

# Internships in Spain

## Lifelong Learning Programme



This programme is also supported by the vocational training programs "Leonardo Da Vinci" and "Erasmus" of the European Union.

# www.alhambra-instituto.org

Study with a diverse student population and choose from a wealth of Spanish course options



### SUMMARY

- LOCATION
- TYPE OF INTERNSHIP
- TIMETABLE
- DURATION
- REMUNERATION
- HOW CAN YOU APPLY?
- STARTING DATES

Alhambra Instituto offers a tremendous opportunity to live and work in Spain.

Immerse yourself in Spanish culture with our internship program.

Our program is a combination of Spanish language courses and practical professional work experience with a company located in Malaga, Marbella, Granada and Sevilla.

Private housing is included in a shared apartment, so you will be conveniently located to your Spanish language course and internship

### Alhambra Instituto

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phone (0034) 952 291 509

### Who can we accept?

Students or graduates, aged 18 - 32 from all EU member states, Iceland, Liechtenstein, Norway and Switzerland.

Expected Partner Profile: Schools and Universities, Further Education colleges, Vocational Training organisations.



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The European Commission has integrated its various educational and training initiatives under a single umbrella, the Lifelong Learning Programme.

Work placements, also referred to as internships, are geared toward students and young graduates wishing to gain experience in the workplace. The placement is selected to match the beneficiaries' background, skills, and job preferences. Internships are typically 3 months or longer. For a placement in a host organization the project should be a minimum of 4 weeks in duration and beneficiaries must speak intermediate Spanish, or work in fields that use the English language (typically



tourism and IT). The student will also have an in-person interview with the host organization, after

they arrive, to ensure that the placement is a good fit for both parties. Language training is incorporated into the programme.

Our services are geared toward the organisation, management and certification of work experience, professional observation projects, and language competence programmes. As active participants in the Life Long Learning Programme, we are also interested in partnering with other organizations in the design and development of Pilot Projects, Language Competence, and Reference Material.



**Highlights:** As a result of the rapid evolution of the market and the economic globalisation, we offer you the opportunity to broaden your horizons with the following programmes that are particularly dedicated to improving specific technical language while gaining practical experience in a real work environment.

In this era of globalization, exposure to international business and culture gives you a distinct edge in the jobs market.

Alhambra Instituto's Work Experience Programme is the ideal way for students and graduates to practice their chosen career.

Internship is the best way of acquiring working experience in the field you would like to work in, while learning a new language: Spanish. The experience improves communication, language and interpersonal skills, and helps the program participants become more confident and successful in the future of their career.



Immerse yourself in Spanish culture with our internship program. Our program is a combination of Spanish language courses and practical professional work experience with a company.

The networking opportunities provided by an international internship are a significant advantage and these professional and personal contacts can lead to job openings in the future. Having an international internship on your résumé makes you a very attractive prospect for future employers.

An internship in another country allows you to immerse yourself completely into the culture of that country and gain an understanding of the perspective of the people. You can use your spare time to travel and visit places you might not otherwise have a chance to see.

Alhambra Instituto operates programmes throughout the year, though it is best to avoid planning arrivals during Easter, August and mid December through January 8. Normally, we need at least four weeks to organise the logistics of the programmes.

We request that you give us a position description which we can keep on file. The position description should describe the general duties



and your expectations for your interns; we can use these to help the pre-screening process and to inform you of available positions.

Our goal is to introduce you to the world of business in Spain and establish new skills that can be transferred to any job in your future.

Student interns will be motivated to work hard and learn from their experience. They realize that internship helps make them attractive to employers when they are looking for their first post.



We will accompany you on your first day of internship to introduce you to your host company. During your stay we are available to answer any questions that you may have and help whenever necessary.

During your Internship, the supervisor will visit the participants in the companies and help them in case of problems.

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An internship is a temporary position within a particular occupational field which allows students or recent graduates to combine the theory they have studied with practical work experience.

An Internship in Spain provide this hands-on experience while also giving you the opportunity to get a valuable insight into how business is conducted in Spain.

### Typical sectors for Internships:

travel agencies, real estate, airlines, banks, tourism industry, hotels, car industry, language schools, catering sector, chambers of commerce, computer industry, consultancy, convention centres, consultates, drinks multinationals, events sector, fast food sector, financial world, furniture companies, health sector, insurance companies, market research companies, music industry, pharmaceutical multinationals, promotion companies, sport companies, super market chains, telecom industry, wine companies.

### Internship Packages

We offer five different packages and a special Malaga introduction-welcome add on! Check it out...

### Why do an internship in Málaga (Spain)?

Doing an internship in Málaga offers you a unique opportunity that no other educational programme can offer.

