



Rose of York
Language School
London



VOLUNTEER INTERNSHIP PROGRAMME

2016

SPEND TWO WEEKS STUDYING ENGLISH FOR SPECIFIC PURPOSES AT OUR SCHOOL IN CENTRAL LONDON BEFORE STARTING A FOUR, SIX OR EIGHT WEEK VOLUNTEER INTERNSHIP IN YOUR CHOSEN INDUSTRY



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.

PROGRAMME OVERVIEW

- 2-week English for Specific Purposes (ESP) programme plus a 4-, 6- or 8-week volunteer internship with a company based in London.
- Choose your ESP programme according to the specific industry of your choice and develop specialised vocabulary.
- Sectors include Marketing, Finance, Media, Administration, Tourism and Hospitality, amongst 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.



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 of 18.
- Minimum English level of 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 PRICES

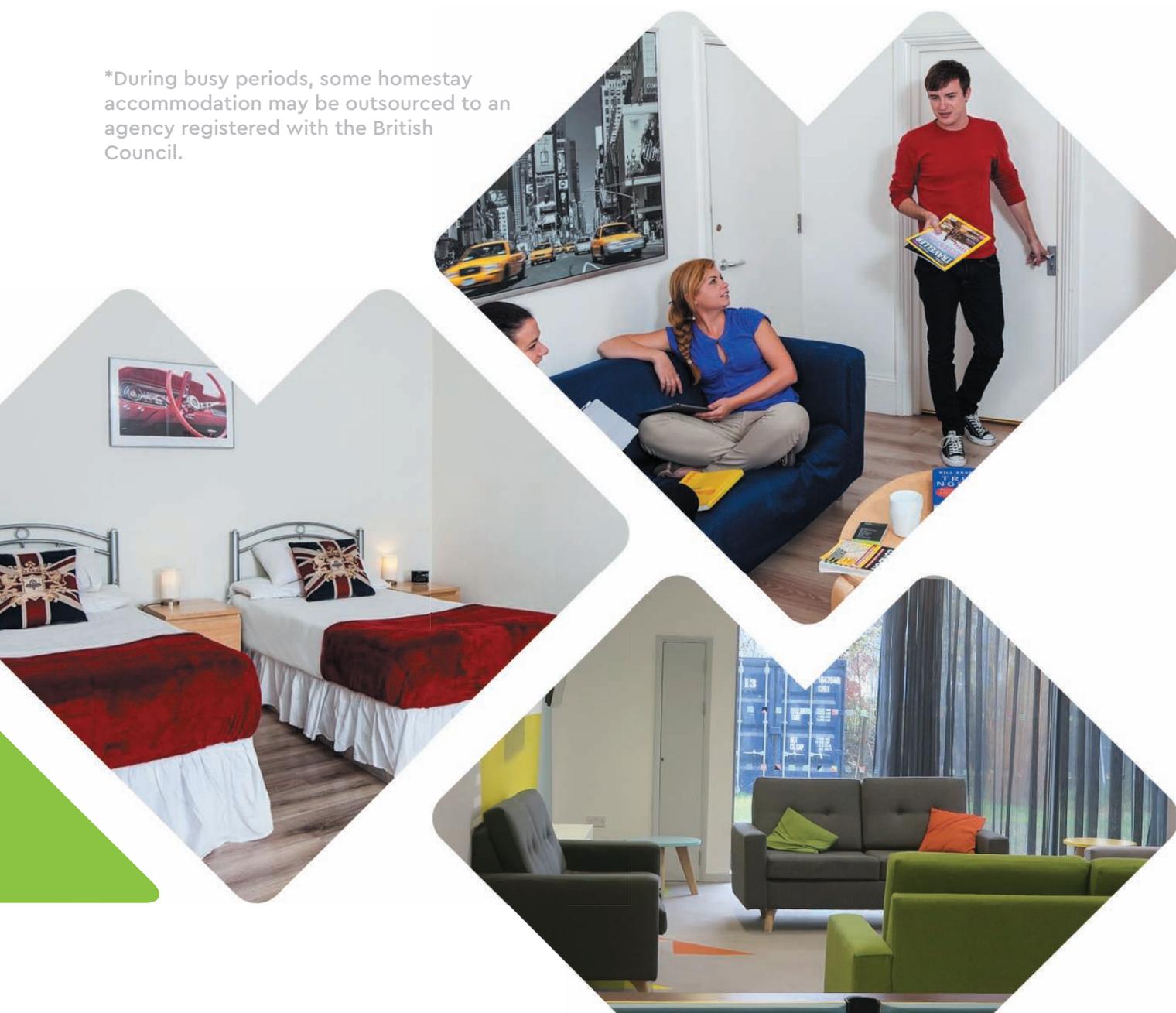
- 2-week English for Specific Purposes Programme:
Semi-Intensive: (25 lessons per week) **£650**
Intensive: (30 lessons per week): **£750**
- **A registration fee of £50 applies to all bookings.**
- Internship Preparation workshop: information about working life in the UK and advice on interviews and the skills that you will need to develop during your internship.
- Language placement assessments comprising of grammar, speaking and writing sections carried out on your first day.
- 24-hour emergency support.
- A dedicated team of experienced professionals to guide you throughout the programme.
- A 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.



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 of 1 week accommodation fees (if accommodation is required)
- We will then send confirmation of 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.

GENERAL DEATILS

- 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.
- 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.
- During your volunteer internship you should take your responsibilities seriously. If you are sick or late you should inform your supervisor.

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. Do not discuss payments or expenses with the company unless they begin the conversation.
5. You must specify your two preferred sectors on your application and your volunteer internship will be in one of those sectors, this cannot be changed or amended after confirmation has been made.
6. We reserve the right to cancel your volunteer internship if your level of English is below the expected level or for misconduct.

