

## Virtual Internship Programme

Kick-start your international career with a virtual internship

- ✓ Gain international work experience
- ✓ Build a pathway for a future international career
- ✓ Improve your CV and stand out to employers
- ✓ Gain specific skills in the field of your choice
- ✓ Learn how to work remotely, yet within a team
- ✓ Get support and coaching along the way

## Introduction

**Eurocentres Online** is partnering with **Virtual Internships** to offer the best possible virtual internship experience by 1) ensuring that students receive effective language and communication training and 2) by providing excellent virtual internships in carefully selected companies.



The programme is **designed for students or young professionals who wish to start an international career** in an English speaking work environment. Students will develop all the professional skills they need in the field that they choose and ensure long-term career success by becoming more appealing to employers.

Benefits		
<p><b>English Fluency</b> reach B2-C1 and develop business English skills</p>	<p><b>21<sup>st</sup> Century Skills</b> receive a certification based on the CEFR</p>	<p><b>Guaranteed Remote Internship</b> 20-30 hours per week for 4 to 12 weeks</p>
<p><b>Certificate of Language Proficiency</b> recognised by employers</p>	<p><b>Application Coaching</b> CV, cover letter and interview</p>	<p><b>360° Student Support</b> before, during, and after the internship</p>
<p><b>360° Virtual Language Immersion</b> virtual live classes, group work sessions, private tutoring and self-learning</p>	<p><b>950 Engaged Host Companies</b> In the UK and in Asia</p>	<p><b>Stand out to employers</b> show initiative by securing a virtual internship with an international company</p>

The virtual internship programme contains two phases. **First, students receive English and communication skills training** tailored to their needs to ensure that they are well prepared for the virtual internship application and that they reach the required English level before starting their placement. **Second, students are placed in a company for their virtual internship** from the comfort of their home.

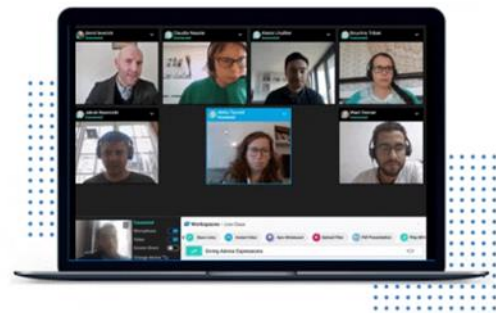
## Content of the Programme

### 1. Language and mediation skills preparation

Our programme is designed to prepare students for their virtual internships, including the application process. Therefore, it focuses on all the academic elements composing a traditional language course, i.e. reading, writing, speaking, and listening, while ensuring that students develop their 21<sup>st</sup> Century Skills, which are especially crucial in today's workplace.

Consequently, we designed a course, which fosters mediation skills such as critical thinking, negotiation, digital literacy and communication skills in different environments. Additionally, students benefit from private lessons to develop their interview techniques, their CV and their cover letter. To reach this academic objective, we included a combination of:

1. Virtual live classes (6-8 students)
2. Group work sessions
3. Self-learning on my.Eurocentres
4. Private tutoring & private lessons



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*"Employers want workers who have communication skills, can work collaboratively in teams and know how to analyse problems by thinking critically."*

World Bank, about 21<sup>st</sup> Century Skills

To be admitted into the programme, students must have an entry-level of minimum B1. When students reach the CEFR level B1+, they can start their placement process, which consists of recording a video interview and submitting their application for the professional field or the country of their choice. Eurocentres and Virtual Internships guarantee that students will be accepted in the programme and be placed in a company for their virtual internship.

Then, students start preparing themselves for their interviews with potential employers while continuing the language and communication preparation with the objective to reach B2 before starting. They will be given access to a self-study platform called CareerBridge, which is specially designed for the virtual internship application process.

