

INTERNSHIP PROGRAMME IN MALTA

> Internships

Build your CV with a practical hands-on work experience: Complete an internship in Malta!

Internships offer students a unique opportunity to put theory into practice in their chosen career. Internships programmes provide students with the opportunity to gain hands-on experience and improving one's skills at the work place.

Why Malta?

- . 7000 years of history: its history unfolds before your eyes at every corner (ancient ruins, carts, ruts, Forts and Palaces).
- . Rich culture: tasty traditional meals, a unique language, and excellent local produce
- . Vibrant Culture: Malta has a vibrant youth culture, despite its old history
- . Centre of the Mediterranean life
- . A superb climate: the sun shines almost all year round
- . Hospitality: Maltese people are friendly and hospitable
- . Language: English speaking which makes life easy
- . Security: the island is a very safe place to be, with a negligible crime rate.

We help you to make your placement experience a great one

Why Paragon?

> Paragon Europe offers the following advantages:

- . A well established networks of contacts in public and private sectors available for placement
- . Matching of intern expertise with placement organization
- . Continuous monitoring of students during work placement
- . Dedicated and experienced support team
- . Assistance with finding accommodation
- . Social programme
- . Cultural programme
- . Conduction of two full Performance Appraisals during your internship
- . A full reference at the end of your internship and Euro-Pass Certificate.

You

- . You must be 17 years of age or older
- . You should stay for a minimum length of 12 weeks.
- . You will be placed either with Paragon Europe or with other organizations
- . You will be working on projects specific to your area of study throughout your placement
- . You will be working 40 hours a week.
- . You will benefit from hands on experience which should add value to your CV
- . You will also be assisting in day-to-day administrative duties
- . You will gain invaluable experience in an English speaking environment – an asset for your future career.

What do you need to send Us

- . A full CV
- . Transcript of your studies together with the unofficial academic report from your University.
- . A letter of referral from your University
- . Let us know if you are a beneficiary of any EU funded programme, such as Leonardo or Erasmus programme.
- . Exact dates and duration of your stay in Malta
- . Whether you wish us to assist you wish accommodation and internal travel

Important

- . You must send all the above requested information by not later than 2 months before the start of your placement period
- . Late requests, submitted less than 2 months before the start of the work placement will be processed but will be subject to a late processing fee of €250. This fee will have to be settled before the student request will be processed.

Other Useful Points

- . Placements are usually not remunerated. However, some companies may opt to provide support either by giving some pocket money or by subsidising an English Language Course
- . You will be advised to take an ongoing English Language Course. The main problem interns find is that of communicating in English. We feel that 4 hours a day of intensive English reading, writing, listening and speaking will help you to learn how to communicate better in the workplace and with your colleagues. Business communication in English is the future.

Types of Placements

- . These include: Project management, Marketing and Communications, Media, Business, Administration; Health, Heritage, ICT, Tourism, Hospitality, PR and Marketing, Financial Services, Insurance Consultancy and Environmental Management.



for more details, please scroll down...

Your accommodation

- Comfortable living and dining area
- Fully equipped kitchen with all appliances + utensils
- Spacious bedrooms with makeup dressers and wardrobe
- 2 Sets of bed linen and towels per person
- Balconies and terrace
- Cooling appliances
- Ventilators
- Free Internet connection [Wi-Fi]
- TV and Satellite reception
- Telephone line (to be used with pre-paid cards)
- Washing Machine
- Iron and Ironing Board
- Free maintenance service (for normal break-down - carelessness is not tolerated and if we suspect damage is caused due to negligence, they will have to pay)
- Paid Electricity and Water Bills
- Weekly maid service
- No fixed check in / checkout time
- In close proximity to work placement, shopping, clinic and entertainment outlets

This type of accommodation will cost EURO 375 per month and it is on shared basis. This means that the students will share the accommodation and the room with other interns. Since the accommodation is fully equipped with all the necessary itineraries, compared to other non inclusive apartments, no doubt the students will be saving highly on their expenses.

Should your students prefer a single room we can provide that at EURO 475 per month.

Upon the students arrival in Malta they will be invited for a Welcome Meeting in our office. This meeting introduces them to Malta, the Maltese culture and work ethic and their work placement. A work plan is also discussed.

Each student is monitored on a regular basis.

Events, trips and activities are organised for students to get to know more about Malta. Students are also given a list of current events taking place during their stay on the Island.

At the end of the students' internship, each student will receive their Euro Pass, a performance appraisal, internship certificate and a reference letter from their mentor as well as other reports and necessary paperwork.

Work placements in Malta

These past couple of years, Malta has increased rapidly in its popularity as a central destination for Internships and Work Placements, it is for that very reason that whatever the field of study any student may be undertaking-

We have the appropriate 'Work Placement' available.

> Feel free to come and join us.

What we require from you

Each student interested to follow a work placement in Malta is required to send:

- CV and motivation letter describing what you would like to do during your internship
- A letter of reference from the University
- If possible the exact dates and duration of their stay in Malta

Optionals

We strongly suggest that you follow an English language course and we will provide guidance according to your level. English Courses are conducted by a qualified experienced teacher in our classroom. You will first complete a test through which the teacher can decipher your level and then lessons are planned accordingly. You will also be given the option to have some lessons done outdoors. These On Site field work lessons are the most popular with students who want to practice conversation. A course is 20 hours long and costs EURO 350.

We also offer airport transfers on the day of arrival and departure. Both trips cost EURO 50. – This comprises of the following services:

Driver shall wait for you at the arrival gate, will hand you a welcome pack and give you your apartment keys and drives you directly to your accommodation.

Paragon Europe 295B Constitution Street Mosta MST 9052

00 356 2339 0111

00 356 7941 8756

00 356 2141 8702

joseph@paragoneurope.eu

www.paragoneurope.eu


PARAGON
EUROPE

"REALISING EXCELLENCE"



Dear Sir / Madam

Thank you very much for your interest in choosing Malta for your Students' Internships Work Experience.

Through our well established contacts with both public and private entities we provide students with interesting unpaid work placement by matching your students' expertise with that of the placement organisation.

Due to problems that have arisen in the past with students who hired their own accommodation, students are encouraged to live in our student apartments which include the following:

- Comfortable living and dining area
- Fully equipped kitchen with all appliances + utensils
- Spacious bedrooms with makeup dressers and wardrobe
- 2 Sets of bed linen and towels per person
- Balconies and terrace
- Cooling appliances
- Ventilators
- Free Internet connection [Wi-Fi]
- TV and Satellite reception
- Telephone line (to be used with pre-paid cards)
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Transport is provided at a charge of EURO 50 to/from Airport.

Please note that if CVs and details of students reach our office two months prior to their arrival in Malta we do not charge any administration/management fee.

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