

Volunteer Internship Programme 2016



This course is an ideal opportunity for those who wish to improve their English and gain valuable experience to enhance their CV. Combine an English for Specific Purposes language programme with a volunteer internship in London.

Spend two weeks studying English for Specific Purposes at our central London school before starting a four, six or eight week volunteer internship in your chosen industry.

Programme overview

- + 2 weeks English for Specific Purposes (ESP) programme plus 4, 6 or 8 weeks volunteer internship with a London company.
- + Choose your ESP programme according to the specific industry of your choice and develop specialised vocabulary.
- + Sectors include **Marketing, Finance, Media, Administration and Tourism and Hospitality**, among others.
- + Specify two preferred sectors for the volunteer internship on the application form and we will find you a placement matching one of them, according to your experience, skills and qualifications. Job specifications and workload will vary, but you will be given your own responsibilities. This is an educational programme therefore there is no remuneration, although some companies might offer to reimburse you for your travel expenses.
- + Gain valuable work experience in London and opportunities for further career progression.
- + Enhance your abilities to communicate and integrate well in a multicultural environment and learn about working practices in the UK.

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Eligibility

- + Open to all EU or EEA nationals and Tier 5 visa holders. Suitable for all participants in EU Lifelong Learning Programmes (Leonardo da Vinci, European Community Youth in Action, Erasmus or Comenius).
- + Minimum age 18.
- + Minimum English level CEFR B2 (Upper-Intermediate). Companies will ask to interview you prior to your volunteer internship and will expect you to be able to communicate either in person or via telephone.

Course contents and price

- + 2 weeks English for Specific Purposes tuition:
 - + **Semi-Intensive** (25 lessons per week): **£650**
 - + **Intensive**: (30 lessons per week): **£750**

A registration fee of £50 applies to all bookings.

- + Internship Preparation workshop: information about working life in the UK and advice on interviews and the skills that you will need to develop during your internship.
- + Language placement assessment comprising grammar, oral and writing sections carried out on your first day.
- + 24-hour emergency support.
- + Dedicated team of experienced professionals to guide you throughout the programme.
- + Certificate of achievement and a report on your internship upon completion.

Accommodation

Accommodation is available on request. We offer a range of homestay and residence accommodation to suit every budget and requirement. All of our accommodation is regularly inspected to ensure that it meets our standards.*

For more details, please email us at enquiries@roseofyork.co.uk

*During busy periods, some homestay accommodation may be outsourced to an agency registered with the British Council.

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Enrolment process

- + Applications must be received at least 12 weeks before your preferred start date.
- + Complete an application form and return it to us with the following:
 - + A scan of your passport or EU ID card
 - + CV and cover letter in English detailing your experience and chosen sectors for your volunteer internship, the skills you bring and what you wish to achieve during the programme
 - + Non-refundable deposit of £300
 - + Minimum 1 week's accommodation fees (if accommodation is required)
- + We will then send confirmation on your acceptance. The balance of fees must be paid in full no later than 15 days before you start the programme.
- + The Internship Coordinator will contact you before your arrival with details of the company we have selected for your volunteer internship. An interview will take place before the placement can be finalised.

Terms and conditions

1. Course deposits are non-refundable.
2. There will be no refund given if you withdraw from the programme at any stage. However, our dedicated team will support you throughout the programme and help is available 24 hours a day if you experience any problems during your volunteer internship.
3. Once your volunteer internship has been arranged and confirmed it is not possible to make any further changes.
4. A volunteer internship is an unpaid post. There is no remuneration involved, although some companies might offer to reimburse you for your travel expenses. This information will be provided to you before you start, so you should not discuss payments or expenses with the company unless they ask you first.
5. You should be prepared to travel between 45 minutes to an hour to get to your work placement. This is normal in a large city like London.
6. You must specify on your application your **two** preferred sectors and your volunteer internship will be in one of those sectors.
7. During your volunteer internship you should take your responsibilities seriously. If you are sick or late you should inform your supervisor.
8. We reserve the right to cancel your volunteer internship if your level of English is below the expected level or for misconduct.