## 2. Application process and virtual internship

In the CareerBridge platform, students will have to complete a series of courses to prepare themselves for the interview and the internship. They will aim to understand:

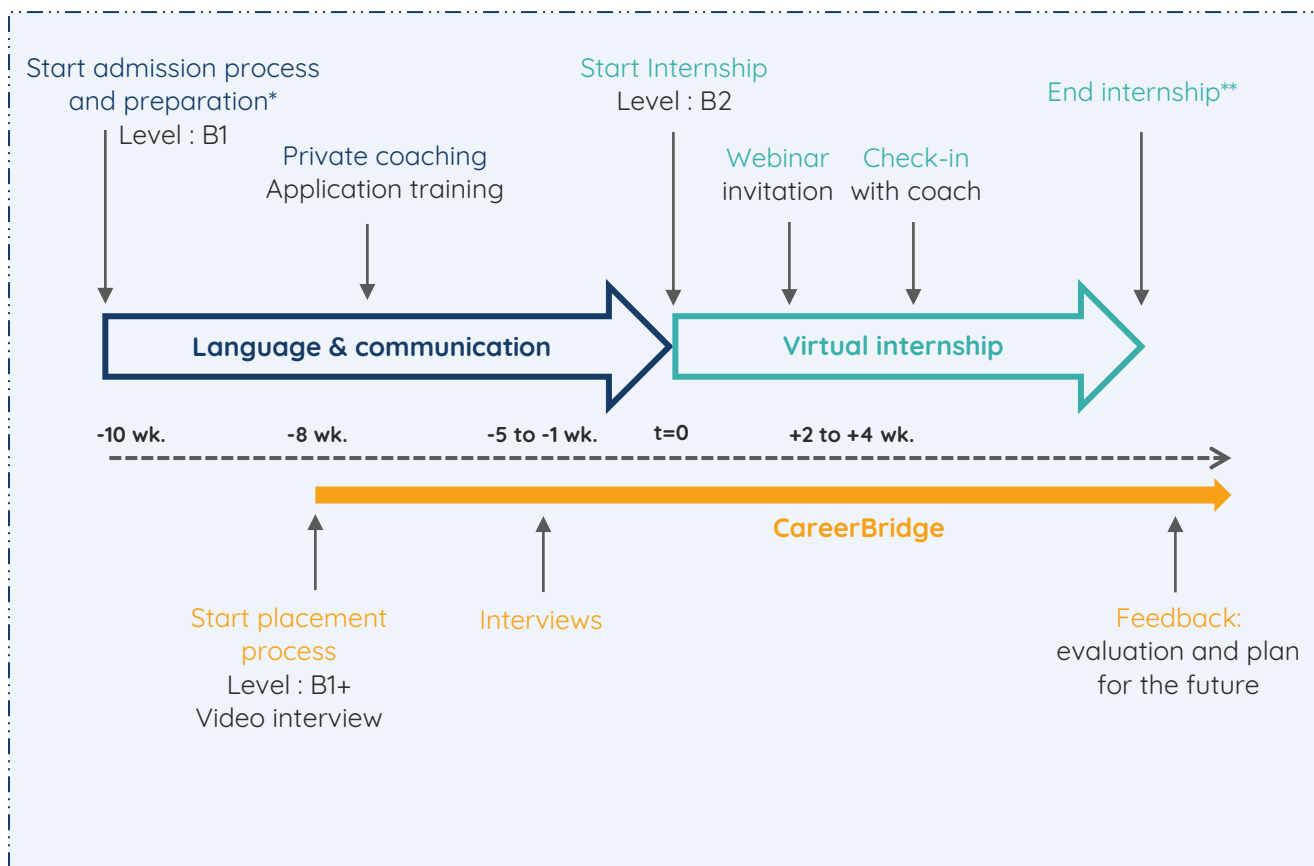
1. what employers are looking for,
2. how to write a CV,
3. how to reflect on professional development,
4. how to communicate and behave during the virtual Internship,
5. how to manage their time and projects, and
6. how to develop their skills during the Internship.

When students have completed those courses, they will be ready for their face-to-face interview with the managers of companies introduced to them. Students will have a choice between two programmes:

- **Track One - International Focus:** we guarantee an internship in the country of choice among China, Japan, South Korea, Vietnam, India and the United Kingdom, or
- **Track Two - Career Field Focus:** we guarantee an internship in the career field of choice among 18 different identified career fields listed below.

