



UK INTERNSHIP / PROFESSIONAL PROGRAM 2015

Do you want to
work in the UK?



Work in UK

HERE IS THE RIGHT PLACE.....



INTRODUCTION.....

- ✖ This offer is about supplying the applicant with the prospect of an internship a UK company to enhance the professional development of the individual. The applicant is provided an internship for 12 months and then will leave the UK and may return for another 12 months if desired. After 1 or 2 years dependent upon performance and availability of permanent employment, the applicant may secure a further 2 years extension in a permanent role.

Are you a hospitality graduate waiting for the right platform to perform?



GET YOUR DREAM JOB NOW IN THE UK



Excellent Internship programs for Nurses and other Health Care Graduates



SALARY.....

Minimum 6.50 GBP per hour x 40 hours per week overtime normally paid at the same rate

Net monthly income is approximately 750 GBP – 1000 GBP after deductions for:

- ✓ Income Tax
- ✓ National Insurance
- ✓ Accommodation
- ✓ Meals



PROGRAM REQUIREMENTS.....

Maintenance Funds:

Candidate must hold £1000 GBP in the bank or family member account for 3 months prior to applying for visa. The applicant must allow for fluctuations in the exchange rates.

Private Medical Insurance:

Future Generali Insurance (500,000 GBP)

Age Range:

20-35 years of age

Language Requirements:

All applicants must speak very good English. IELTS is not required.

QUALIFICATIONS AND PREVIOUS WORK EXPERIENCE.....

A current student or a graduate of up to 5 years of a degree or post graduate qualification related to the post in question for:

- ❖ Business & Finance
- ❖ Information Technology & Computer Science
- ❖ Engineering & Construction

Placements:

Placements will directly relate to the applicant's educational qualifications and individual desires.

Locations:

Placements in recognized companies through the UK.

Internship Plan:

Participants will undergo an internship plan and will be trained in line with the tasks set.

REGISTRATION, WORKING PROCESS AND DOCUMENTATION.....

1. Submission of Registration Files by applicant:
 - Completed CV Photo File in word format
2. Registration files reviewed by Learn Abroad offices
3. Payment of Registration Fees
4. Submission of supporting documents by applicant

The following information should be sent to Learn Abroad partner offices by email:

- a) University degrees /diplomas / mark sheets / attestation letters and other relevant training certificates in English.
- b) Copies of certificate (s) of employment from previous employer(s) on official letterhead paper. Please note that certificate (s) must detail specific duties and responsibilities.

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- c) Copy of passport showing front cover, photo, number and signature.
- d) Signed Learn Abroad Payment Policy.
- e) Signed Learn Abroad Rules and Regulations.

Please note that this list is not exhaustive and for certain sectors, categories and professions, you may be requested to provide additional information.

TIME SCALES.....

Arrangement of offer letter	1-3 months
Arrangement of work permit	2-4 weeks
Visa Application	2-4 weeks

General Program Services:

- Pre-validation of applicant qualifications inline with the program.
- Inclusion in the Learn Abroad Internship database.
- Arrangement of a quality internship program that is appropriate to the core needs of the individual.
- CV Photo File guidance.
- The arrangement of a certificate of sponsorship (work permit), by a partner organization.
- Arranged visa support services, by a partner organization.
- The arrangement of residential accommodation.

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- ☐ The arrangement of a travel plan
- ☐ The arrangement of airport transfers
- ☐ Ongoing care and support while in the UK

Variation: Any variation on the terms indicated herein shall be advised in writing.

RULES & REGULATIONS

SEPTEMBER 2014....

1.1. Learn Abroad retains the right to reject any applicant that it considers is not suitable for the program

1.2. Under no circumstances will Learn Abroad accept contingent liability for:

- (a) Delays in the process or outcome of a study placement.
- (b) Delays in the process or outcome of a work placement.
- (c) Delays in the process or outcome of a work permit application or study registration.
- (d) Delays in the process or outcome of visa entry clearance.
- (e) The actions of participants.
- (f) The actions of the host establishment (host company).
- (g) The actions of the education centre.

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1.3. The maximum length of program will be shown on the offer letter and / or work permit / study permit.

1.4. Participants agree to abide by all laws of the host country.

1.5. All participants are strongly advised to purchase personal insurance to cover the following and in advising so, Learn Abroad or associated companies will not accept contingent liability for any matters relating to any issues relating to any details listed herein:

- Medical emergencies
- 24 hours assistance service
- Personal accident
- Cancellation & curtailment of transport, course and accommodation costs
- Loss of personal possessions
- Emergency return home
- Personal Public Liability Indemnity

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1.6. Participants will submit all documentation requested in a timely fashion and in a good legible condition.

1.7. All fees must be paid in line with the payment policy.

1.8. Participants will not contact the host establishment/s unless agreed by Learn Abroad.

1.9. Participants must arrive to start their program on the dates specified by the host establishment, once visa entry clearance has been granted.

1.10. Participants must complete all assignments set by the host establishment.

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1.11. Participants must complete all language and academic assignments set by the host establishment.

1.12. Any misrepresentation in conjunction with information provided will result in immediate cancellation and termination of participation in the program and no refunds will be made in such cases.

1.13. Third Party Policy - By agreeing to participate in the program, it is understood that you are giving Learn Abroad your permission and authorization to disclose information about yourself to other third parties.

PAYMENT POLICY.....

1. All figures are quoted in £ GBP

2. Program fees

Program Category	First Installment (Payable on application)	Second Installment (Payable after Offer)	Third Installment After COS	Last Installment After Visa	Total
Fees for 12 months	£750 GBP	£1000.00 GBP	£1250.00 GBP	£1500.00 GBP	£4500.00 GBP

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3. What is included / not included in the fees?

The following is included in the fees outlined above	The following is not included in the fees outlined above
Internship Placement	Visa Application Fees
Work Permit	Flight/s
Arranged Accommodation	Airport transfer
National Insurance	

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4. General Terms:

- 4.1. No application will be processed until we receive the application fee together with all application documentation.
- 4.2. Learn Abroad asks that all payments are made within 7 days of a payment request being issued.
- 4.3. We recognize that there can be delays with bank transfers. Please email or fax bank transfer confirmation of payment to so we may easily and promptly identify the inward transfer.
- 4.4. Please note: Learn Abroad is unable to arrange the visa support documentation unless full program and service fees are received. We encourage our partners / applicants to make prompt payment so there are no delays with visa submission.
- 4.5. All partners / applicants are asked to advise our Finance Manager if invoices are paid.

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4.6. All applicants are responsible for all bank charges including those incurred by refunds.

5. Refund and Cancellation Policy:

5.1. If an intern wishes to cancel their application they must advise in Learn Abroad writing.

5.2. £250.00 from the first installment is non-refundable.

5.3. If the applicant cancels once the offer letter has been accepted and the work permit is under process then the applicant is subject to a £1500.00 cancellation charge.

5.4. If the applicant cancels after the work permit is issued they will be subject to a £1500.00 cancellation charge.

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5.5. If the visa is refused then the applicant will be subject to a £1500.00 cancellation charge.

5.6. No refund will be issued to any clients submitting fraudulent or misleading information and/or documentation.

5.7. No refund is given after visa is issued.

5.8. Time scale for refunds is 4 weeks from date of application.

Date:

Applicant Signature

FOR ANY QUERIES, PLEASE FEEL FREE TO CONTACT US:

LEARN ABROAD

N2/8, Basement,

DLF Phase-II, Gurgaon-122002

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