-You will have the opportunity to speak Spanish on a daily basis. This is a fun and very effective way to learn Spanish, completely immersing you in the language and culture.

-You will get practical experience in your area of interest/studies. Hands-on experience is essential to the development of your skills. You will have the opportunity to put into practice all that you have learnt.



-You will get a reference from the company at the end of your internship. Employers all over the world now demand the highest quality employees. Most employers will certainly prefer an applicant that has international

experience. Getting a reference from a Spanish company will give you just that!

-Discover yourself! Know what you are really interested in. Develop personnel management and leadership skills. Learn about the Spanish culture and take the first step towards your independence.

The companies may use the internship period as an effective and economic process for the selection of professionals. They may carry out their selection based on the results obtained during the period of practicals, by evaluating the participant's knowledge and abilities. In this way, they can ensure that the qualities of interns are suitable for the needs of the organisation.



### SUMMARY

#### LOCATION

Most of the internship companies are in Malaga/Costa del Sol.

#### TYPE OF INTERNSHIP

Alhambra Instituto can offer all areas and levels of practical trainings. Determining factors are: Students Work Experience

#### TIMETABLE

36 to 39 hours per week. However, the training hours depends on what is agreed with the company!

#### DURATION

The training duration depends on the company and the department. The minimum stay will be 8 weeks and the maximum one year.

#### REMUNERATION

Non- paid programme. Students are not paid during their internship. In some cases, the company offers a voluntary salary to support some expenses of the participant

#### HOW CAN YOU APPLY?

To begin the application process please contact us via email, phone or our online contact form.  
phone 0034 952 291 509

#### STARTING DATES

You can apply for an internship anytime during the year, but **A.I.** requires min. 2 months notice to organise your internship programme.



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### SPANISH INTENSIVE COURSE FOR INTERNSHIP

Depending on your previous knowledge of the language, you may choose from either 2, 4 or 8 weeks of Spanish courses (recommend Intensive 20) which will provide you with a strong language base and the knowledge you need to start your Internship in Spain.

Language Institute	Alhambra Instituto Malaga
Spanish levels required	Intermediate, Advanced and Superior levels of Spanish.
Duration of Spanish Course	2, 4 or 8 weeks. Minimum 2 weeks
Lessons per week	20 lessons, 55 min./lesson
Books and material	Material and/or books are not included in the price.
Timetable	You will have your Spanish lessons in the morning. In the afternoon you can attend the Workshops-lessons.
Age minimum for Internship	Minimum age – 18 years old
Initial Test Level	Students are placed in different classes according to their Spanish level. All teaching levels are arranged according to the European Reference Frame.
Activities	The school organizes many cultural and leisure activities for all the students every week.



We follow the communicative approach so your lessons will be very interactive. We select interesting materials and audio-visual aids to stimulate your interest in a topic. You are given plenty of opportunity to practise speaking and listening. During your lessons you will have: grammar, oral and written exercises, vocabulary with projections, many interesting Role Play activities of the real life: Alhambra lessons will be interactive and will include discussion groups, dramatizations, presentations and communication challenges. Finally, for your introduction to Spanish culture, you will examine the cultural aspects of Spain with music and videos. We prepare participants of Internships in their sectors, before starting their internship period.

### Cultural Activities/Excursions



**A.I.** includes a dynamic, interesting and fun leisure program that is complementary to the process of learning the Spanish language.

All activities are directed towards socialising in a learning environment and increasing the student's knowledge of Spanish Culture. This way you will learn the language more effectively and also discover foreign customs and culture.



And then we provide leisure activities which are interesting and fun! You will gain a better understanding of the Spanish culture and way of life of the Spain.

Always you will find something to complement the Spanish lessons and those experiences will transform a simple language course into an unforgettable experience. There is no doubt that with Alhambra Instituto you are choosing one of the best Spanish programmes offered in Spain!

### Collaboration agreement/Certificate



The Internship programmes will be formalised via the signing of a collaboration agreement (company, participant and **A.I.**) which sets out the responsibilities and conditions of the internship. At the end of the internship, each participant receives a professional certificate from the company where his / her skills are specified, as is information concerning tasks carried out and job evaluation.

During the established period of practicals, the students will be covered for accidents by an insurance policy provided by **A.I.**

### Required Coursework

During the internship, you are provided with guidance by the **A.I.** Internship Coordinator. The Coordinator keeps in touch with the workplace supervisor whose task is to oversee and evaluate your work. Your performance is monitored during the placement.

### Duration of Programme

Practicals last approximately 2 to 6 calendar months. The duration of internships varies from sector to sector and also from company to company.

### REQUIREMENTS FOR INTERNSHIP



Participants will be placed in an internship that relates to their field of study. Participants' responsibilities as interns will depend on a variety of factors such as their previous experience in their field of study, their educational background, and their command of the Spanish language.

