

INTERNSHIP PROGRAMME IN MALTA

> Internships

Build your CV with a practical hands-on work experience: Complete an internship in Malta!

Internships offer students a unique opportunity to put theory into practice in their chosen career. Internships programmes provide students with the opportunity to gain hands-on experience and improving one's skills at the work place.

Why Malta?

- . 7000 years of history: its history unfolds before your eyes at every corner (ancient ruins, carts, ruts, Forts and Palaces).
- . Rich culture: tasty traditional meals, a unique language, and excellent local produce
- . Vibrant Culture: Malta has a vibrant youth culture, despite its old history
- . Centre of the Mediterranean life
- . A superb climate: the sun shines almost all year round
- . Hospitality: Maltese people are friendly and hospitable
- . Language: English speaking which makes life easy
- . Security: the island is a very safe place to be, with a negligible crime rate.

We help you to make your placement experience a great one

Why Paragon?

> Paragon Europe offers the following advantages:

- . A well established networks of contacts in public and private sectors available for placement
- . Matching of intern expertise with placement organization
- . Continuous monitoring of students during work placement
- . Dedicated and experienced support team
- . Assistance with finding accommodation
- . Social programme
- . Cultural programme
- . Conduction of two full Performance Appraisals during your internship
- . A full reference at the end of your internship and Euro-Pass Certificate.

You

- . You must be 17 years of age or older
- . You should stay for a minimum length of 12 weeks.
- . You will be placed either with Paragon Europe or with other organizations
- . You will be working on projects specific to your area of study throughout your placement
- . You will be working 40 hours a week.
- . You will benefit from hands on experience which should add value to your CV
- . You will also be assisting in day-to-day administrative duties
- . You will gain invaluable experience in an English speaking environment – an asset for your future career.

Other Useful Points

- . Placements are usually not remunerated. However, some companies may opt to provide support either by giving some pocket money or by subsidising an English Language Course
- . You will be advised to take an ongoing English Language Course. The main problem interns find is that of communicating in English. We feel that 4 hours a day of intensive English reading, writing, listening and speaking will help you to learn how to communicate better in the workplace and with your colleagues. Business communication in English is the future.

What do you need to send Us

- . A full CV
- . Transcript of your studies together with the unofficial academic report from your University.
- . A letter of referral from your University
- . Let us know if you are a beneficiary of any EU funded programme, such as Leonardo or Erasmus programme.
- . Exact dates and duration of your stay in Malta
- . Whether you wish us to assist you wish accommodation and internal travel

Important

- . You must send all the above requested information by not later than 2 months before the start of your placement period
- . Late requests, submitted less than 2 months before the start of the work placement will be processed but will be subject to a late processing fee of €250. This fee will have to be settled before the student request will be processed.

Types of Placements

- . These include: Project management, Marketing and Communications, Media, Business, Administration; Health, Heritage, ICT, Tourism, Hospitality, PR and Marketing, Financial Services, Insurance Consultancy and Environmental Management.

