

Work
Experience

Twin



Work Experience Programmes

AWARD WINNING | CAREER ENHANCING



Winner
Work Experience Provider 2008

Accredited by the
BRITISH COUNCIL
for the teaching
of English

ENGLISH UK
member



www.workuk.co.uk



17 years of success



Your team in Work Experience Programmes UK

Twin Group is an award winning education and training provider

Founded in 1993, the Group has grown rapidly to become a major provider of a wide variety of educational programmes for both UK and international students.

TWIN has excelled as a British Council Accredited English Language provider as well as specialising in career development and employability skills, achieving

LTM Star Work Experience Provider 2008 winner status at the 2008 Language Travel Magazine awards.

As a market leading award winning English language and work experience provider, Twin Group is able to offer a boutique, tailor-made service to individuals and groups on a wide variety of exciting programmes, paving the

way for career development. In addition to British Council recognition, Twin is an OFSTED inspected organisation that is recognised as an exam preparation centre for the London Development Agency, European Social Fund, Department for Education & Skills, the Institute of Leadership & Management and the Chartered Management Institute.



Winner

Work Experience Provider 2008

Accredited by the
BRITISH COUNCIL
for the teaching of English



WORK EXPERIENCE UK



Contents

> Career Development Programme	4 - 5
> Internship Programmes	6 - 7
> Paid Work Experience Programmes	8 - 9
> Leonardo Da Vinci Programmes	10 - 11
> Our London Centre	12
> Our Eastbourne Centre	13
> Homestay Accommodation	14
> Residential Accommodation	15



CAREER DEVELOPMENT PROGRAMME (CDP)

LANGUAGE TRAINING PLUS WORK EXPERIENCE PLACEMENT LEADING TO EDEXCEL QUALIFICATION



Our unique CDP programme is our most popular course for intermediate level students.

Designed to equip students with the skills and language ability to undertake successful work experience in a British company, this programme offers students a unique pathway of progression, where learners have the opportunity to acquire career development skills and a nationally recognised British qualification, in conjunction with a period of work experience in the UK.

Students have the possibility to choose to study in one of our centres in London or Eastbourne. This course enables learners to analyse their own potential via the practical work experience element as they work towards a nationally recognised qualification.

THE COURSE

There are six course length options:

Option 1 – 8 weeks
(set start date apply)
4 + 4
(study + work)

Option 2 – 12 weeks
6 + 6
(study + work)

Option 3 – 16 weeks
8 + 8
(study + work)

Option 4 – 24 weeks
12 + 12
(study + work)

Option 5 – 40 weeks
10 + 20 + 10
(study + work + study)

Option 6 – 52 weeks
13 + 26 + 13
(study + work + study)



CLASSROOM BASED COMPONENT

The classroom based course components cover all the skills needed to undertake a successful placement, from the initial process of applying for work experience and attending an interview, to recognising and developing self confidence and key skills to enhance employment opportunities upon return to their home country.

Modules studied depending on length of course include:

- Managing work life balance
- Project management skills
- Personal skills for leadership
- Negotiation skills and persuasion in the workplace
- Strategies to include job interview skills
- Communicating solutions to others
- Working as a team
- Alternatives to paid work
- Building working relationships with customers

Following the study programme students will embark on a period of work experience.

WORK PLACE BASED COMPONENT

■ **UNPAID INTERNSHIPS**
During the classroom based element of the course our team of professional career development advisors work with you to source the most appropriate placement for your needs. We have a wide variety of positions in different sectors including:

- Marketing & Sales, Media, Public relations, Advertising, IT & Communications
- Finance & Accounting Insurance, Law, International Trade, Architecture
- HR & Training, Customer Service
- Travel & Tourism, Hotel & Catering, Retail, Administration
- Fashion, Medical, Art & Design, Education, Leisure, Environmental, Charitable

■ **PAID PLACEMENTS IN HOSPITALITY AND CATERING:**
From 12 weeks plus as part of a 24 week programme Students are paid the national minimum wage.





We can provide paid placements in the hospitality sector all over the United Kingdom. Jobs range from general assistants, cleaners and housekeeping, to kitchen assistants, front of house, restaurant and bar assistants.