Business	Computer Science & IT	Creative, Design & Fashion	Engineering
Entrepreneurship & Start-ups	Finance	Green Technology, Sustainability & Environmental	Health, Wellness & Sports Management
Healthcare & Pharmaceutical	Hospitality, Events & Tourism	Media, Communications & Publishing	International Development, NGO & Charity
Legal	Logistics & Supply Chain	Marketing	Real Estate
Recruitment & HR	Urban Planning and Architecture		

### 3. The Programme at a Glance



\* The start date will vary depending on the student's English entry-level, which will be assessed during the admission process. Please refer to the "Programme Options" section.

\*\* The internship duration varies depending on the preference of companies and interns. Internships last between 4 and 12 weeks (minimum 120 hours). The intensity (number of hours per week) can vary as well.

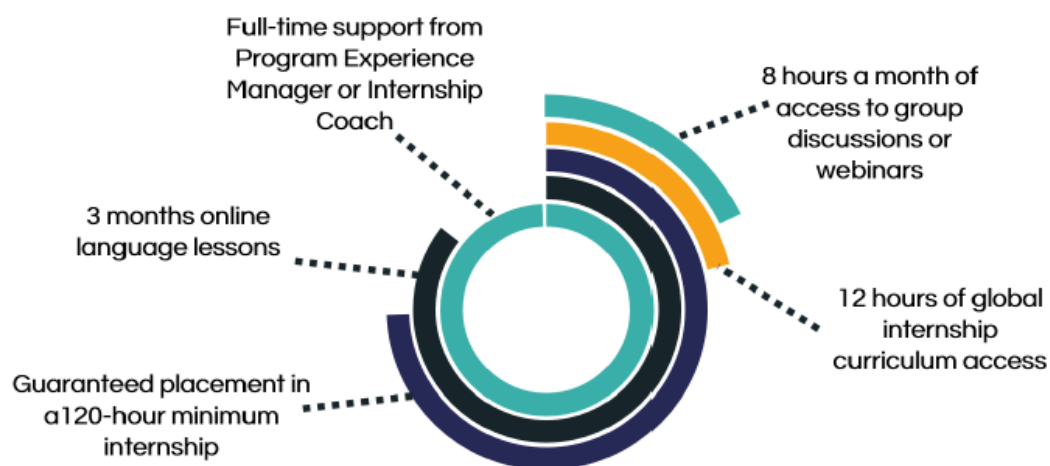
**English and 21<sup>st</sup> Century Skills Preparation:** to work for an international company, students need to reach B2 in both English and communication skills. Our programme ensures students are admitted to the internship placement process and **guaranteed an internship**, after having completed the admission process. Students receive private tutoring to perfect their interview technics, CV and cover letter.

**Placement process:** students must choose their focus (field or country of preference) and record a video interview for which they will have been prepared for. Then, they can submit their application and start the interview process.

**Interview process:** students are introduced to one company at the time and must decide whether they accept the internship, should their application be successful. If they decline (or are not successful), another company will be introduced. This process continues until they find their ideal placement and usually takes between 4 to 6 weeks (but can last longer).

**The internship experience:** students will be fully integrated into the company they work for. They will be part of a team and report to a manager. Therefore, they will be able to gain first-hand experience on how an international company works. Beyond the internship itself, students will be offered a 360° support to make the most out of their experience. Notably, they will have a dedicated Programme Experience Manager (PEM) and an assigned internship coach. They will also participate to weekly group discussions and bi-weekly webinars and have 24/7 access to CareerBridge, even during the internship, to complete their online curriculum (relevant professional skills courses) with the ultimate objective to prepare them for their career.

In summary, the virtual internship programme includes:



**End of programme feedback:** once the internship is completed, students will receive a full report including an evaluation from their supervisor, the CareerBridge completion report, a student assessment, a host company reference and a global career management plan. This is in addition to the language certificate and the 21st Century Skills certificate provided by Eurocentres.

## Entry Requirements

	Eurocentres Online Preparation	Virtual Internship
Minimum Age	18 years*	
Start Date	Every Monday	To be agreed with host company (2 start dates per month). Applications due 8 weeks in advance.
Minimum Duration	See next page	120 hours (20-30 hours per week for 4 to 12 weeks)
Minimum Language Level	B1	B2

\* Eurocentres Online courses are available from 16 years old, but the virtual internship package starts from 18 years old. Students who are going to turn 18 before the internship starts can join the programme.

