

Internship Experience Program in

# Spain



## SPAIN

Spain, an unusual country where architecture is the cultural highlight. Kind people, rich cuisine and enough things to try; in Spain you can enjoy the nature, climate and even the unique lifestyle.

However, Spain is more than a beautiful country to live in. During the last 30 years it has been developing in various economic decades - from a rural, backward, agricultural country into a nation with a diversified economy with strong manufacturing and service sectors. Today, the economy of Spain is the Fifth largest economy in Europe. Spain is also the fourth largest manufacturing country in Europe after Germany, France and Italy. The principal growth areas include tourism, insurance, property development, electronics and financial services.

Still there is a lot more to learn about Spain, do you want to experience it for yourself? Come and discover the beauty of this country!

## SEVILLA

Sevilla is one of the most charming places in Spain. Its tradition, costumes and people make Sevilla a city that you cannot miss out on. Founded by Julius Caesar, Sevilla has had influences of lots of civilizations, which have determined the exceptionality of this city. Sevilla lies on the banks of the Guadalquivir River and is one of the largest historical city centres in Europe.



### Multi-influenced city

Tradition says that Sevilla was founded by Julius Caesar under the name of Hispalis. Roman architecture is present all around the City. Sevilla has been invaded by the Tartesian, Carthaginians, Visigoths and Islamic countries. All this civilizations made of Sevilla their own city centre, and you can feel this magic while walking down the streets.

### Joyous City

For all its important monuments and fascinating history, Sevilla is universally famous for the joy of its people and traditions. Sevilla is the perfect place to get lost and enjoy its peculiar streets, monuments and parks. Famed for its "Feria de Abril", white wine and delicious gastronomy, Sevilla is a city with plenty of young and international people discovering the endless offer of cultural and leisure activities.

### Night life

Spain and its people are known for their particular way of enjoy nightlife. Sevilla has a lot to offer for night lovers. Every evening all kind of bars, pubs and clubs host people with the only intention of having a great time. Come and enjoy southern Spanish culture, the friendliest and most relaxed environment in the country.



### INTERNSHIP EXPERIENCE PORGRAMS IN SPAIN

- This is a program with a minimum duration of 3 months.
- You will carry out your internship in the professional field you choose.
- Before starting with the program, you will have the opportunity to attend Spanish lessons in order to improve your Spanish.
- If you already speak Spanish, it is not compulsory to attend the course, but it is always recommended as employers will first take on the participant that speaks fluent Spanish.
- Before going to Spain, you will need to fill out a Spanish test. Based on this, we will determine if you need to attend the courses.
- You will have the help and advice of a qualified member of our partner organization in Sevilla.
- Accommodation and cultural activities can be arranged for you.
- This program is designed for any student of 18 or older and with a basic level of Spanish, who wants to enjoy the culture and costumes of Spain
- With this program you will improve your communication and linguistic skills and deepen in the knowledge of working in Spain.

### EXAMPLE OF AVAILABLE INTERNSHIPS:

- Chemical & Bio Sectors
- Handicrafts
- Media & News Paper
- Social Work
- Administration
- Medicine
- Theatre
- Publicity
- Agriculture – Ecology
- Consulting & Engineering
- Travel agencies & Congress
- Import-Export
- Architecture & Graphic Design

### HOTEL & COUNTRY HOUSES PROGRAM

- This is a program with a minimum duration of 2 months and a maximum duration of 6 months. The duration depends on the placement. Some are open all year round, others only in high season, from April until October.
- Stageplaza requires 2,5 months notice to organise the program.
- You will work in either hotels or country houses.
- The hotels are located on Mallorca, Marbella, Barcelona or Canary Islands.

- Before you start with the program, you will have the opportunity to attend Spanish lessons in order to improve your Spanish. Also when you already speak Spanish it is strongly recommended.
- You have to be between 18 and 35 years old
- During the Hotel Training you will be accommodated in a room (normally shared) in the Hotel or Country House with full board.
- You will have an Educational Training Contract as a trainee, between the company, the participant (you) and our partner.
- Your salary will be between € 150,- to € 400,- this depends on the Hotel or Country House and the department.

#### EXAMPLE OF AVAILABLE INTERNSHIPS

- Kitchen
- Room Service
- Reception
- Waiter
- Restaurant
- General Assistant
- Animator
- Maintenance
- Lifeguard
- Cafeteria
- Etc.

#### OTHER IMPORTANT INFORMATION

- **INSURANCE:**  
European citizens need to bring the European Health Insurance Card
- **CANCELLATIONS:**  
In case of cancellation after the application has been sent to our partner, we have to charge € 180. After the beginning of the programme: full fee must be paid and no refund is made. The change of booking costs € 50. The student will be penalised with an amount of € 300, if she/he leaves the program before the end of the contract or without being agreed by both parts

