



## Year Abroad Work Placement Description

<b>INFORMATION ON THE PLACEMENT PROVIDER</b>	
Name of organisation	AC Internship Abroad
Address inc post code	Passatge de l'Ametller, 41, Sant Feliu de Llobregat , Barcelona (SPAIN) 08980
Contact person for this placement	Eva Castillo
Department and designation / job title	Talents recruiter
Telephone	+34936325277
E-mail	internship@internshipspain.org
Website	<a href="https://www.internshipspain.org">https://www.internshipspain.org</a>
Number of employees	10
Short description of the organisation	<p>AC started on language teaching in 1989. Our social mission is to help youth in their educational process, providing training programmes to promote intercultural exchange and language learning.</p> <p>Our young and dynamic team is expert in the design of language teaching projects to help students who have understood the need to learn other languages, so that they can participate in the new challenges globalization involves. We use the best ways of learning for young entrepreneurs.</p> <p>AC provides services and creates programmes for young people, to help them to gain the needed mobility to access the global job market.</p>
Other	

<b>SELECTION PROCEDURES</b>	
Please specify the documents required for application (e.g. CV and cover letter in German)	Application form (find it on our website), handwritten cover letter, cv, reference letter and academic transcript.
Please specify further selection procedures (e.g. tests, interview in person or via Skype)	Skype interview

Please provide as much information on the placement as possible – too much information is better than not enough!

<b>PLACEMENT INFORMATION</b>	
Department / Function	Education, English
Number of placements proposed	10
Job title	English Language Assistant
Description of activities, including information on the professional skills and experience that the student will be able to gain during the course of the placement. In what capacity does the placement allow students to improve their skills in the language studied?	<p><b>AC Internship Abroad</b> participants will practice as English language assistants in primary and secondary schools in Spain, with children aged 3 to 16. It is a good opportunity for all participants to enhance personal growth and live a vibrant experience learning our languages and culture.</p> <p>This internship is open to undergraduates and recent graduates.</p> <p>We offer our program as a valuable option to be thoroughly considered. Participants will learn new skills and gain experience to add value to their CV, benefitting their career prospects.</p> <p><b>Task:</b> Under the guidance and coordination of a school teacher (English language teacher), the language assistants must help the teacher in his program, support oral exercises and share with students aspects of their culture. They will be the key to enhance the learning process of students learning English.</p>
Approximate dates for the placement <i>(Minimum of 9 months. A start date in mid-September fits in best with the academic year. A pass in the second year of study is required for students to undertake the placement as a recognised part of their degree programme. Second year examination results will be published on 8 July 2019. The placement start date should be after the publication of results. Placements should conclude no later than 31 July 2020).</i>	From <b>October 2019 to June 2020</b> (nine months).
Working hours per week and proposed timetable <i>(Minimum of 25 hours per week.)</i>	25 hours per week
Accommodation (please	<input checked="" type="checkbox"/> Accommodation will be provided

select)	<input type="checkbox"/> We can assist with finding accommodation <input type="checkbox"/> Student to make own arrangements
Details of financial and “in kind” support to be provided	<b>Participants will receive:</b> Host family accommodation: room and full board Transport from home to school and from school to home A guidance tutor, to help and look after their welfare during their stay Spanish online lessons with a native teacher All inclusive + 300,00 €/month Vacations according to the school calendar
Other	

<b>PERSON SPECIFICATION - skills, experience and personal attributes</b>	
Essential	<p>The candidates must have Native-level fluency in English, responsible, dynamic, interested in learning, receptive, and love children.</p> <p>Undergraduates or recent graduates.</p> <p>Available during school period <b>from October - June.</b></p> <p>*Able to provide a training agreement from University.* (We can provide a Training Agreement template)</p> <p>-No need to have any previous knowledge of Spanish-</p>
Desirable	

<b>INSURANCE</b>	
Does your organisation hold general liability insurance?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Would your organisation's insurance provide cover to the student if they were liable for causing damage to property or injuring someone whilst under your supervision?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Would your organisation's insurance cover liability arising from injury sustained by a placement student as a result of their duties whilst at your organisation?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Please return this form by email to [lcsemployability@leeds.ac.uk](mailto:lcsemployability@leeds.ac.uk)