## Programme Options

Depending on the student English entry-level, we propose five programmes. For students having an entry-level below B1, they must first achieve B1 before enrolling to this programme. Eurocentres Online proposes a range of courses suitable for this objective.

Entry-level	Eurocentres Online Preparation	Duration	Virtual Internship	Total Price
<B1	See suitable course		No	–
B1	English Live Intensive	12 weeks	Yes	£2,955
B1+	English Live Intensive or English Live Balanced	6 weeks	Yes	£2,295
		14 weeks		£2,403
B2	English Live Light + 5 private lessons	5 weeks	Yes	£1,870
>B2*	5 private lessons	flexible	Yes	£1,645

\* if students are already fluent in English AND feel comfortable with 21<sup>st</sup> Century Skills, then they can choose to book 5 private lessons only. However, we recommend students who are above B2 to choose English Live Light + 5 private lessons to refresh their communication skills and prepare themselves to work and collaborate in the digital environment.

## 1. English Live Intensive Options

The English Live Intensive courses contain four academic components; virtual live classes with up to 8 students, group work sessions with up to 8 students, private tutorials and self-learning on my.Eurocentres. Specifically, students will have:

- 10 virtual live classes per week,
- 5 group work sessions per week,
- 1 private tutorial every 2 weeks, and
- 3 months access to our self-learning platform my.Eurocentres.

All classes are live and delivered by UK-based accredited teachers. Private tutorials will allow students to request feedback and direction to improve their virtual internship applications. Group work sessions are designed for practicing communication skills (i.e. 21st Century Skills) with other students. Finally, students can practice on my.Eurocentres.

**We recommend that students Invest 10 hours of self-learning per week to reach B2** and be ready for the Internship.

## 2. The English Live Balanced Option

The English Live Balanced course is composed of the same academic elements as the intensive programme, but it is delivered at a slower pace. Specifically, students will have:

- 4 virtual live classes per week,
- 2 group work sessions per week,
- 1 private tutorial every 4 weeks, and
- 3 months access to our self-learning platform my.Eurocentres.

This programme is available for students who have a B1+ entry-level but could also be proposed to other students, should they prefer this intensity. In order **to reach B2 for the internship, students should work at least 5 hours per week of self-learning.**



### 3. The English Live Light + 5 Private Lessons Option

The English Live Light course combined with 5 private lessons is designed for advanced students (B2 and above) who wish to refresh their language and communication skills while receiving 5 private lessons of 45 minutes to prepare their application. Specifically, students will have:

- 2 virtual live classes per week,
- 2 group work sessions per week,
- 3 months access to our self-learning platform my.Eurocentres.
- 5 private lessons

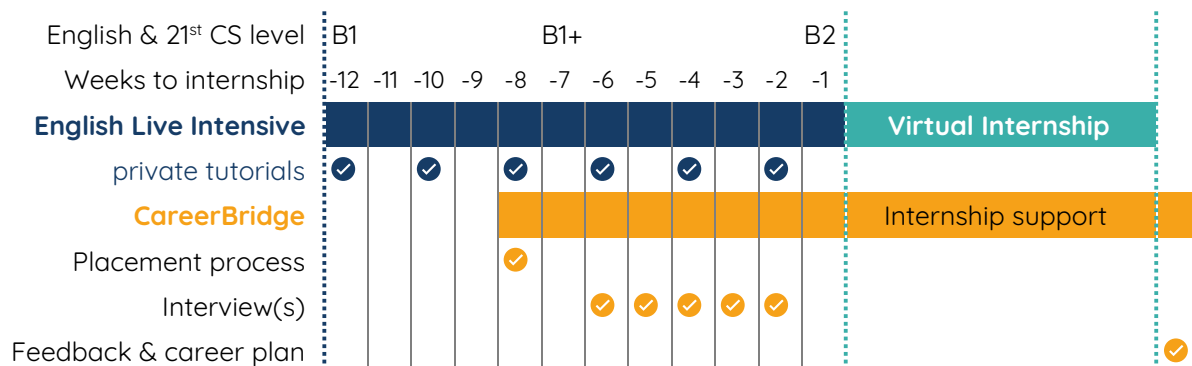
The 5 private lessons are necessary for students to work on 1) their video interview, 2) their CV, 3) their cover letter, 4) their interview technics and 5) the communication skills necessary for a virtual internship.