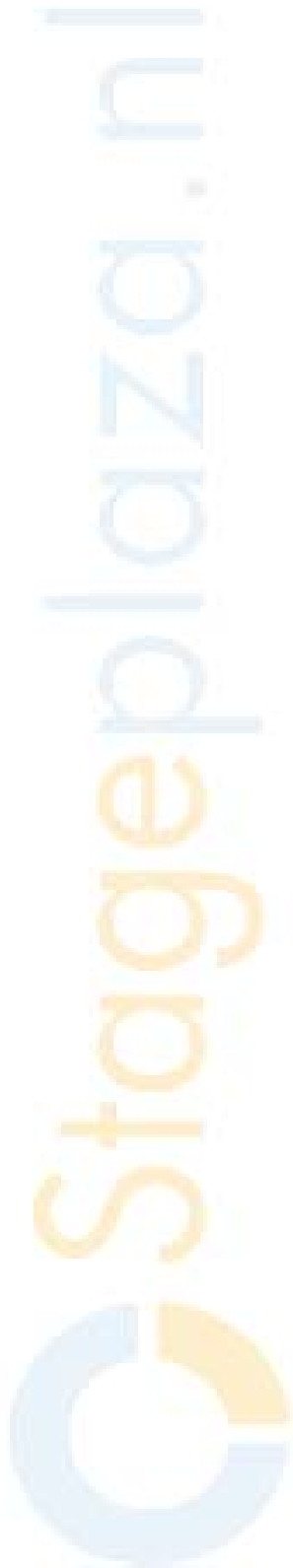
## HOW DOES IT WORK?

1. You decide to do your internship through Stageplaza, great idea!
2. First we need your CV and your Motivation Letter. With these documents we will contact our partner in Spain.
3. When our partner has interesting companies for you, they will contact us.
4. We will send you all the necessary documents and information upon to enrol in the program:
  - a. Application Form
  - b. Terms and Conditions
  - c. Spanish Test
5. After receiving these documents, you send them back, together with a **copy of your C.V with 4 passport pictures, motivation letter and a copy of your passport.** The Registration Fee needs to be covered upon enrolment in the Internship Program in Spain.
6. Your profile is sent to Spain. A qualified consultant of our partner organization will study your case.
7. Our Partner will confirm or decline your booking:
  - a. If your booking is cancelled that is because we can not guarantee to find a suitable placement for you.
  - b. If your booking is accepted that is because we can guarantee that we can find a placement for you
8. Once your booking is accepted, the search for the company that best suits your wishes starts.

*Please note that in Spain, the way of arranging internships is different from Holland.*

*In Spain an employer will not accept a participant without a prior personal interview. This means that you will first go to Spain, do your Intensive Language Course (if required) and attend to the interview that has been arranged by our partner beforehand. In this Interview your skills and knowledge of the language will be highly important to get the Work Placement.*

9. You need to cover the Placement Fee and all the optional costs you have chosen, then everything will be ready to start your adventure.
10. Once in Spain, you will be met at the arrival point (if required) and brought to your new accommodation (if required).
11. You can start your Spanish Course (if required) and go to interview.
12. Once you have had a successful interview, your Work Experience is starting!
13. During your internship, your progress will be followed by a qualified consultant of our partner organization, as well as from Stageplaza.
14. You can always contact either Stageplaza or our Spanish partner if any problems arise.



<b>Who can apply?</b>	<ul style="list-style-type: none"> <li>• <b>Internship Experience Program:</b> participants need to be at least 18 years.</li> <li>• <b>Hotel &amp; Country House Program:</b> EU and non-EU Citizens, aged 18-35. Open minded, motivated, healthy, independent and flexible. Spanish, German or/and English will be an advantage.</li> </ul>																																						
<b>Type of Placements</b>	<ul style="list-style-type: none"> <li>• <b>Internship Experience Program:</b> The program is designed to enable the participant to work in any sector. (Marketing, Finance, agriculture, Media &amp; News Papers, Import-export, Graphic Design, IT)</li> <li>• <b>Hotel and Country House Program:</b> Participants will be able to work in any department of a Hotel or Country House. Posts like reception work can be only taken by students with a good knowledge of languages.</li> </ul>																																						
<b>Salaries</b>	<ul style="list-style-type: none"> <li>• <b>Internships Experience Program:</b> Un-paid</li> <li>• <b>Hotel and Country House Program:</b> Paid</li> </ul>																																						
<b>Duration of Placements</b>	<ul style="list-style-type: none"> <li>• <b>The Internship Experience Program :</b> A minimum of 3 months, to a maximum of 12 months.</li> <li>• <b>Hotel and Country House Program:</b> From 2 to 6 months.</li> </ul>																																						
<b>What we need to find a suitable placement for you?</b>	<ul style="list-style-type: none"> <li>• A time period of 6 weeks to find the most suitable company.</li> <li>• Application Form</li> <li>• Spanish Test</li> <li>• Full CV (As short and professional as possible)</li> <li>• Letter of Motivation</li> <li>• Copy of your Passport</li> <li>• Payment Form</li> </ul>																																						
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Fees	Hotel and Country House Program	
	Hotel & Country Houses Training Program (2-6 months)	€ 490
	Hotel & Country Houses Training Program (2-6 months, incl 2 weeks language course before training + accommodation self catering)	€ 920
	Hotel & Country Houses Training Program (2-6 months, incl 4 weeks language course before training + accommodation self catering)	€ 1350
	Additional Costs per month after 6 <sup>th</sup> month of placement	€ 150
<b>Insurance</b>	Special Forms need to be filled out. Europeans need to bring the E-111 or E-128.	
<b>Cancellation</b>	<ul style="list-style-type: none"> <li>- <b>Up to 20</b> days prior to the start of the Program: No Cancellation Fee.</li> <li>- <b>Within 20 days before the first day</b> program : € 180 .</li> <li>- <b>After the beginning</b> of the program: Full Fee must be paid.</li> <li>- <b>Change of Booking:</b> € 30.</li> </ul>	