRIPTIONS OF DUTIES

This is a list of the sectors we can offer. Please refer to the Sector Requirements Table (above) to see the English level, experience and minimum duration requirements.

Business Administration

Business Administration – Administration placements are available in many sectors and can be very interesting. Good computer skills are useful and most importantly candidates should have a flexible attitude as they will be doing a variety of tasks.

Events - On an Events Management placement, communication is key, so students should be confident English speakers and ideally have some previous experience.

Tourism - This is a popular sector for international interns. It is a good opportunity for students to develop their English in a variety of roles within the tourism industry. Previous placements have included guest services, cruise line bookings, travel advice and more.

Design

Fashion design - Candidates should have some experience or training already and ideally a portfolio of their designs to present to the company electronically with their CV. Companies expect students to be fashion/trend aware with a good knowledge of the fashion scene. Technical skills such as pattern-cutting and sketching are preferred. CAD skills would be beneficial, but are not essential.

Graphic Design - Graphic Design placements are available in many fields for a candidate with the right training. Examples have included re-branding for a client company. Another student did a whole presentation for the city of Milton Keynes. This sector requires good creative skills, knowledge of appropriate design software and the student must have an electronic portfolio of previous work to send with their CV.

Architecture - Students need good CAD skills to get involved in the preparation needed by companies for architectural proposals and projects. Two previous students had their building designs sent to Channel 4's TV "Grand Designs" competition. Students must send an electronic portfolio of their work together with their CV.

Engineering

Electrical, Mechanical, Renewable & Others

There are opportunities across most of the fields of engineering. Examples have included:

Hydro-engineers working on a flood plains project

London based engineering project for Shell for West Africa

Renewable energy and CAD drawings for structural engineers Please ask for information about your sector

Law

This is a competitive sector but it is possible for appropriate law students with experience. Placements are either in a law firm or within the legal department of a company.

As the students will not be familiar with UK law, most tasks will be quite administrative but it allows the student to work in an environment where legal language is being used. Previous placements have included receiving and making telephone calls to clients, taking witness statements and researching cases, drafting office memos, delivery of legal documents to clients and court, visiting the courts with solicitors and visiting clients when preparing cases and archiving.

IT

Software Programming- Students should specify their skills, the computer languages they can use and level of experience within them (eg 'C++: Intermediate').

Web Programming: Students need knowledge of HTML 4, useful languages include HTML 5, PHP, C++, Flash and WordPress. Students should specify their level within the field e.g. advanced, basic, minimal.

Business Services

Finance - Finance placements are limited by FSA laws (Financial Services Authority) and are not possible in banking and high finance sectors. Placements are available in financial research companies.

Accountancy – Accountancy placements may be for example, in the finance department of companies in the fashion industry; international colleges or in an accountancy firm

dealing with clients from around the world. Candidates need relevant qualifications and, ideally, previous experience.

Trade / Logistics - Students applying to this popular and competitive sector should be aware that in the UK it may be structured very differently from their own country. Typical placements are available in companies importing a range of products, from fair trade clothing to beer.

HR/Recruitment - Placements are predominantly in the recruitment sector of this field. Students will need good IT and language skills. HR can be very competitive and so previous experience is useful. Duties within HR have included:

General administration including database management

Dealing with local business recruitment including assessment of candidates' suitability

Involvement in administering payroll

Media Marketing Services

Marketing - This is a very popular sector. Examples have included marketing chocolate gifts on the internet, video marketing, international property and social media

Public relations - Students need excellent written and spoken English for this sector. Previous students have been involved in promotion and marketing campaigns.

Advertising – This is a very competitive area and students need strong English skills. London is famous for its unusual style of advertising and a candidate with a strong creative sense and the right skills can have an excellent experience.

Media - Media placements are available within various disciplines to students with relevant education and skills. Previous students have worked for online magazines, international film distribution, sound production companies and media research companies.

FASHION - Fashion placements can be in marketing and sales, in retail including department stores and boutiques, or in design. Fashion students may be involved in all aspects, from the stock room to the showrooms. See also fashion design.

Arts & Services

Arts/Museums - Placements are available in museums, galleries and theatres and can offer an interesting cultural insight and opportunities for interaction with the public.