### 4. The 5 Private Lessons Option

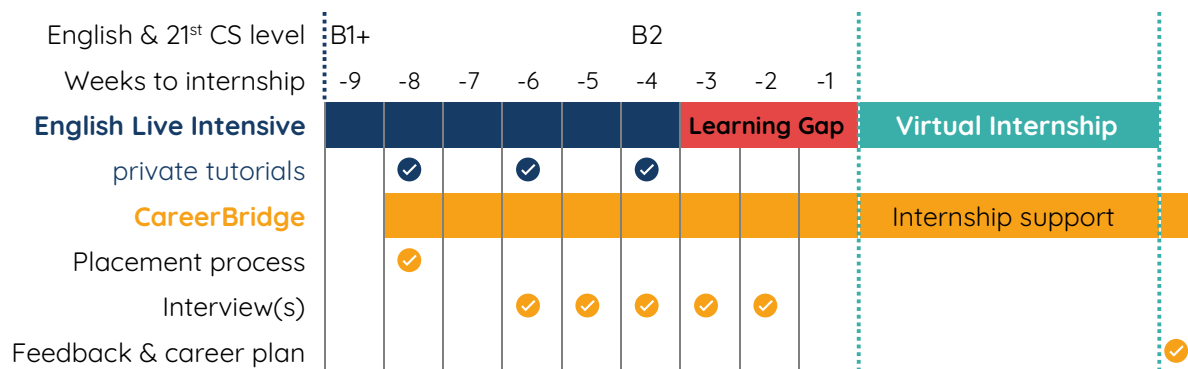
This programme is available to students who are confident that they have a sufficient level of proficiency (above B2) in both language AND 21<sup>st</sup> Century Skills. Working in an international environment involves soft-skills and inter-cultural understanding. Therefore, Eurocentres Online recommends enrolling into a live programme to practice those skills as well as digital literacy to learn how to use remote working tools and how to behave online.

# Programme Timetable

## Starting at B1 - English Live Intensive 12 weeks



## Starting at B1+ - English Live Intensive 6 weeks

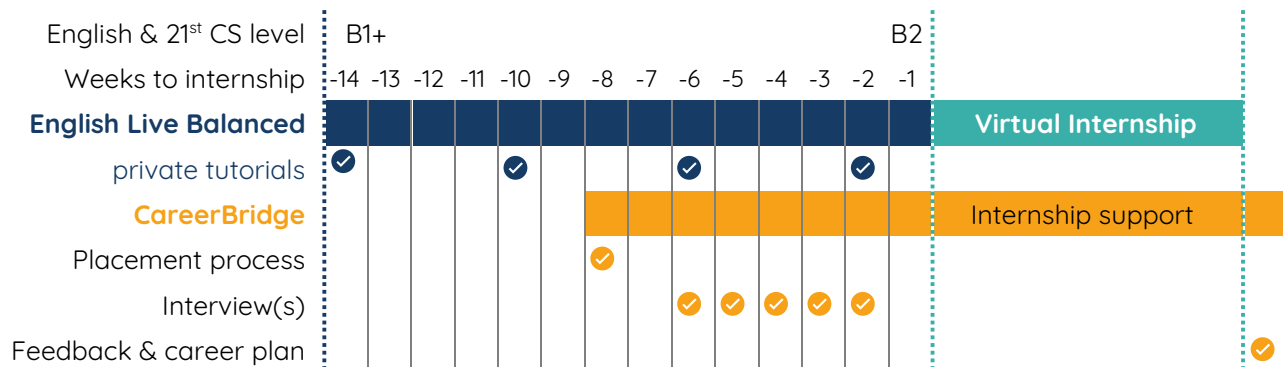


**+** **ADD** **Add weeks.** Students should consider adding additional weeks of English Live Intensive priced at £150\* per week to **make the most of their learning gap.**

**+** **ADD** **Add private lessons.** Students should consider adding private lessons should they need particular attention on a specific topic. These are priced £50 per lesson.

