

## QUICK FACTS



**REMUNERATION:** Unpaid  
**DURATION:** 3-24 weeks  
**LEAD TIME:** 3 months  
**START DATES:** All year round  
**LOCATIONS:** **London & Eastbourne**



### Available internship fields:

- Admin & Secretarial
- Architecture
- Art & Design
- Education
- Engineering
- Finance & Accounting
- Hotel & Catering
- Human Resources
- Insurance
- International Trade
- Law
- Marketing & Sales
- Media
- Travel & Tourism
- PR & Advertising

### Accommodation (not included in program fee):

- Homestay:  
 London £132 / week  
 Eastbourne £100 / week  
 Salisbury £100 / week
- Residential accommodation:  
 London only — single room (self-catering) £140 / week

## Professional Internship Program

Rich in both history and culture, London showcases its love for tradition while still maintaining a trendy, hip outlook. For the past 500 years London has been one of the worlds centres for music, art and entertainment and it still upholds this reputation today. London offers a host of museums, fine dining and great shopping to complement the historic landmarks such as the Tower, Westminster Abbey or London Bridge.

The Professional Internship Program offers a unique way in which to develop personal career goals through work experience in most vocational areas of study. The program aims to provide a means of getting experience in a professional environment, enhancing employment opportunities within an increasingly competitive market and increasing awareness of international business practice.



The internships match the career objectives of each intern. Placements range from 3 weeks to 24 weeks, the longer the placement the more beneficial the work experience.

### Application Requirements

Age: 18-30	Qualification: High School degree and university or college studies related to the internship
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### Initial Assessment Documents

Curriculum Vitae	Letter of Objectives	Academic Transcript
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### Application Documents

Completed and signed Application Form & Terms and Conditions	Copy of valid passport (valid for whole duration of the internship)	Payment of application fee
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### Placement Process

1. Negotiations with potential Host Organisations commence	2. Set-up of interview with Host Organisation	3. Official placement confirmation & Payment of placement fee
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### Accommodation & Travel Arrangements

<b>Accommodation Options:</b> 1. Homestay 2. Residential Accommodation 3. Self-arranged	<b>Visa Options:</b> Youth Mobility Scheme (has to be arranged by the applicant and is not included in program fee; cost approx. £125)	Book your flight and arrange your medical & travel insurance (not included in program fee)
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### Program Fees

Application Fee: AU\$750  
 Placement Fee: £550

## QUICK FACTS



REMUNERATION: £250 / month  
 DURATION: 16-24 weeks  
 LEAD TIME: 3 months  
 START DATES: All year round  
 LOCATIONS: **London**



### Available internship fields:

- Administration
- Advertising & PR
- Fashion
- Finance
- International Relations
- IT
- Marketing
- Teacher Assistants

### Accommodation (not included in program fee):

- Homestay:
  - London £132 / week
  - Eastbourne £100 / week
  - Salisbury £100 / week
- Residential accommodation:
  - London only — single room (self-catering) £140 / week

## Graduate Internship Program

Rich in both history and culture, London showcases its love for tradition while still maintaining a trendy, hip outlook. For the past 500 years London has been one of the worlds centres for music, art and entertainment and it still upholds this reputation today. London offers a host of museums, fine dining and great shopping to complement the historic landmarks such as the Tower, Westminster Abbey or London Bridge.

The Graduate Internship Program is aimed at graduates with some previous work experience enabling them to participate in a placement program in London and receive an allowance of £250 per month towards travel and lunches. Graduates attending this program are therefore able to bridge the gap between theoretical knowledge that they have gained at university and the reality of working in a British business environment.

Our experienced placement team takes full responsibility for each candidate, from the point of pre-departure, by finding a suitable placement that is appropriate to the clients career expectations. Once in the UK, candidates attend a full induction and are guided through their first day on placement. Students are assigned a local supervisor to help them settle into life in the UK and support them for the duration of the internship.



### Application Requirements

Age: 21-30	Qualification: Completed university or college studies related to the internship
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### Initial Assessment Documents

Curriculum Vitae	Letter of Objectives	Academic Transcript
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### Application Documents

Completed and signed Application Form & Terms and Conditions	Copy of valid passport (valid for whole duration of the internship)	Payment of application fee
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### Placement Process

1. Negotiations with potential Host Organisations commence	2. Set-up of interview with Host Organisation	3. Official placement confirmation & Payment of placement fee
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### Accommodation & Travel Arrangements

<b>Accommodation Options:</b> <ol style="list-style-type: none"> <li>Homestay</li> <li>Residential Accommodation</li> <li>Self-arranged</li> </ol>	<b>Visa Options:</b> <p>Youth Mobility Scheme (has to be arranged by the applicant and is not included in program fee; cost approx. £125)</p>	<p>Book your flight and arrange your medical &amp; travel insurance (not included in program fee)</p>
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### Program Fees

Application Fee: AU\$750  
 Placement Fee: £675

## QUICK FACTS



**REMUNERATION:** Minimum wage (deductions will be made for national insurance, food and accommodation.)

**DURATION:** 25 weeks

**LEAD TIME:** 3 months

**START DATES:** All year round

**LOCATIONS:** Hotels, Restaurants, Country Houses, Bars, other catering establishments throughout the UK



### Available internship fields:

- Front of House:  
Waiting  
Reception  
General Assistant  
Bar Tender
- Cookery:  
Sous Chef  
Chef de Partie  
Commis Chef  
Kitchen Assistant

### Accommodation

Will be arranged by the property, usually in the staff quarters in or near the property. The cost for accommodation will be deducted from the wages.

## Hospitality Internship Program

Rich in both history and culture, the UK showcases its love for tradition while still maintaining a trendy, hip outlook. For the past 500 years the UK has been one of the worlds centres for music, art and entertainment and it still upholds this reputation today. The Hospitality Internship program includes two fields:

### 1) Front of House

The Front of House program is aimed at hospitality students and graduates with at least 6 months relevant work experience in the field. Candidates are placed in front office type positions or trainee hotel management positions. Students can choose their placements and placement location.

### 2) Cookery

The Cookery program is aimed at trainees with experience working in kitchens, trainee chef or those who have chef qualifications, are trainees with an interest in catering, or those trying to gain catering experience.

The properties provide accommodation, food and a training allowance equivalent to the UK national minimum wage. Deductions from the allowance will be made for tax and national insurance and there may be charges for any other services provided by the host company such as accommodation and food.



### Application Requirements

Age: 21-30

Qualification: Hospitality Management studies or Cookery qualification

### Initial Assessment Documents

Curriculum Vitae

Letter of Objectives

Academic Transcript

### Application Documents

Completed and signed Application Form & Terms and Conditions

Copy of valid passport (valid for whole duration of the internship)

Payment of application fee

### Placement Process

1. Negotiations with potential Host Organisations commence

2. Set-up of interview with Host Organisation

3. Official placement confirmation & Payment of placement fee

### Accommodation & Travel Arrangements

Accommodation Options:  
Arranged by the property, usually in staff quarters in or near the property. (Cost will be deducted from wage)

Visa Options:  
Youth Mobility Scheme (has to be arranged by the applicant and is not included in program fee; cost approx. £125)

Book your flight and arrange your medical & travel insurance (not included in program fee)

### Program Fees

Application Fee: AU\$750

Placement Fee: £890 (Front of House); £840 (Cookery)