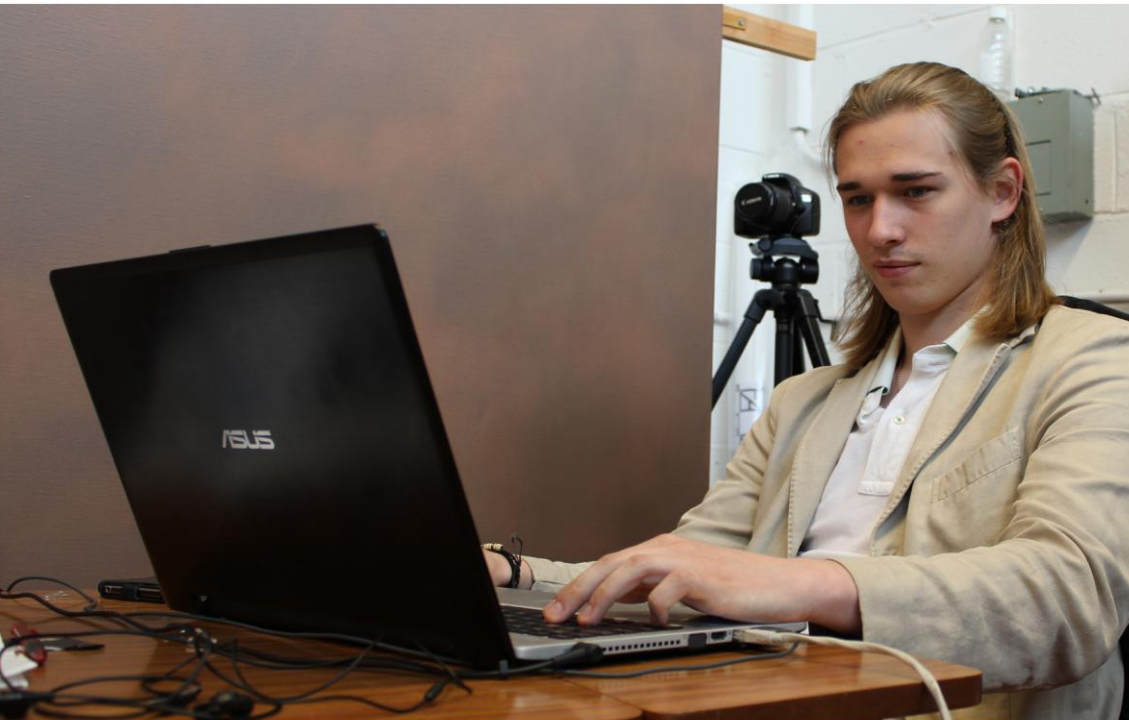
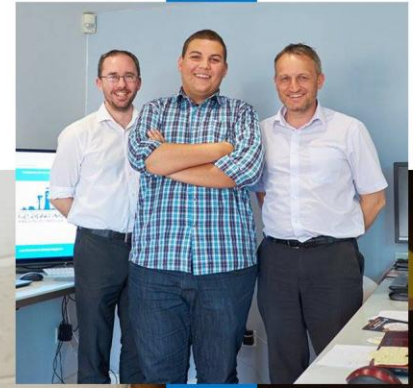


visit <http://www.almondvoclink.co.uk/>

Almond Vocational Link

Achievement through partnerships



ERASMUS + WORK EXPERIENCE





Unpaid internships in South West of England

Since 2007 Almond Vocational Link Ltd has been providing students from across Europe with internships in the vocation of their choice. We work with many professional companies in Plymouth, Torquay, Exeter and throughout the South West in order to obtain quality work placements suitable for you.

Our aim is to provide the best possible work experience for undergraduates who are currently in a Vocational School, College or University. In order to ensure that this is the case, we will only place our students in well established, reliable firms that maintain a high standard of integrity and professionalism. Whilst working in the UK, you will be staying in accommodation provided by us. Please read more about our Host Families and how we allocate them in the [Student Accommodation Guide](#). Both, employers and host families, are interviewed by us to ensure that they have an encouraging attitude towards our students, supporting them during their stay.

We can provide work experience packages for Erasmus Plus students as well as for self-funded or local government funded & private groups. The minimum stay for each group or individual is 3 weeks, this excludes professionals coming for study projects or monitoring visits.