Customer service - Customer Service placements may be with national or international businesses and depend on the level of English. One recent placement had the following duties:

Assisting the business centre including reception

Acting as a point of contact for all internal client requests

Setting up and supporting meeting room and video conferencing facilities,

Providing professional support to clients

Hospitality - Hospitality placements are available in quality 3 - 5 star hotels and restaurants Placements may include:

Food and Beverage - kitchen staff, barpersons, waiting staff

Reception - for advanced speakers only with previous hotel training Dining

as a silver service waiter or learning how to order supplies Room service -

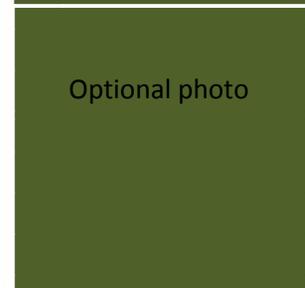
looking after the guests' comfort

NGOs - (Non Governmental Organisations)/Charity placements are available across the country. Roles can involve administration, events, IT and/or finance tasks.

SAMPLE CURRICULUM VITAE

Personal Details

Last name: Agreda
First name: Jose
Nationality: Spanish
Date of birth: 09.05.1992
Marital status: single
Address: xxxxxx
E-Mail: jose_agreda@hotmail.com
Mobile: +34 79 532 30 14



Work Experience

03. 2015 – 08. 2015	Trainee at XYZ, Madrid Involved in a project setting up new processes for invoicing and managing suppliers
06. 2014 – 02. 2015	Cashier at XYZ Market, Madrid Customer service role including direct contact with customers
10. 2013 – 06. 2014	Internship at XYZ Ltd, Madrid Marketing role including social media channels (Facebook, Twitter and LinkedIn) and designing email newsletters
09. 2011 – 01. 2013	Waiter at Café XYZ, Barcelona Customer service role including taking orders, serving customers, processing payments, describing menus, and assisting in kitchen.

Education

09. 2012 – 09. 2015	Bachelor in Business Administration, University of Madrid Modules include: Consumer behaviour Marketing Business economics Risk management Accountancy Finance
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2007 – 2011

High School XYZ, Madrid

Languages

Spanish:	Native language
English:	C1 / Upper Intermediate
French:	B2 / Intermediate

Further skills

IT:	Microsoft Excel Microsoft Word Microsoft PowerPoint Microsoft Outlook Adobe Photoshop
Social Media:	Facebook Twitter LinkedIn (provide link)
Driving Licence:	National driving licence

Interests

I am passionate about football and play for my local team every week. I also play the piano and recently passed my Grade 6.

I also enjoy arranging events. I was involved in arranging the graduation party at University. I was responsible for selling tickets and helping to choose caterers.

EXAMPLE LETTER OF MOTIVATION

Dear Sir/ Madam,

Provide details of dates and type of internship you would like.

I am writing to apply to volunteer in your company between March 2nd and July 5th 2014. I am generally available for (35/37.5) hours/ week and would like to do marketing tasks if possible in order to gain experience in the sector xxxxx prior to / following my degree. I have just finished school/ university and would like to have some work experience during my gap year / before finding a job in my country.

Highlight interests and experience relevant to the internship.

Seeing as I have had an interest in sports since I was young, I have decided to pursue that interest as a career, mixed with economic aspects. On top of that, as part of a student club, I helped to organise a ceremony with more than 600 attendees. That experience has further strengthened my interest in the areas of organising in a way that allows me to participate in planning and implementation within a team during my internship.

Highlight what you can bring to the company.

I am very flexible and am able to complete complex tasks quickly and come up with innovative and efficient solutions. Due to my work in a restaurant, I was able to develop great social skills with customers, which allows me to easily embrace new people and situations. I am very enthusiastic and pursue my tasks with self-reliance and unwavering persistence. Friends appraise my reliability and cooperativeness. One of my greatest strengths is my high level of creative thinking, making project organisation an enjoyable experience with creative implementation. My distinguished abilities in the areas of time and self management allow me to easily pursue goals that I have set for myself.

Explain your reasons for wanting to do an internship in the UK.

The reason why I want to take part in an internship in England is because I have been there several times before, including participation in a language course for two weeks in Brighton, in which I acquired a certificate. I am familiar with the people and the culture of England due to those experiences and I consider them to be very pleasant. In school I have been taking English class for 11 years, which has given me strong English writing and speaking abilities.

I would be very pleased to come to your company because I think that this experience will be a big step forward into a future internationally-oriented career.

Yours faithfully,

XXXXXXXXXXXXXX

INTERVIEW TIPS

Scenario 1 – The wrong impression

Interviewer: Why do you want to work in our company?
Student: To improve my English
Interviewer: You can go to a school to do that
Student: No it's quicker in a company

This is not an impressive start, as the manager sees no interest from the student in what the company does.

