

Internship Programmes 2010

- A challenging way to improve your English and learn new skills
- Combine an English Course with a period of work for a London company
- Suitable for students and graduates aged between 18-32
- The objectives of the programme are educational and work is unpaid
- We can design programmes for both European Union nationals and non-European nationals

Internships are organised so that students can:

- Improve fluency by using English at work
- Develop specialised vocabulary
- Improve intercultural understanding

Internships are available in areas such as sales and marketing, administration, tourism, engineering, computing and IT, charities, journalism, architecture, fashion, foreign trade and law. We ask you to specify 2 different areas in your application – flexibility is needed to find a worthwhile placement.

The exact work you will do depends on your level of education and qualifications, your experience and skills, and your level of English. Internships are generally in small and medium sized companies in London. Job specifications and workloads vary, but you can expect to have your own responsibilities and perhaps your own project. All Internships will have some routine activity such as data input and photocopying. There is no salary because the objectives of the programme are educational and offer you a chance to gain professional experience. Many employers pay for daily travel and/or lunch expenses, but this is not guaranteed.

Companies where our students have recently been placed include: Barilla, the Conservative Association, Flax Public Relations, Comic Relief, Sprit IC Advertising, Mindmatics Marketing, Magellan Public Relations, MWB Business Exchange, C5 Events Organisers.

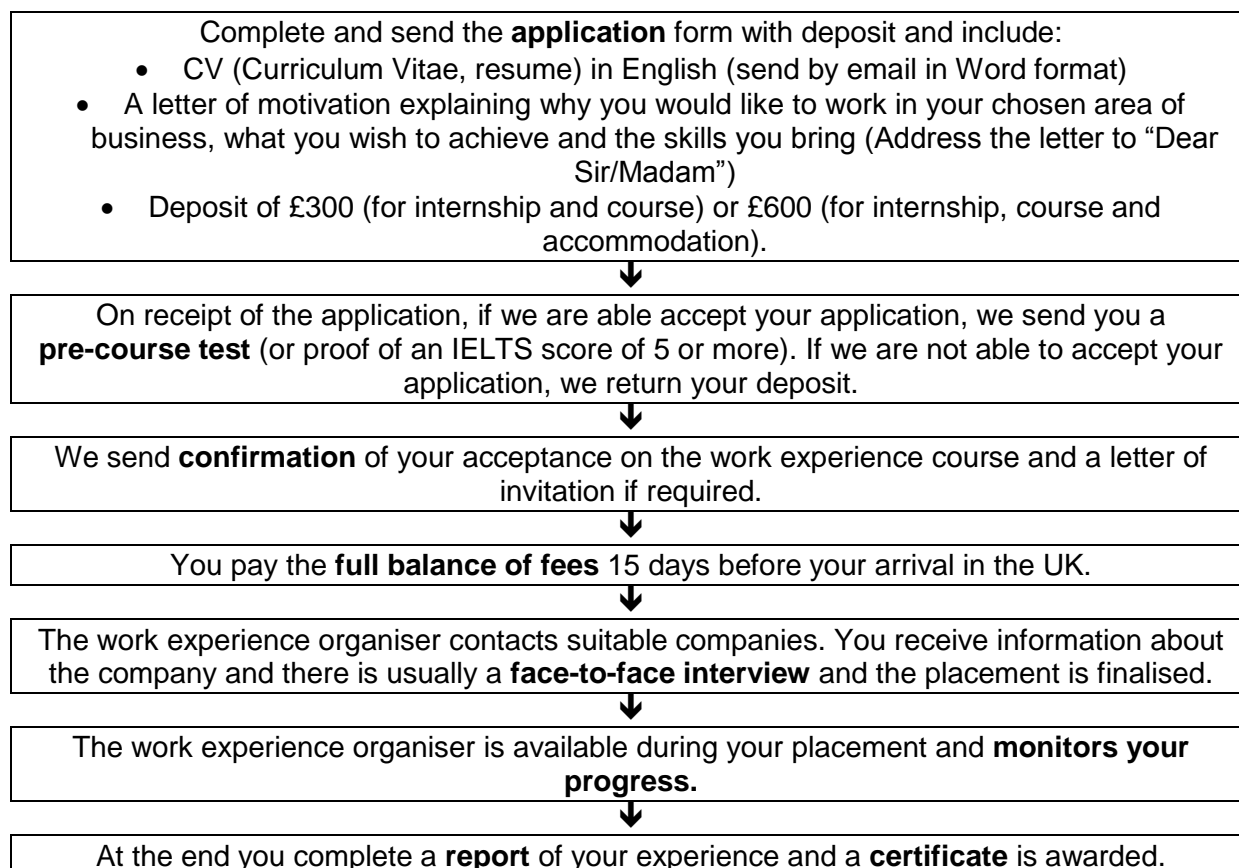
Minimum age: The minimum age for an Internship is 18.

