



## WORK PLACEMENT TEAM

REF. NO. 1063

### About us

We are a College specialising in customised business and management training for companies and individual students in Europe. We have strong links with the university sector, including the Liverpool John Moores University, the University of Wales, Newport and the University of East London, and is an accredited centre for EDEXCEL, the London Chamber of Commerce and the Institute of Linguists.

We have over 30 years of experience in providing both employees and employers with the necessary skills to operate in an international business environment. Students from Germany, France, the UK and other countries have benefited from the College's short-term Professional Development Programmes and long-term Business and Management Programmes, which not only give students recognised national qualifications but also fast-track access to internationally qualifications such as the Bachelor of Arts (BA Hons), the Master in International Business and Management (MSc) and the Master of Business Administration (MBA).

Work Placement Students are issued with a reference at the end of their placement. Jean-Louis Nancy will ask their Line Manager for feedback on their work at the College. Work Placement Students are also invited to fill in a feed-back form at the end of their placement.

### Number of employees

18

### Tasks

Members of the Work Placement team are expected to assist the College's staff in the day-to-day running of the business in their respective areas of responsibility which are administration, marketing, information technology (IT) or teaching preparation.

- **General Administration:** general organisation, preparation of teaching material, management and organisation of their line manager's working environment, correspondence between the College and its customers/suppliers, and other general administrative duties.
- **Marketing:** in order to develop new course programmes, you may be required to collect and analyse background information as well as search for sources of financial support for new courses. Writing press releases and creating promotional material belongs to the sphere of public relations, just as much as liaising with companies who are interested in the College's educational programmes. You will often fulfill these duties

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with a great deal of independence and have the opportunity to put forward your own ideas.

- **Information Technology (IT):** assume overall responsibility for all equipment and secure all valuable items, work to ensure day to day running of hardware and software is possible in the library, offices and classrooms, help students and colleagues with their operating difficulties, train new staff and students on software (PowerPoint, Excel etc), e-mail and internet, maintain and upgrade the college network and server
- **Teaching Preparation:** preparing lessons, preparing teaching material and students' handbooks, assisting teachers in delivering lessons (primarily German) or invigilating examinations.

## Skills needed

We expect the Work Placement team members to be motivated, adaptable, and responsible and be able to use their initiative. We prefer applicants to have a sound knowledge of computer packages such as MS Office, although there will be many opportunities to learn. Your ability to speak and write English is expected to be sufficient for general communication. English is the business language used at the College and we therefore expect the Work Placement team to speak English at all times, including with other members of the Work Placement Team.

## Skills to be acquired

Work Placement Students will have the opportunity to familiarise themselves with the procedures and processes implemented to run a medium size educational institution in various fields such as Human Resources, Physical resources, Financial Administration, Students Records and Administration, Marketing and/or Teaching Support.

In this process they will also improve their social skills through their interaction with customers and colleagues and their language skills both written and spoken.

They will also have many opportunities to practise and improve their IT skills.

The Work Placement Student is expected to wear smart dress in keeping with a business-like environment, i.e. suit and tie for men and dress appropriate for office interview for women.

At times, there is also the opportunity to participate in excursions organised by the College e.g. Houses of Parliament, Law Courts etc.

## Duration of the internship

1-6 months

## Office languages

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English

## Location

London

## Financial support

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## Office hours

Mo - Fr 9:00 am - 5:30 pm with a one-hour lunch break

Members of the Work Placement team who work at the College for more than 3 months are entitled to holidays. Holidays should be negotiated with the line manager.