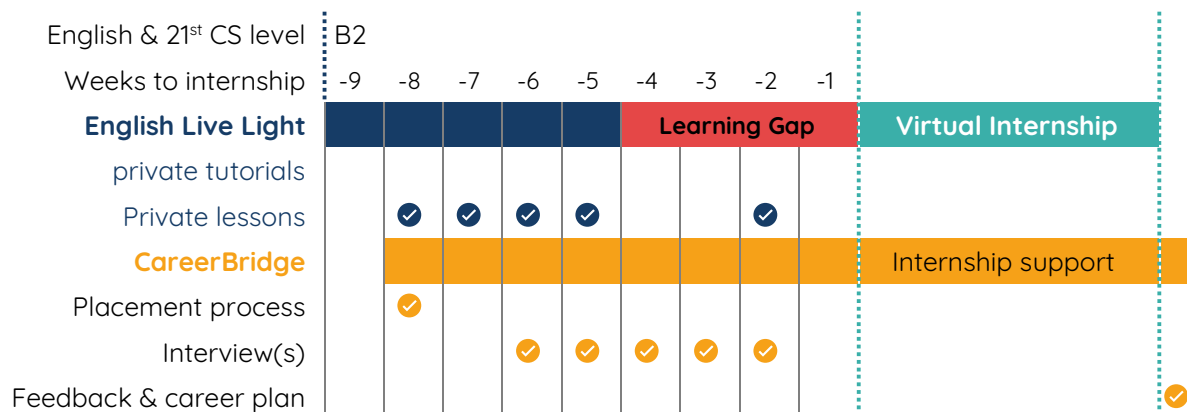
\* English Live Intensive courses are priced £140 per week if they last between 8 and 11 weeks, and £130 per week if they last 12 weeks or more.

## Starting at B1+ - English Live Balanced 14 weeks



**ADD** Add private lessons. Students should consider adding private lessons priced at £50 per lesson should they need particular attention on a specific topic.

## Starting at B2 - English Live Light 5 weeks + 5 private lessons



**ADD** Add weeks. Students might consider adding additional weeks of English Live Light priced at £42 per week to **make the most of their learning gap**.

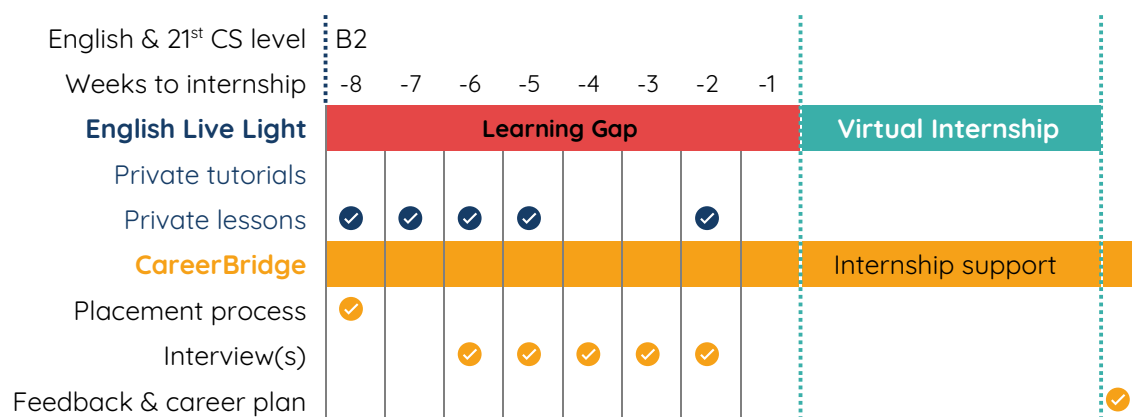


**Convert.** Students should consider converting their Light programme into a Balanced or Intensive course to progress as quickly as possible before the internship and reach C1.

**English Live Balanced 5 weeks + 5 private lessons: £2,045** (+£80 per additional week up to a 7-week course (for 8 and 9 week-long courses, all weeks are priced £76)

**English Live Intensive 5 weeks + 5 private lessons: £2,395** (+£150 per additional week up to a 7-week course (for 8 and 9 week-long courses, all weeks are priced £140)

## Starting at B2 - 5 private lessons



**ADD**

**Add private lessons.** Students should consider adding private lessons should they need particular attention on a specific topic. These are priced £50 per lesson.