



INTERNSHIP PROGRAMME

Programme objective: Improve Spanish level. In-depth training in a specific sector and improve the possibility of gaining future employment in an international company.

We will take care of the administration and selection process until the student is guaranteed a placement in a company appropriate for their level of experience and education. In addition, we will coach and protect the student with personalized attention during their stay in Malaga. We guarantee continuous attention with quality and professionalism.

Guaranteed services:

- Search for a company for the appropriate placement of the student. Once the search for a company has been completed, each student will receive confirmation of their placement with a **company file**. The file contains:
 - Company description
 - Address
 - Supervisor name
 - Work hours
 - Company contact details

- Documentation management.
- Introduction to the company and supervisors on the first day, bringing them from the school to their work site where they will undertake their internship.
- Supervision of the internship during their placement.
- Once the internship has finished, the intern will receive an attendance certificate.

Required documentation:

- Each candidate must provide their full CV, as well as a short introduction letter in Spanish, at least 12 weeks before their arrival.
- Travel insurance and health insurance is always compulsory.

Internship programme description:

Types of companies:

Spanish companies in diverse sectors are available for candidates that will cover their training needs. From the tourism sector to the construction sector, including telecommunication companies or the business sector.

When:

The internship programme is available **throughout the whole year**.

Duration of the programme in the companies:

According to the needs of the student and the companies where they will undertake their internship.

Work hours:

It is understood that the working hours will depend on the sector in which the student will undertake their internship, the hours can also vary depending on their job role and the clients that the company has. Nevertheless, an agreement will be made on the hours that best suits both the company where the internship will take place and the student. In the majority of cases the hours will be agreed on with the supervisors before the arrival of the candidates in Spain so that they will be included in their contract.

Certificates:

- One the internship has been completed; the interns will receive a certificate of attendance that accredits their internship in a foreign company.
- In addition, with good job performance, the student's supervisor in the assigned company will be able to provide on request a personalized letter of recommendation.
- All contracts and official certificates of institutions will be duly completed by the companies and supervisors.