Level of English: Students must be Upper-Intermediate (equivalent to IELTS 5) or above to be eligible for an Internship. On application we will send you a written level test, which must be completed and returned to us. Most companies will want to interview you before offering you an Internship and you will need good English to get the most out of your experience.

Accommodation: Students can stay in Frances King accommodation during their course and internship – choose from homestay, studio apartments, student residence and flatshare. Please see the Frances King brochure for details.

Organisation of the Internship Programme

You must start the application process early enough to ensure that we receive all documents 6 weeks before the internship begins



English Course and Internship for EU and European Area nationals

- Suitable for European Union and European Area nationals.
- Length of programme: minimum 2 weeks course, 4-24 weeks internship (can be longer if requested)
- English Course: choose any Frances King course
- Total cost of programme: English Course (see our price list) plus Internship Placement Fee. Internship Placement fees are £395 for placements of less than 4 months. Some sectors, such as Law and Engineering will cost £445. For placements of more than 4 months, there is a supplement of £100.

English Course and Internship for all non-European Union and non-European Area Nationals

- Non EU students with a student visa are able to undertake an internship during their school holiday. Students at Frances King are permitted to take 2 weeks' holiday per 12 weeks of study.

Example programmes:

28 week programme including 24 weeks' study and 4 weeks' internship

36 week programme including 30 weeks' study and 6 weeks' internship

48 week programme including 40 weeks' study and 8 weeks' internship

The internship will normally be arranged at or near the end of the course.

English Course: Any Frances King Course of 18 or more lessons per week is suitable. We recommend Course 8 or Course 9 – Semester and Academic Year.

- Non-European area nationals will need to obtain a General Student Visa PRIOR to departure from their country. Students with a Student Visitor Visa are not permitted to take an English and Internship programme.
- Total cost of programme: English Course (see our price list) plus Internship Placement Fee. Internship Placement fees are £395 for placements of less than 4 months. Some sectors, such as Law and Engineering will cost £445. For placements of more than 4 months, there is a supplement of £100.

Internship Application Form

Print out this form, complete it and fax it to: +44 20 7341 9771
Please also complete the Frances King Enrolment Form available at:
<http://www.francesking.co.uk/submenu/brochureie.asp>

First name(s):	Surname:
Address:	
Telephone:	Fax number:
Email address:	Mobile number:
Age:	Nationality:
Languages spoken (indicate level):	
Special needs (if any, i.e. disabilities):	
Relevant skills and computer literacy (continue on a separate sheet if necessary):	
Start date for Internship:	
Number of weeks:	
First choice of sector and job:	
Second choice of sector and job:	
I have read and accepted the "Terms and Conditions"	
Signature:	Date:

Please ensure that you enclose the following documents: <ul style="list-style-type: none">• A Passport Photo• A copy of your CV in English in Word format
Please send this form to Frances King along with your course/accommodation application form. You can either: <ul style="list-style-type: none">• Open this form in Word, complete it, save it as a Word document and email it to: info@francesking.co.uk

Terms and Conditions

1. Once you have sent your application, it is not possible to make changes, so please make sure everything is correct before you send us your documents.
2. An internship is an unsalaried post. A host company might offer to pay certain expenses such as travel expenses, but they are under no obligation to do so. You should not discuss payments during your interview, unless the person who is interviewing you mentions it first.
3. You cannot specify the name or size of the company you will work for.
4. An internship cannot be refused because of the location of the company. Many people in large towns travel for an hour or more to get to work and you should be prepared to do this.
5. You must specify two different work areas in your application – applicants cannot refuse an internship which clearly falls into one of these areas.
6. You must behave during the work placement as though you were an employee. You should learn by being with others in the workplace and you should not expect your company to give you a training programme.
7. The UK is a multicultural society and your colleagues, while they will be English speakers, can be from any national or cultural background. You agree to treat all people with respect at all times, regardless of sex, race, sexual orientation, religion, social background or any such group.
8. Fees are not refunded if you withdraw from the placement scheme at any stage. If there is a problem with your internship you must contact Frances King, but we cannot help if you simply stop attending your placement for any reason.

9. Deposits are not refundable if you cancel before you arrive: Tuition £200, Accommodation £300, Internship Placement: £100.
10. We reserve the right to cancel your internship if your level of English does not reach the expected level.
11. For terms and conditions affecting your course and accommodation, please refer to our brochure and Enrolment Details 2010.