PROGRAMME FEES INCLUDE:

- Study period; this will depend on the English language level, the lower the language level, the longer the study period
- 15 hours study per week
- Placement workshop and induction
- Work experience placement
- Participation in Twin social programme
- 24-hour emergency student support
- End of course certificate and Edexcel qualification
- Job club

Twin Group can provide students with a part time job during their study period.

Requirements table

	UNPAID PLACEMENTS	PAID PLACEMENTS
		
Programme start	Any Monday	Any Monday
English level	Intermediate + IELTS 4.5	Intermediate + IELTS 4.5
Age requirement	18+	18+
Eligibility	EU and non-EU students	EU and non-EU students
Length of programme	Minimum 4 weeks as part of an 8 week programme including study element	Minimum 12 weeks as part of a 24 week programme including study element
Location of study	London and Eastbourne	London and Eastbourne
Location of placement	London and Eastbourne	Throughout the UK (not London)
Remuneration	No	Yes
Accommodation organised by Twin on placement	Yes	No
Accommodation provided by employer on placement	No	Yes



INTERNSHIP PROGRAMMES

Twin's Internship programmes are designed to meet the needs of students of all ages and backgrounds. We match the career objectives of each participant on the programme to one of our 5000 companies in all sectors and professions.



LEVEL 1: 16-18 YEARS From 2 weeks plus

This programme has been designed for **adventurous young people** who wish to travel abroad for their first international work experience. It is specifically aimed at the younger trainee, with an intermediate level of English (minimum age 16 maximum 18). It is targeted at students in full time education, in their gap year between school and university or those who simply wish to **gain work experience in an international setting**.

English is improved in the work place and life skills are enhanced simultaneously.

LEVEL 2: 18 YEARS + From 3 weeks plus

This programme offers a unique way in which to **develop personal and career goals** through work experience in most vocational areas of study. The programme aims to provide a means of improving existing English language skills in a professional environment, enhance employment opportunities within an increasingly competitive employment market and increase awareness of international business and practical work experience.

We guarantee work placements that will match the career objectives of each trainee. Placements range from 3 weeks plus, the longer the placement the more beneficial the work experience.

LEVEL 3: 21 YEARS From 16 weeks plus

This programme is the highest level of placement we provide, it is aimed at graduates with an advanced level of English and some previous work experience enabling them to participate in a **placement programme in London** and receive an allowance of £250 per month towards travel and lunches. Graduates attending this programme are therefore able to bridge the gap between the theoretical knowledge that they have gained at university and the reality of working in a British business environment. Our placements enable students to develop professional skills, as well as improving the fluency of their general and business English.




Companies are selected on the basis that they provide our trainees with a good position, clear job description and projects focused on their fields of study.

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 client's career expectations. Once in the UK, students attend a full induction and are guided through their first day on placement. Students are assigned a placement officer to help them settle into life in the UK and support them through their period of time with us.

Students are monitored throughout their placement and on successful completion are awarded a Twin placement certificate as well as a reference from their UK employer.



Requirements table

	LEVEL 1	LEVEL 2	LEVEL 3
			
Programme start	Any Monday	Any Monday	Any Monday
English level	Intermediate IELTS 4.5	Intermediate and above IELTS 4.5	Advanced IELTS 6.0
Age requirement	Young participants From 16 to 18 years old	Undergraduates and graduates From 18 years old	Graduates and post graduates From 21 years old
Eligibility	EU nationals only	EU nationals only	EU nationals only
Length of programme	From 2 weeks plus	From 3 weeks plus	From 16 weeks plus
Area of work	General Administration, Shop Work	Marketing & Sales, Engineering, Travel & Tourism, Hotel & Catering, Finance & Accounting, Insurance, PR & Advertising, Law, International Trade, Human Resources, Media, Administration & Secretarial, Architecture, Art & Design and Education.	Marketing, General Administration, Finance, IT, Teacher Assistants, Advertising & PR, International relations, Fashion. All career options catered for.
Companies we work with	Oxfam, British Heart Foundation, Peacocks	PGL, Best Western, Commission Junction, Ford, Southwark Credit Union, BP, Hostelbookers.com, Freedman International, Lead Generators, El Gazette, Times publications, Material Science Consultants, and many more.	Price Runner, Commission Junction, Value Click, Elemis, Freedman International and many more.
Remuneration	None	None	£250/month
Locations	London and Eastbourne	London and Eastbourne	London only
Accommodation	Homestay	Homestay or student residence	Homestay or student residence

NB. Part-time internships can be offered as a combination of morning lessons and afternoon internship in general administration roles. To qualify for this programme students must enrol for a minimum of 4 weeks.