In order for students to benefit from the experience in the United Kingdom, it is essential that their level of English is of a high standard, minimum B1. If you would like to take part in a intensive English course to boost your confidence before your start work, please specify so in your registration form. To learn more about our English courses, please read the [English Language Training](#) brochure.

Almond Vocational Link Ltd

City Business Park, Somerset Place, Plymouth, Devon, PL3 4BB

Tel. +44 (0) 1752 224446 | www.almondvoclink.co.uk | email: janetw@almondvoclink.co.uk

Registered Company Number 6940166



What does the Work Experience Package include?

- Unpaid work experience placement in a vocation of your choice for a period of minimum 3 weeks
- Host Family accommodation provided by Almond Vocational Link Ltd
- Meeting and greeting upon your arrival in Plymouth
- Welcome meeting and a tour of Plymouth
- Monitoring and mentoring throughout your stay and a 24/7 emergency phone line
- Weekly 1:1 appointments to ensure all is running smoothly and you are happy with the services provided
- Weekly socio-cultural activities to help you integrate, learn English and meet other students
- Completion of student's Euro Pass or any other necessary project documentation
- Certificate of completion

Additional services:

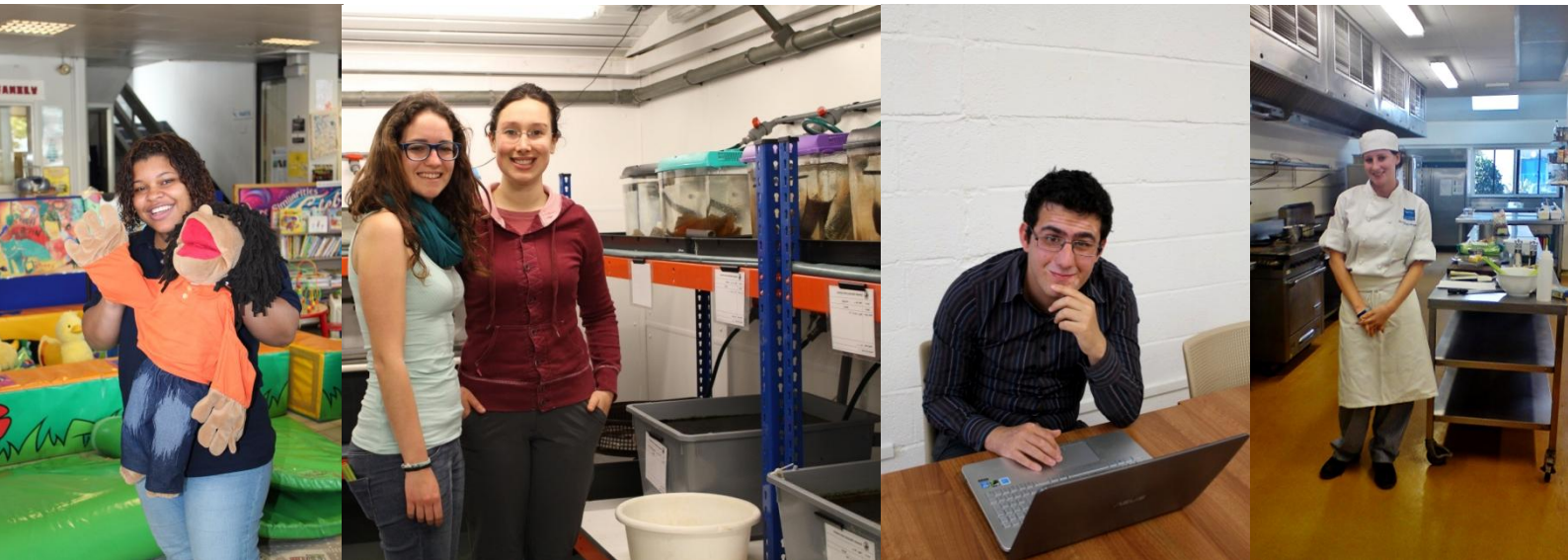
- Airport transfer
- Local transport pass
- English Language Training
- Cultural Trips to many locations across the UK

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Gain practical experience in your chosen area

We have provided hundreds of work placements for Erasmus+ and mobility students in the United Kingdom in a variety of sectors with professional companies. We arrange students work placements in areas such as:

- ✓ Accounting
- ✓ Administration
- ✓ Animal Care
- ✓ Beauty & Therapy
- ✓ Communications
- ✓ Electronics
- ✓ Environmental Studies
- ✓ Graphics Design
- ✓ Hairdressing
- ✓ Hotel, Catering and Hospitality
- ✓ Human Resources
- ✓ Information Technology and Web Design
- ✓ Marketing
- ✓ Mechanics
- ✓ PR
- ✓ Primary and Early Years Education
- ✓ Sales
- ✓ Social Care

...and many more.