### Qualifications



- \* Participants must be between the ages of 18 and 30
- \* Participants must speak Spanish
- \* Participants must be citizens of UE.
- \* Participants from other countries who are currently studying or have recently graduated may be eligible to participate in the program. Please contact us for more details.
- \* Interns with an advanced level of Spanish may begin the internship directly without needing to participate in a language course.

### Discretionary Payments



The internship programme is educational and therefore is not paid. Companies may make discretionary payments to participants.

### Experience Required

No previous experience or qualifications required.

### Accommodation



During your internship we will help you finding appropriate accommodation. Depending on your individual needs, Alhambra Instituto offers a variety of accommodations, from living with a local family, in a shared or private apartment, or in a hostel/pension – all houses and apartments are less than 15m. walk from the school and beach and are continually monitored through our regular inspections and feedback from students.



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### 2 to 4 Week Intensive Course + Internship in a Company from 8 weeks onwards

This option includes an internship in a Spanish company from 8 weeks onwards. We would recommend at least 8. The programme includes counselling and guidance by a Supervisor throughout your Internship stay, preparation of a Spanish resume, etc..

FEES 2014/2015	
Internship Placements, Monitoring, Certification and Tutoring	295 □
Additional cost after 4th week of placement (Opt.)	25 □ / week
Insurance (in case you have no insurance) - Optional	60 □
Intensive Spanish Language Courses (40 Lessons-2 weeks)	320 □
Intensive Spanish Language Courses (60 Lessons-3 weeks)	480 €
Book/Material set for level	25 □
Accommodation in shared apartment / Individual room (per week)	110 □
Accommodation in shared apartment / Double room (per week)*	80 □
Accommodation in family + half board (per week) / Individual room	190 €
Accommodation in family + half board (per week) / Double room*	150 €
Airport transfers available from/to Malaga Airport (two ways)	60 □
*Note: Double room is available only for 2 people travelling together	



**Accommodation** is a key element in the success of your Internship in Spain and Alhambra Instituto gives great importance to this aspect and carefully selects and regularly checks the accommodation offered.

Be it with a Spanish Family, shared flat or self-catering apartment we guarantees that everything responds to your expectations while keeping you within walking distance of the school.

### Living with a Spanish host family

Living with a Spanish host family is a great opportunity to make sure that your Spanish improves rapidly as most families in Spain rarely speak other languages besides Spanish.

Spanish families are renowned for their hospitality, sense of humor and enjoyment of life. Students usually feel completely at home with their families and enjoy this unique opportunity to fully integrate into Spanish family life. The intimate relationship



with the family encourages the natural use of every-day Spanish.

Staying with a host family is an important and rewarding part of the student's learning process. The students receive their own house key and are only required to bring their own towels.

### Hotel, Hostals or Residence

Students should contact the residence, youth hostel, or hotel directly for information or bookings. **A.I.** Internship Coordinator can help you after your Spanish course to find a suitable accommodation for you if is your desire.

### Living in a shared furnished apartment



Also at **A.I.** you have the option of living in a shared furnished apartment, in an individual or a double room.

This gives you the opportunity of living with 4 or 5 other interns or students from the school. You share a living room with a television, a kitchen to prepare your meals and one or more bathrooms. You will live with people of different nationalities which means you will speak Spanish.



In Apartments: We ask that you reserve your accommodation well in advance. Please check accommodation availability with us.

You can ask also for a studio-apartment for 1-2 persons

**Important note:** Students should arrive on Sunday and leave on Saturday or Sunday. Accommodation is paid for on a weekly basis. No reduction can be made for part of a week.



### BOOKING AND ORGANISATION INTERNSHIP

1.- Participants request information on an Internship through the Leonardo da Vinci - Erasmus Co-ordinator or promoter.

2.- Participants complete the **A.I.** filled in application form (in Spanish) and Spanish level test + 4 passport photos

3.- Coordinator sends these to **A.I.**

4.- Photocopies of E-111 or private medical insurance for accidents (medical insurance for abroad)

5.- Also **A.I.** needs specification of required field of business activity (interests, targets), the desired period and a cover letter for the company.

6.- Photocopy of University enrollment or photocopy of student's Union card and work references (if any).

7.- One page Curriculum Vitae, letter of motivation, passport photocopy.

8.- **A.I.** will confirm all bookings.

9.- Participants have to sign a contract with **A.I.** agreeing the terms and conditions of the programme.

10.- Prepayment of 175 € (will be set against the total) for the application for an internship in Spain

Notice: After the Internship is confirmed we need to receive the contract from your University/ School which permits the internship abroad and covers the period. The process will not begin till all documents have been received (by email and normal mail).

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