



## AGENTS MANUAL 2005

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### INTERNSHIP EXPERIENCE PROGRAMMES

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#### PAID – HOTEL & COUNTRY HOUSES EDUCATIONAL TRAINING

The **Intensive Spanish language Course & Internship Experience Programme**, is a 3 months duration program combining an intensive course (2 to 4 weeks) with an internship placement in any sector. The program aims to enrich participant's understanding of the professional course through a internship experience in a Spanish company. Participants immerse in the programme, improving their linguistic and communicative skills, and deepening their knowledge about working in Spain. It is designed for any participants who have at least a basic Spanish level.

The **Paid Hotel & Country Houses Educational Training Programme**, is a 2 to 6 months duration programme. Participants immerse in the programme, improving their linguistic and communicative skills, and deepening their knowledge about working in Spain. It is designed for any participant.

#### FEATURES

- Accelerated learning in small classes: 5 to 7 students per class
- Intensive 2 to 4 weeks long programme (40 to 80 classes)
- After class cultural programme (once a week)
- Free 'Intercambio' Language Exchange with native Spanish speakers
- Internship placement in a selected Spanish company (after the course)

#### OPTIONAL - COURSES PROGRAMME CURRICULUM

The **Intensive Spanish language Course & Internship Experience Programme** consist of: 20 classes a week during 2 to 4 weeks (40 to 80 classes) Each class is 45 minutes long with a 15 minute break. Classes are held in our leading centre. It is centrally located with modern teaching facilities and easy access to public transportation.

Before the **Paid Hotel & Country Houses Educational Training Programme**, students take part in a Spanish Language Course. A minimum of 2 weeks – 40 classes (1 class = 45 min.). Students with a good level of Spanish, will go directly to the Hotel or Country House without the need of taking the language course

*This programme is open to individual participants, schools, Colleges and Universities upon request!!*

#### OTHER COURSES AND SEMINARS ONECO OFFERS

- International Business *(with internship)*
- History of Spanish Art *(with internship)*
- International Management *(with internship)*
- Tourism in Spain *(with internship)*
- Print Journalism *(with internship)*
- Advertising *(with internship)*
- Travel and Tourism *(with internship)*
- International Law
- Special Technical Tours and Visit to companies.....

*Additional courses upon request!!... [www.oneco.org](http://www.oneco.org)*

## INTERNSHIP EXPERIENCE & HOTEL EDUCATIONAL TRAINING PROGRAMMES

**The Internship Experience Programme.-** During the course, the tutor will interview all participants and introduce them to their future employer for the following internship. During the Internship placement, the tutor will visit the participants in the companies and help them with problems as well as to write a report. The Internship placement will have a duration of 2 months. At the end of the programme a final report will be made using the information from the Course results, the tutor as well as from the employer.

**Paid Hotel & Country Houses Educational Training Programme.-** Applicants should be between 18 and 35 years old. Previous experience is not necessary but helpful for the selection and the type of the placement. EU citizen, motivated, healthy, independent. Open minded, flexible within working hours etc. In some Hotels or Country Houses the knowledge of Spanish, English or German is required.

*Please note that the position offered is likely to be influenced by the applicants level of Spanish (depending on the score of a language test), as well as previous professional experience and education!!!!*