PAID WORK EXPERIENCE

This programme has been specifically designed to provide practical work experience for those interested in the hospitality sector. The programme offers students the minimum wage plus subsidised board and lodging whilst on placement.

The programme aims to improve international understanding and give students the opportunity to explore tourist areas all over the UK. The hospitality companies are of all sizes and can be located anywhere in the UK from the Isle of Sky to Cornwall and range from family based businesses to 5 star hotels.

INTENSIVE EMPLOYMENT PREPARATORY COURSE:

All students must attend a Preparatory English Language course for a minimum of 1 week prior to their placement which will include workshops dedicated to providing students with all the necessary skills to get the most out of their experience.

Content of the course:

3 Hours standard course in the morning + 1h workshop in the afternoon:

- Interview skills and techniques
- Customer service skills
- Health & safety/food hygiene
- Hospitality industry-specific vocabulary
- Placement confirmation
- Travel confirmation
- Welcome pack and student handbook



NB: Please note all participants will be tested upon arrival and before going to their placement to ensure they have the level of English required for the programme. If they do not have the required level, they will need to do additional weeks of General English.

LEVEL 1:

This programme is suitable for students wishing to gain international work experience and who have an intermediate level of English. Placements include general assistants, bar staff, restaurant staff, housekeeping and other key roles in the hospitality industry. Previous experience in the field is not essential but would be an advantage.



LEVEL 2:

This programme is aimed at hospitality students with a higher intermediate or advanced level of English and relevant previous work experience in the field. Students are guaranteed to be placed in front office type positions or trainee hotel management positions. Students can also choose their placements and placement location. **We welcome applicants from students studying hotel management and are able to match students with larger hotel chains.**

EXPERIENCED CHEF PROGRAMME:


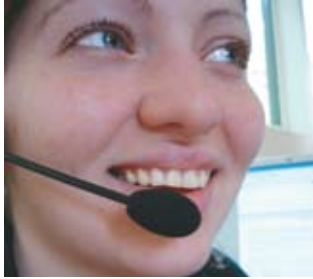

This is aimed at trainees with experience working in kitchens, trainee chef or those who have chef qualifications, are trainees with an interest in catering, or those trying to gain catering experience. The company provides accommodation, food and a training allowance equivalent to the UK national minimum 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. **Fully trained chefs will earn more than the minimum wage.**

Positions available

Sous Chef, Chef de Partie, Commis chef, Kitchen Assistant/Food preparation



Requirements table

	LEVEL 1	LEVEL 2	EXPERIENCED CHEF PROGRAMME
			
Programme start	Any Monday	Any Monday	Any Monday
English level	Intermediate and above IELTS 4.5	High intermediate IELTS 5.5 (submitted to telephone interview)	Intermediate and above IELTS 4.5 (submitted to telephone interview)
Age requirement	18+	21+	21+
Eligibility	EU nationals only	EU nationals only	Catering students or qualified chefs. EU nationals only
Length of programme	Min 13 weeks to 1 year Including 1 week preparatory course	Min 25 weeks to 1 year Including 1 week preparatory course	Min 13 weeks to 1 year Including 1 week preparatory course
Locations	Throughout the UK	Choices of locations in term of selecting North, South, East and West	Throughout the UK
Experience	Not necessary but some previous experience in the field would be an advantage	Relevant experience	Relevant experience as a chef or trainee chef
Examples of establishments	Hotels, restaurants, bars, other catering establishments, fast-food, campsites, theme parks amongst others.	Hotels, restaurants and country houses	Hotels, restaurants, bars, other catering establishments
Positions available	All apart from front of house, chef, etc	Front of house (waiting, reception, general assistant, bar tender...)	Sous Chef, Chef de Partie, Commis chef, Kitchen Assistant
Remuneration	Minimum wage per hour with deductions for tax, national insurance, accommodation and any other services provided by the employer	Minimum wage per hour with deductions for tax, national insurance, accommodation and any other services provided by the employer	Minimum wage per hour with deductions for tax, national insurance, accommodation and any other services provided by the employer
Accommodation	Arranged by the establishment, usually in staff quarters in or near the hotel.	Arranged by the establishment, usually in staff quarters in or near the hotel.	Arranged by the establishment, usually in staff quarters in or near the hotel.



