



The Linguaviva Centre Ltd.



Worldwide Network

In the thirty three years that Linguaviva has been managing programmes for international candidates, we have established a network of fantastic agents and representatives in the youth travel sector throughout Europe, Asia and worldwide.

Placements & Sectors

The Linguaviva Centre work placement programmes are available to participants from 18 years or over. Participants are required to have an intermediate level of English.

We offer high quality placements in the following work sectors:

- Accounting & Finance
- Administration
- Advertising/PR
- Animal Management
- Arts
- Architecture
- Communications
- Education
- Engineering
- Environmental
- Fashion/Design
- Food & Beverage
- Healthcare
- Hotels
- Human Resources
- Import/Export
- Information Technology
- Journalism
- Law
- Marketing
- Media
- Non Profit Organisations
- Publishing
- Recreation
- Research
- Retail
- Sales
- Social Studies
- Telecommunications
- Tourism
- Transportation
- and more ...



45 Lower Leeson Street, Dublin 2, Ireland

Tel: +353-1-6789394 or 6612106 Fax: +353-1-6765687 Email: enquiries@linguaviva.com

www.linguaviva.com



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Welcoming

We can organise return transfers to and from Dublin airport. All students must take a minimum of 1 week course in the school prior to the placement. During this week they will get to know the staff in the school who will always be on hand for any queries or issues.

Accommodation

Some participants opt to seek their own accommodation, but most are accommodated in Irish host families, where they have further opportunity to improve their language skills and understanding of Irish culture. We have a large database of host families, and we endeavour to place the intern in the most convenient location for getting to work.

Business Language Course

Upon request we can provide a tailor made Business English course for students who wish to study any particular areas of English.

Local Transports

If forseen by the project budget, students will receive a weekly/monthly public transport card.

Placements in Host Companies

- Minimum length of an Internship is 4 weeks.
- Applications are accepted subject to the participant's suitability for the positions available.
- The Linguaviva Centre will endeavour to supply full details of each placement, including the name and address of the employer to the participant approximately 21 days prior to the participant's arrival.
- Most companies will want to interview the participant by telephone or face to face before offering the participant a work placement.
- A work placement is an unsalaried post. A host company may offer to pay certain expenses such as travel, but they are under no obligation to do so.

Evaluation and Monitoring

Our experienced internship management team is available to deal with any issues that may arise during the internship, providing support and advice as required. We also have a 24 hour emergency line for our students offering ongoing support throughout their internship.

Certificates

- A final certificate concerning the language course;
- A final certificate related to the work experience;

Final Report

At the end of the programme we will forward the sending organisation a final report.

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What we require

Visa

It is the responsibility of the participant to obtain the appropriate visa for this Programme.

Insurance

All participants must possess appropriate insurance that covers any medical, health and repatriation needs, plus their personal possessions. The Linguaviva Centre are not responsible for the organisation or payment of such insurance costs. The participant should declare all relevant health issues and any specialised medication required.

Fees

There is a NET charge of €475 for all placements and this fee is due to The Linguaviva Centre once the placement has been confirmed. Insurance must also be added to cover injury, property damage or financial loss for the student in the workplace. The cost of insurance is €10 per month.

Documentation

- Letter of application and Curriculum Vitae should be submitted to The Linguaviva Centre at least 6 weeks prior to the commencement of the participant's work placement.
- Information on what type of work placement the participant requires should be provided The Linguaviva Centre. Each participant will be required to give three alternative work placements. Taking into account the participant's education, training, interests, past experience, future career path and length of programme, placements will be proposed accordingly

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