We provide a fully *personalised service*. If the area you are interested in is not mentioned on the list above, please get in touch.

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I received my grant conformation, what to do next?

If you are coming in a group representing your University or region of your country, please speak to your coordinator first. They will already have all the information about our company and will guide you through the process. If you are a single applicant, please email us directly and our experienced team will help you understand the application process. If you would like to self-fund your stay, or have received other funding, please contact us to discuss your stay.

How does the process work?

If you have already been approved for an Erasmus Plus grant and know more or less when you would like to come, please get in touch with our team. After the initial consultations to establish if we are able to help, we will ask you to fill in our registration form. You will also receive our full price list and information brochures. We will then request that you send back your:

- Completed Registration Form
- Full CV written in English and highlighting what job you are interested in and list of all of your paid and unpaid experience. Please make sure there are no spelling mistakes and typo's This CV will be shown to your potential employer, so please include all of your skills even if they are on a basic level.
- Job description of the tasks you expect to undertake
- Portfolio of work (if you are applying for web or graphic design)
- Motivational Letter
- Photocopy of a valid ID
- Scanned photo of yourself (passport sized)
- Copy of your medical/health insurance
- Visa if coming from outside of EU

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What happens next?

- Initial email inquiry is sent to Almond Vocational Link by yourself (when single applicant) or your promotor giving brief details of the type of placement you are looking for
- We assess whether or not we are able to find the right work placement for you, based only on your brief description to find
- If yes, we must receive all the necessary documentation, especially CV and Participant Registration Form at least 6 weeks before you are planning to arrive
- We will start the initial search only after receiving Participant Registration form
- Scheduled Skype interview to assess your level of English and talk about the contents of your CV and registration form
- We will contact possible work placement providers on your behalf and present you as a potential candidate
- We will choose the most suitable work placement based on your skills and level of English
- Based on information submitted in your registration form, a suitable host family will be chosen
- You will be informed of the outcome and sent the job description, company dress code, information about your working hours, information about your host family.
- At least 70% of the payment must be made before your arrival
- If you booked airport transfer with us, you will be sent a confirmation before arrival.
- Your host Family and Almond Vocational Link representative will meet you upon your arrival in Plymouth.
- Welcome meeting and a tour of Plymouth will be held on the next working day after your arrival, you will be escorted to our office by the host family.

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Finding the right company

In order to provide you with an excellent service, we must receive all necessary documentation from you at least 6 weeks before scheduled arrival. It is crucial for us to have enough time for vital research and to allow your potential employer enough time to respond, we will also need to give sufficient notice to your new host family. Please note, we do not start making any formal or binding arrangements before we receive a completed registration form from you. We will then look for a placement based on your skills, knowledge, and possible previous experience, level of English and length of stay. You will receive your job description and company dress code before arrival.

Monitoring and support will be given by a work placement supervisor within each company. During your experience, you will be asked to complete a portfolio of evidence; it consists of a diary of your weekly duties and the skills that you have been able to develop.

"My host company is great to do a work placement. They always have different kinds of design jobs for me to do, so it's not boring. I can and I am improving many skills like web design, layout art, software skills and graphic design"

Jose L – Graphic designer, Layout artist, Printmaker



Work insurance is provided by the employer. Provided you have successfully completed your work placement it will be certified by Almond Vocational Link.



Contact

Please contact us to receive our new information brochures on accommodation, cultural trips, English language training, and KA1 staff training courses. Our international team are always happy to help you organise your stay in the UK and make the experience memorable and hassle free.

Please follow us on social media and check our website regularly for most up to date information and news about our recent projects and activities:

Janet Wonnacott
Managing Director
European Project Manager
janetw@almondvoclink.co.uk



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