LEONARDO DA VINCI PROGRAMMES



Twin is a unique training organisation funded by the European Union in order to provide work experience opportunities abroad for British students wishing to gain knowledge and experience in European countries. We also provide a variety of opportunities and programmes for students wishing to gain international work experience in the UK.



WE ARE ABLE TO TAILOR-MAKE PROGRAMMES TO FIT YOUR SPECIFIC REQUIREMENTS INCLUDING:

English Language courses in our British Council Accredited schools in London and Eastbourne from 1 week upwards.

High quality and inspected work placements from 2 weeks to 24 weeks in companies matching the career prospects of students.

As we have a large team of professional career development advisors, we are able to source placements in most professions and sectors.

WHAT WE OFFER:

- Meet and greet at the airport for individuals and groups
- Interview, consultation and matching service tailored to the student's specific career objectives
- Mentoring and support for all students whilst on their work placement
- Certificate and final report
- A social programme in all our schools where students can participate, enjoy themselves and make friends from all over the world
- Fully inspected residential or host family accommodation on a self catering, bed and breakfast or full board basis
- Additional services and tailor-made packages for transport, tours, sightseeing, entrances to exciting places in the UK and much more.

TAILOR MADE PROGRAMMES:

We are able to organise programmes matching the individual requirements of schools, colleges, universities, training companies and all our partners.

- Language courses from 1 week to 4 weeks
- Internship placement from 2 weeks to 24 weeks (mentoring, monitoring and assessment)
- Accommodation in families, residential centres or budget hotels
- Airport transfers
- Travel cards
- Company visits and evaluation
- 24 hour emergency support
- Social programme, excursions and activities
- Twin certificate



Requirements table



LEONARDO SAMPLE PROGRAMME:

1 WEEK LANGUAGE COURSE:

First day at school (Monday):

- 9.30 English test
- 10:00 English course
- 13:00 School induction

Tuesday to Friday:

- 9-12.30 English course
- Afternoon: social activities (upon request)

Certificate of achievement

Internship period:

- Work placement
- Monitoring/progress weekly meeting
- Companies' visits and evaluation
- Training agreement
- Reference from employer
- End of internship certificate
- Final report

Partners we work with:

Fondazione Giacomo Rumor (Italy), Associazione Culturales Fortes (Italy), Kultur Life (Germany), IFA (Austria), AFEC (France), Oneco (Spain), Incoma (Spain), New Age Institute (Slovenia), Poslovno-komercialna sola (Slovenia)

Programme Start	Any Monday
English Level	Intermediate IELTS 4.0
Age requirement	16+
Eligibility	EU nationals only
Length of programme	2 – 24 weeks
Location	London and Eastbourne
Previous experience in the field	Not necessary
Areas of work	Marketing & Sales, Engineering, Travel & Tourism, Hotel & Catering, Finance & Accounting, Public Relations, Advertising, Law, International Trade, Human Resources, Administration, Media, Fashion, Architecture, Retail, Art & Design, Education, Leisure, Environmental, Charitable, IT & Communications, Customer Service.
Accommodation	Homestay or student residences



“I had the best time of my life (not only because I did a skydive for work), but because I met interesting people, got to know an other country and its culture; and one of the most interesting cities in the world.”

Kerstin Straubinger



OUR LONDON CENTRE

Twin English Centre London is accredited by the British Council, and is a member of English UK.

The school is located in Lewisham in South East London, where the cost of living is lower than central London, and yet is only 10 minutes away from London Bridge, 20 minutes from the hustle and bustle of Covent Garden and Oxford Street, and 5 minutes from historic Greenwich. For lovers of the countryside, the "Garden of England" – Kent – is right on your doorstep.

Lewisham is a lively, thriving suburb in South East London, located just minutes from the edge of the river Thames and the famous Greenwich Village and park, now a UNESCO heritage site. The London suburban town has a modern shopping centre and high street as well as a traditional South London market.