## EXAMPLES OF AVAILABLE INTERNSHIPS AND HOTEL TRAINING

<b>Handicrafts</b>	Artisanos de Gelves "della Robbia" , Cerámicas "Pisano", Cerámicas "Fernando Jiménez, Taller de Imaginería "Francisco Fariñas", Escuela Taller Plaza de España
<b>Theatre</b>	Tei3n ( Scenography ), Teatro Alameda, Compañía Teatral Ruedos
<b>Chemical and Bio Sectors</b>	MP Medioambiente, Isotrol, Biomedal..
<b>Publicity</b>	Broker Ideas de Publicidad, El Giraldillo, CIA Fenicia
<b>Media &amp; News Paper</b>	El Giraldillo, Savitel, LZ Producciones, Caligary Films, DYP
<b>Agriculture - Ecology</b>	Ecologistas en Acci3n, La Ortega, Crops, ADENA, SEO
<b>Hotel &amp; Country Houses (Paid)</b>	<b>3 to 5 * G:L. Hotels in Andalusia, Mallorca, Canary Islands Room Service, Animator, Restaurant, Barman, Kitchen....</b>
<b>Social Works</b>	Comisi3n Espa3ola de Ayuda al Refugiado, ACNUR, Solidaridad Internacional
<b>Consulting &amp; Engineering</b>	Formaci3n y Estrategia, Montaner y Asociados, INERCO, Factor Consultores, COYNET
<b>Administration</b>	Museo de Carruajes, Tecnol3gica, MP Medioambiente, LZ Producciones, SURAST
<b>Travel agencies &amp; Congress</b>	Viajes El Corte Ingl3s, VISITOURS, Inturjovent, Viajes Iberia
<b>Medicina</b>	M3dicos del Mundo, Cl3nica Sagrado Coraz3n, Centro de Salud CIMME, CEA Antaris
<b>Import - Export</b>	Bodegas Soleras del Sur, IBC, MIGASA, YARKI
<b>Architecture &amp; Graphic Design</b>	Estudio de Arquitectura Juan Ruesga, PLR Arquitectos, Estudio de Arquitectura Federico Montero
*Additional placements available upon request!	

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## EXCURSIONS & ACTIVITIES

**The Internship Experience Programme.-** To ensure a comprehensive learning experience, cultural and social activities, and guided excursions are provided by the school during the course. These activities and excursions offer a deeper appreciation of Spain's rich and varied culture and traditions.

**Paid Hotel & Country Houses Educational Training Programme.-** Cultural and social activities, and guided excursions are provided by the language School during the course.

## ASSESSMENT

**The Internship Experience Programme.-** Participants' progress is continuously assessed through homework, assignments and final examination. Class attendance is obligatory. A Diploma is awarded certifying the type of programme; amount of hours studied and completed level of proficiency at the successful completion of the programme. A transcript is also provided including a detailed account of the participant's progress according to specified language skills. Participants may obtain credits to be transferred to their home college or university. Please ask your university or college before application!!

**Paid Hotel & Country Houses Educational Training Programme.-** 3 to 5 stars Hotels & Country Houses in Andalusia, Mallorca or Canary Islands. Participants are expected to work in different positions being in charge of general duties. Reception is only possible with an excellent knowledge of Spanish and former experience. Timetable depends on the department. The usual are 8 – 9 hours per day with 2 days off per week. Some Hotels or Country Houses are offering an uniform, nevertheless we recommend to bring black skirt / trousers, white t-shirt or shirt. The training duration depends on the placement. Some are open all year round, others only in the summer time from April until October. The minimum stay will be 8 weeks (only in summer) and the maximum 6 months. Longer stays are only possible for student-identity card holders or if the Hotel or Country House can place the students for a longer period of time.

## ACCOMMODATION

**The Internship Experience Programme.-** To cater for individual needs, a range of accommodation options located close to school is offered: Student Residence, Shared Flats or Private Apartment. Participants who have enrolled in the programme are given details of the accommodation pre-departure. These include a description of the accommodation, the address, and the location in relation to the school.

**Paid Hotel & Country Houses Educational Training Programme.-** Participants are accommodated during the course in shared accommodation in the city centre. During the Hotel Training, the participant will be accommodated in a room (normally shared) in the Hotel or Country House and will also have full board there.

## VOLUNTARY SALARY

**The Internship Experience Programme.-** Non paid programme. A Diploma is awarded certifying the type of programme; amount of hours studied and completed level of proficiency at the successful completion of the programme.

**Paid Hotel & Country Houses Educational Training Programme.-** The participant will have an Educational Training Contract between the company, the participant and ONECO. The voluntary salary will be between € 150,-- to € 500,-- depending on the Hotel or Country House and the department. The participant will be accommodated in a room (normally shared) in the Hotel or Country House and will also have full board there.

