

## Internship Programmes 2011

- A challenging way to improve your English and learn new skills
- Combine an English language course with a period of work for a London company
- Suitable for students and graduates aged between 18-35
- The objectives of the programme are educational and work is unpaid

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, charities, fashion, and foreign trade. Placements may also be available in education, finance, engineering, 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. 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. Some employers pay for daily travel and/or lunch expenses, but this is not guaranteed.

Companies where our students have recently been placed include: Skola International Community School, C5 Events Organisers, Regus, Ringley, Harris Hill Recruitment, Answer English, Trendstop, Marriott.

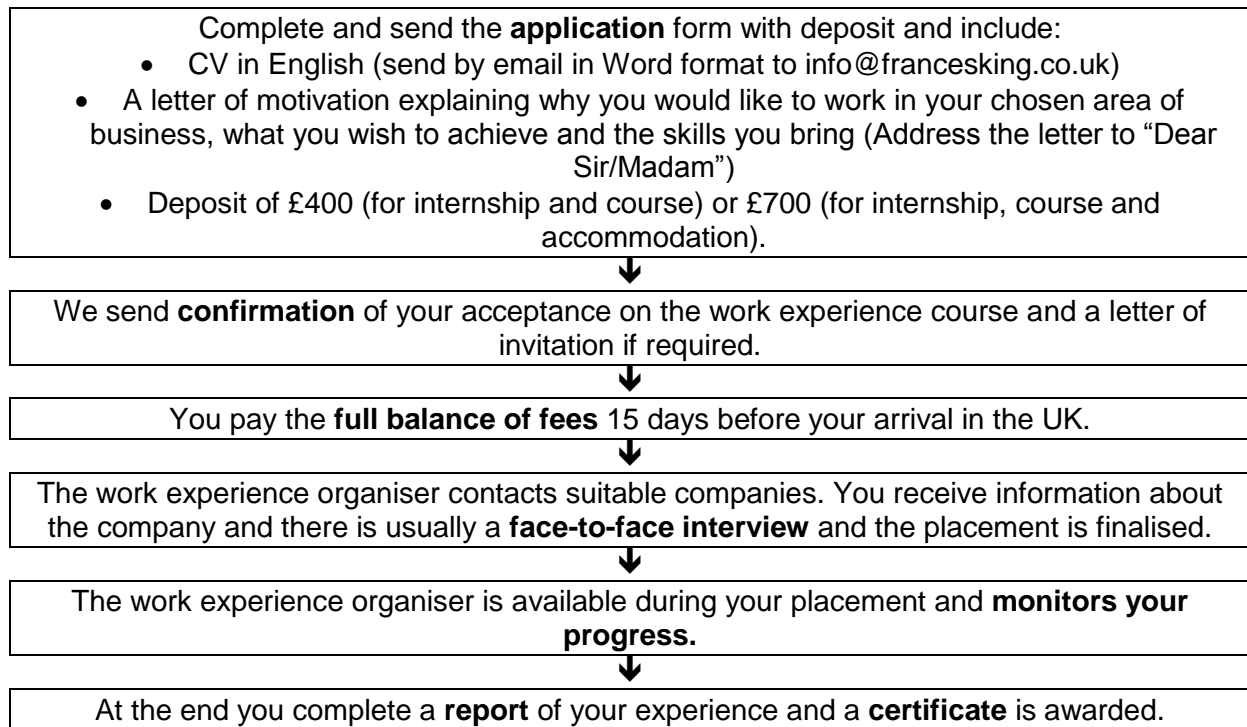
**Minimum age:** The minimum age for an Internship is 18.

**Level of English:** Students must be Upper-Intermediate (equivalent to IELTS 5 or CEFR level B2) or above to be eligible for an Internship. 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

- Length of programme: minimum 2 weeks fulltime course, 6-12 weeks internship (can be longer if requested)
- English Course: choose any Frances King course. We particularly recommend Course 2 or 4 (General and Business English) or Course 31 (Club 8 Intensive and Business English).
- Total cost of programme: English Course (see our price list) plus Internship Placement Fee. Internship Placement fees are £495 for placements of less than 12 weeks. Some sectors, such as Law and Engineering will cost £545. For placements of 13 weeks or more, there is a supplement of £150.

### 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>

<b>First name(s):</b>	<b>Surname:</b>
<b>Address:</b>	
<b>Telephone:</b>	<b>Fax number:</b>
<b>Email address:</b>	<b>Mobile number:</b>
<b>Age:</b>	<b>Nationality:</b>
<b>Languages spoken</b> (indicate level):	
<b>Special needs</b> (if any, i.e. disabilities):	
<b>Relevant skills and computer literacy</b> (continue on a separate sheet if necessary):	
<b>Start date for Internship:</b>	
<b>Number of weeks:</b>	
<b>First choice of sector and job:</b>	
<b>Second choice of sector and job:</b>	
I have read and accepted the "Terms and Conditions"	
Signature:	Date:
Please ensure that you enclose the following:	
<ul style="list-style-type: none"> <li>• A copy of your <b>CV in English</b> in Word format</li> <li>• Your letter of motivation</li> </ul>	
Please send this form to Frances King along with your course/accommodation application form.	
<ul style="list-style-type: none"> <li>• Open this form in Word, complete it, save it as a Word document and email it to:  <a href="mailto:info@francesking.co.uk">info@francesking.co.uk</a> </li> </ul>	

## 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. If you are sick or will arrive late you should let your supervisor know. 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: £200.
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 2011.