FACILITIES:

- English Centre very close to central London, less than 10 minutes from London Bridge by train
- Within walking distance of shopping centre and railway station
- A wide range of English courses, work placements in the UK and accommodation options
- Comprehensive IT suite: Internet access and self-study facilities
- Lively social programme with a full range of activities and excursions for you to fully enjoy London
- Student kitchen and dining area

We offer a wide range of English courses to suit your individual needs. After lessons you can use our self-study facilities and IT suite with free Internet access. You will be invited to take part in our active social programme. Here you will have the opportunity to practise your English, get to know new places and make new friends.

BUDDY CLUB

At our London English Centre our Buddy Club forms an important part of all student experiences. We run the Buddy Club to introduce new and existing students to each other to create and maintain a wonderfully friendly atmosphere. The Buddy Club serves to inform and organise student's social programme, highlighting forthcoming events organised through Twin.

JOB CLUB

Twin is a career development specialist able to offer job clubs to help students with their English CV's and provide them with useful interview techniques.

SOCIAL PROGRAMME

We offer a diverse programme of events, including the Twin Football League, sightseeing tours, group picnics, BBQ's, bowling, salsa dancing, international food fair and many more.

Accredited by the

for the teaching
of English





OUR EASTBOURNE CENTRE



Eastbourne is a touristic seaside town with beaches, parks and leisure centres, ideally placed near Brighton in the South East of England for a safe and enjoyable stay.

Our English Centre in Eastbourne is ideally located in a quiet residential avenue, but still close to the centre of this busy south-coast resort town. Students at our Eastbourne Centre can enjoy all of the benefits of living and studying in a seaside location and yet be only 90 minutes by train from the excitement and attractions of London.

Our Eastbourne English Centre is a member of EnglishUK and Accredited by the British Council for the teaching of English. All members of staff are friendly, qualified and with many years experience working with international students. They are always ready to give advice and assistance and, of course, they will always be available to

help our students with any difficulties they may encounter - both in and out of the classroom.

FACILITIES

- A large, elegant, fully modernised 19th century town house
- A huge garden exclusively for the use of our students
- Ten brightly lit classrooms
- IT suite offering free internet access
- A lively and varied social

programme throughout the year

- Own inexpensive cafeteria and common room where students can meet and socialise after lessons
- A short walk to the town centre, railway station, the parks and the beaches

SOCIAL PROGRAMME

At our Eastbourne English Centre our social programme forms an important part of all students experiences.

We offer a diverse programme of events, including DVD nights, sightseeing tours, group picnics, BBQ's, bowling, salsa dancing, international food fair and many more.