## FEES AND DATES

**The Internship Experience Programme.-** Total Program Fees include Tuition, Accommodation, Registration and Enrolment, Internship Placement, Certificate, Airport Pickup and Transfer to Accommodation, Orientation, Welcome Pack, Civil Responsibility Insurance, and more. Social activities and guided tours are held throughout the programme. International Programme Advisors provide information and assistance pre-departure and throughout the programme. Starting day, every Monday of the year except holydays.

Courses (40 Lessons – 2 weeks )	250 €
Courses (80 Lessons – 4 weeks )	500 €
Accommodation in shared apartments (per month )	320 €
Accommodation in family + full board (per month)	541 €
Airport Transfer	40 €
CR - Insurance	50 €
Internship Placements, Certification and Tutoring	450 €

*We create programmes upon request so you can choose the above options and we can make a personal programme according to your necessities !!*

**Paid Hotel & Country Houses Educational Training Programme.-** Total Program Fees include Registration and Enrolment, Hotel & Placement and Certificate. Participants have to pay the Civil Responsibility Insurance made by ONECO

Hotel & Country House Educational Training Programme ( 2 –6 months) (additional month after the 6 <sup>th</sup> month 150 €)	450 €
Hotel & Country House Educational Training Programme ( 2 –6 months) Including 2 weeks Language Course and Accommodation	860 €
Airport Transfer	40 €
CR - Insurance	50 €

*We create programmes upon request so you can choose the above options and we can make a personal programme according to your necessities !!*

## APPLICANTS REQUIREMENTS

**The Internship Experience Programme.-** There are no special requirements. The program is open to participants from all over the world, who are at least 18 years old. For exceptions, contact ONECO Offices.

**Paid Hotel & Country Houses Educational Training Programme.-** Applicants should be between 18 and 35 years old. Previous experience is not necessary but helpful for the selection and the type of the placement. EU citizen, motivated, healthy, independent. Open minded, flexible within working hours etc. In some Hotels or Country Houses the knowledge of Spanish, English or German is required.

## APPLICATION

For both programmes .- Starting day, every Monday of the year except holidays.

## INSURANCE

For both programmes.- For peace of mind, European needs to bring the E-111 or E-128 and pay upon registering to ONECO, Civil Responsibility Insurance. ONECO insurance covers personal liability.

## BOOKING AND ORGANISATION

1.- Participants requests information on a Language, Internship or Hotel Programme in Spain, 2.- Participants completes ONECO application form and level test, 3.- Participants or agent sends these to ONECO, 4.- Based on these, ONECO specifies the business/professional field in which the programme would be organised, 5.- Assuming the booking they should also send the following extra documents: copies of educational certificates and work references, one page Curriculum Vitae, letter of motivation, National Identification Card or passport. 6.- ONECO will confirm all bookings and invoice the participant or the agent for the complete programme. 7.- Participants has to sign a contract with ONECO agreeing to abide by the terms and conditions of the internship.

## VISAS – EXTREMELY IMPORTANT!!!

For students coming from non-EU countries or those who would normally require a work permit or visa to work in Spain, it is extremely important that they have a **full student visa**. To obtain this it is vital that the work experience element of the programme is described as “**professional training**” to make it clear that it is not “paid-for” work. In addition it is also important that the student **has a letter from his/her university, college or place of work stating that this training is an integral and essential element of their educational or training programme**. Please check all visa requirements with the Spanish consulate. Paid Hotel programme is not possible for non-EU participants

## PAYMENT

All payment in Euro, before the first day of the programme. The following methods are recommended: International money order to our office address, payment by cheque, Bank transfer to **Banco Popular · Account n°: 0075-0327-01-0601148447 · Swift – POPUESMM · IBAN- ES73 0075 0327 0106 0114 8447** (banking charges borne by the transferor)

## CANCELLATIONS

Up to 20 days prior to the start of the programme we do not charge cancellations fees. Within 20 days before the first day of the programme we have to charge of 180 € After the beginning of the programme: full fee must be paid, no refund is made. Change of booking: 30 €

## CONTACT US

ONECO .- [info@oneco.org](mailto:info@oneco.org) · [recruitment@oneco.org](mailto:recruitment@oneco.org) · [www.oneco.org](http://www.oneco.org)

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