A better answer would be something like this:

Student: I looked at your website and thought your company is very interesting. I have marketing knowledge that I can use here e.g. research skills. Also I know my English will improve every day when I am working with you, so I can be more useful every week. My C.V. will also be better after working for you because of the new things I have learned and I think it is important to have international experience.

Scenario 2 – Too specific

Interviewer: We produce TV programmes in the field of entertainment
Student: I am only interested in documentaries

Even if the above is true you have to be realistic. A placement is a good opportunity for you to develop your knowledge and to work in an English-speaking environment. A placement is not necessarily your ideal job, because you are temporary and not fluent in English, but it can be a useful step to getting your ideal job in your future career.

Finishing an interview appropriately

Don't refuse an offer there and then at the interview. Instead, be enthusiastic even if you are not sure, in order to respond later after you have had chance to think.

If you refuse a good offer because you are being too idealistic, unrealistic or restrictive and then you also don't like your second offer we cannot tell the first company that you have changed your mind.

If you are unsure about the offer at the end of the interview, thank the manager and say you will think about your decision and let them know within a couple of days.

FAQS

General Information

1. How many interviews can I expect?

We will organise a maximum of two interviews in your chosen sector.

2. Where will I do my placement?

Whilst most candidates choose London, we also offer placements across the UK, including Brighton, Manchester, Edinburgh, Oxford and Bournemouth. We accept enquiries for any city and assist with accommodation in some of them if required.

3. What type of companies will I work in?

The majority of placements are in small to medium sized companies which offer the best experience for an internship.

4. Can I work part-time?

It depends on your sector choice. Please refer to the sector chart and specify part-time on your application. Ask the manager during the interview too.

4. Do you accept group bookings?

Yes we do, but group bookings require more notice. Please contact us to discuss.

Application

1. I am not a European student, am I eligible to do a work placement?

Non-EU students are required to have the relevant visa in place before applying. The visa should permit you to work and we ask for proof of this before accepting the booking. Please look at the UKBA website for up to date information. *Please note that neither Professionals UK nor the placement companies can assist in arranging visas.*

2. I am not sure if my sector choice is suitable. How should I check?

Please refer to the sector chart and descriptions. If unsure, please check with us.

3. I am not sure of my English level. How should I check?

If you are not sure, the easiest way to find out is to call us for a Skype or telephone interview.

4. How long will it take to find a placement?

We ask for **6 – 8 weeks notice** for bookings. Some sectors can take longer than others. We can sometimes take bookings at shorter notice, but this will depend on the sector. Please check with us.

5. I am looking for a paid job. Is an unpaid placement the best way forward?

We do not find paid jobs for students. Our internship programme is for unpaid placements to gain experience and improve your English

6. What happens if I fail all my interviews?

This is rare. If there are language issues we will advise you at an early stage and ask you to re-apply after further study. If this is not possible, our cancellation charges will apply.

7. If I cancel my application, will I get my money back?

Please see our cancellation charges for details.

Placement

1. Where will my placement be?

Typically placements will be within a one hour commute.

2. Will the company pay expenses?

Some companies do contribute towards travel or lunch expenses if permissible.

3. Can I extend/shorten my placement?

Yes you can. Please discuss any changes in placement dates with your manager. Please also inform us of any changes so that we have the correct information for your placement certificate.

4. What if I want to change my placement?

It can sometimes take a few weeks to settle into a placement. We advise any students experiencing difficulties to talk to us, their school or to their Manager as soon as possible. Don't just leave the company without speaking to someone first.

5. Can I take a holiday during my placement?

Any requests for holidays should be discussed with your manager. If you are aware of holiday dates in advance then you should agree these with the company at the interview.

6. Who should I speak to during my placement if I have a problem?

Students should always consult their manager first, however, if this is not possible please contact Professionals UK.

7. Will my company provide a reference?

Companies are not obliged to provide a reference, however, most will do so on request. Please ask before you leave the company.

8. **What should I wear?**

The Dress Code is always set out in the Placement Confirmation. Please also refer to the diagram below.



9. **What if I have piercings?**

Any Piercings should be hidden.

Certification

1. **Do you provide a certificate?**

Yes, we will send you a certificate at the end of your placement.

2. **When will I get my certificate?**

Your certificate will be posted to your company a week before your internship finishes.

Accommodation

1. **Can you assist with accommodation?**

We can assist with accommodation for students in London, Brighton, Bristol and York through partner agencies. In London Accommodation is available in Zones 1 -5 in residential accommodation, student house shares and home-stays. In other cities homestay accommodation is available. Please enquire for further details.