Accredited by the

for the teaching
of English



HOMESTAY ACCOMMODATION

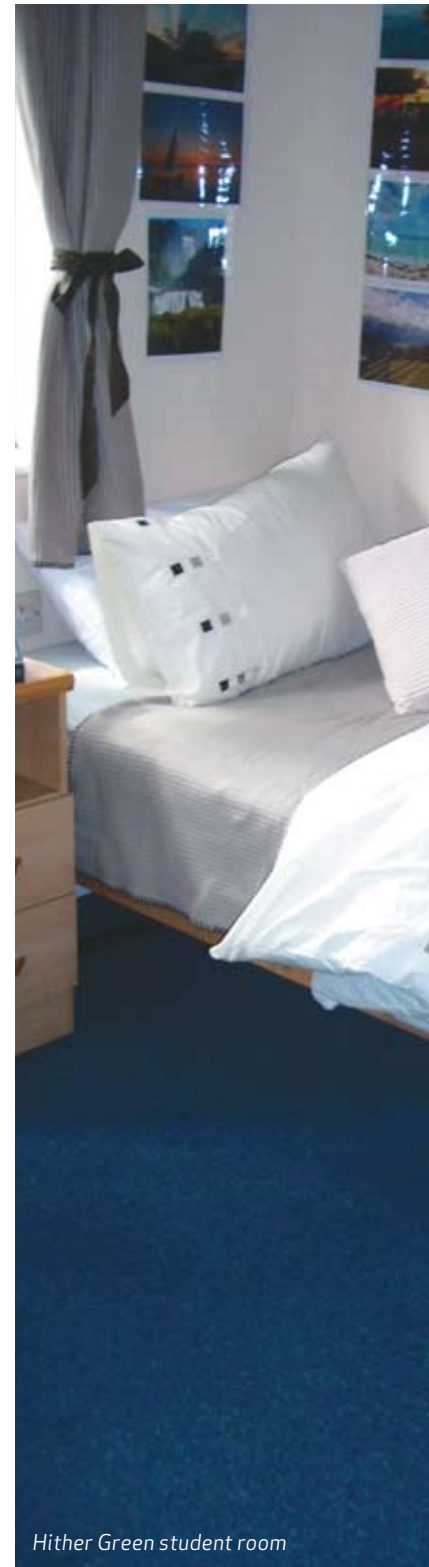
LONDON AND EASTBOURNE



Each year our Student Services department provides good quality homestay accommodation for thousands of people from abroad wishing to experience the British way of life living with a family at an affordable price. Staying in homestay accommodation is an impor-

tant part of integrating yourself into the English way of life. Living with a British homestay provider and immersing yourself in British culture will not only accelerate your English language learning but also enhance your learning experience as it will provide plenty of opportunities to speak English with your hosts after school.

Our homestay providers reflect the cultural and social mix of the UK today: many homestay providers are made up of two parents and one or more children, but others are single-parent families, single people or retired couples. Accommodation for adult students is provided in single rooms. Most students take half-board (breakfast and an evening meal) with their homestay provider, but it is also possible to request full board or bed and breakfast.



Hither Green student room



RESIDENTIAL ACCOMMODATION LONDON ONLY



The residence is in the perfect location for experiencing London's museums, restaurants and nightlife. Everything is very close and easy to get to. I felt very safe and happy at the residence.

Claire Helbecque, France



LIVING IN A RESIDENTIAL CENTRE

As an alternative to homestay accommodation, many students prefer to choose a residential option as this allows for a certain level of independence. Our residences in Forest Gate (East London), Hither Green (South East London), and Bloomsbury (Central London), offer budget, mid-range and premium accommodation within easy travelling distance to Central London and Twin English Centre and offices.



ECONOMY ACCOMMODATION

Our Forest Gate residence is located in East London, near Stratford, which is the location of the 2012 Olympic games, and within easy travelling distance of Central London and our English Centre in Lewisham. The residence contains over 200 large single rooms arranged in



self-contained flats, each with a well-equipped shared kitchen, toilet and bathroom. Rooms are available on a self-catering basis throughout the year for long and short-term lets.

The residence is ideal for students on a budget.

STANDARD ACCOMMODATION



Our Hither Green accommodation is located in a quiet residential area just a short distance from our Twin English Centre and offices, 10 minutes by bus or 30 minutes on foot, and only 20 minutes from central London by train.

The accommodation is separated into 6 student houses, which share a garden area between them and all have a view of the park. Each of the student houses has five bedrooms, all of which have their own washbasin. Each house also has 2 bathrooms plus an additional WC, a shared living room and a fully equipped kitchen.

The shared houses are ideal for meeting new people and making friends.

PREMIUM ACCOMMODATION

Our residence in Bloomsbury is located in central London close to popular attractions such as Oxford Street, Leicester Square and Covent Garden. The residence comes complete with a spacious communal lounge with Sky TV. Other great features include a commu-



nal study room with computers, laundry room, CCTV, swipe card entry and a 24/7 onsite Hospitality Team.

You can choose between twin rooms, one bedroom flats, two bedroom flats, bed decks and studios.

HOTELS AND HOSTELS

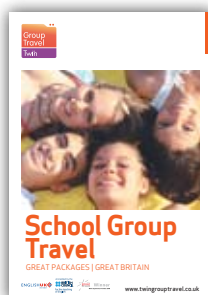
Twin can also offer a choice of hotels and hostels in and around London. Please ask for more details.



Work Experience Programmes

Twin Work Experience is a trading division of Twin Group, a global organisation providing high standards of education and training to thousands of international students every year.

To find out more about Twin Group, please visit our website www.twinuk.com



PLEASE CONTACT US FOR MORE INFORMATION OR A NO-OBLIGATION QUOTE.

TWIN GROUP

67-71 Lewisham High Street
London SE13 5JX
T: +44 (0)20 8297 1132
F: +44 (0)20 8297 0984
W: www.twinuk.com