



Brochure 2013

## STAGE FREQUENTLY ASKED QUESTIONS

### Who are we?

Our correspondent is a private limited company and is in its eleven year of trading as a specialist Unpaid Work Experience organisation.

The wealth of expertise built up over these years has resulted in a very professional programme run by a small but caring team of people who understand your needs and work very hard to match these with the best placement.

### Where are we?

The office of our correspondent is situated in a very convenient part of the country, in the centre of Brighton & Hove, and is based within a young environment so all our students feel at home when they visit the our correspondent office.



### Who do we work with?

The range and number of companies accepting our correspondent' students is ever increasing and the care and flexibility on offer is first class.

In most cases first choice placements can be accommodated, but we always recommend that students try to be as flexible as possible.

### Why choose this programme?

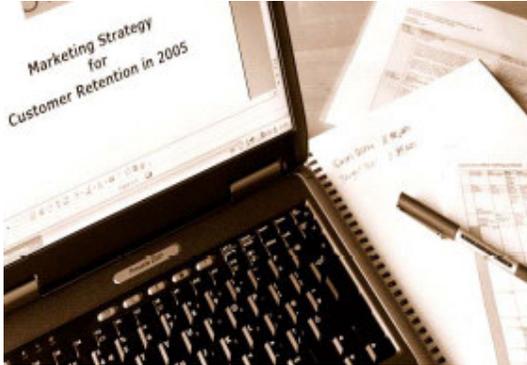
The aim of our programme is to provide our students with an enjoyable experience within a British business environment, which could be achieved as easily in a related field rather than a specific one.

The scheme aims to provide an opportunity for students to use and develop their language skills, and learn common professional skills in preparation for their future careers. The programme aims to do this in a way that is beneficial to both the student and the placement company.

Coupled with high-quality host family accommodation, the or correspondent experience is a rewarding and memorable one.

## OUR STUDENTS

Generally speaking, the programme would benefit students who...



... are **18 years old or older**, wishing to develop their vocational and English language skills

... wish to use work experience as a stepping stone to **permanent work** in England.

To **participate** in the programme, our students will need

... to be citizens of the **European Union**

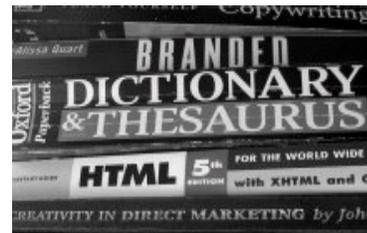
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## WE AND OUR STUDENTS

So what can we offer YOU as a student interested in participating in our programme?

- **WORK**

... an opportunity to **improve** your English language and vocational skills in a friendly and real business environment. However, please note that on arrival all students should be able to speak English to Upper Intermediate level.



... **support** from the our team who arrange the placement, check your placement company for quality, finalise the details and act as a link between you and the company.

... general administration available in the following choice of vocational areas: [marketing](#), [travel & tourism](#), [administration](#), [information technology \(IT\)](#), [finance](#), [teaching](#), [hotel & catering](#) and many more.

... total [involvement](#) as a contributing member of a team. Your duties might include everyday tasks such as general administration eg: word processing, responding to enquiries, using databases, preparation of reports, research as well as preparation of special projects. It is important to realise that all vocational areas will require you to contribute to the administration of the department.



... your lunch and travel to work [expenses are paid](#) by some companies but not all, so we do recommend that you speak to your University or the local Chamber of Commerce to see if you can obtain any additional funding.

... a first-day [welcome talk](#) is available. We also recommend a few days of familiarisation in Brighton before you begin your work experience.

... total [support](#) and [monitoring service](#). We contact you by phone, carry out an evaluation and are always available to help with your queries. Our main role is to provide care and support.

... we would advise all participating students to be as [proactive](#) as possible at work as this often leads to

more responsibilities and therefore an even more exciting and valuable work experience.

... [references](#) can be provided by the host company, but please request this at the beginning of your stay so that there is time to prepare it.

... on request we can also arrange [business English classes](#) for groups or individuals, according to your specific requirements.

- REST

... accommodation with local host families provides a true feeling of [English family life](#) and enables you to practise your language skills further.

... all our homes have been [checked](#) to ensure you will have a comfortable stay.



... you will live as a [member of the family](#), eat with the family and share facilities such as bathrooms with them. Breakfast and evening meals are provided. A guideline document is available to help you appreciate and understand what the experience can offer.

... if you prefer, [hotel and self-catering](#) is available. We can provide further information produced by the Brighton & Hove Tourist Board. Please note that we cannot book this for you and therefore you should consider booking a our host family for the first few weeks of your stay. Please note that host family accommodation is usually the cheapest option.

- PLAY

... Our correspondent has its Head Office in Brighton & Hove, a great [seaside city](#) offering many choices for night life, as well as a wide range of cultural events. Both traditional and modern events take place regularly. These include: [art exhibitions](#), [theatre](#), [music and dance](#), [arts & crafts fairs](#) and the famous [arts festival](#) in May.



... [excursions](#) to historical sites and an extensive social programme are available through our cooperation with a local Language school. Please ask for details.

... Brighton is a [University town](#) - just 80km from London (50 minutes by train).

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## PREVIOUS OUR STUDENTS' STORIES

... Jens from Germany worked as a [teacher's assistant](#) in a local high school and when asked how successful the placement had been, he said: 'The whole experience has been very helpful in giving me sense of direction in my future career.'



... Alexis from France worked at Reed International in the [Marketing Department](#). He had a very interesting and varied placement, which led him on to a permanent Marketing position with an International Pharmaceutical company based in France.

... Lidia from Spain completed a placement as a member of the marketing team within a food [wholesale company](#). She found it extremely interesting, in particular 'to see how the different members of the marketing department pooled their ideas and worked as a team.'

... Catherine from Germany, who worked in [administration](#) within a publishing company, said: 'I got to know myself better. The experience made me stronger and I feel more confident. I would definitely love to do it again.'

... Carolina from Italy was placed in a [secretarial](#) position within a publishing company. She commented: 'I feel more confident speaking to customers. There was a very open-minded culture and from the first moment my manager had confidence in me... It was very different to how people work in my country.'



... After completing a work experience placement in a company dealing in [overseas VAT and finance](#), Leire from Spain said that the local business knowledge and experience will help her find other work in the UK.

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These students, and many others, have enjoyed rewarding Work Experiences with us. If you would like to [speak to one of our previous students](#) please ask for details.

To join the long list of students with such positive experience, fill in the [booking form](#) and return IT to us either by post or via e-mail.



## PRICE GUIDE 2013

The following costs apply to programme:

### WORK PLACEMENT

Includes:

- Administration
- Placement research
- Inspection of companies
- Evaluation visit
- Full support

### HOST FAMILY ACCOMMODATION

Includes:

- Arrangement of accommodation
- Use of family facilities
- Full support and liaison with family

Cost:

- Cost per week Half board £124; Full board £147
- Arrangement fee £60

You will arrange your own travel, take out personal insurance and expect to meet day to day expenses in the UK such as transport, lunches, personal entertainment, shopping and entrance fees.