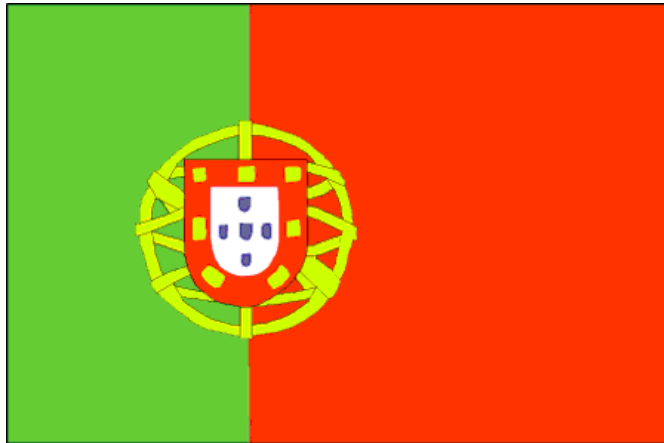


Internship experience program in

PORTUGAL



RUYTERKADE 106 II – 1011 AB – AMSTERDAM
T: +31(20)4223322 – F: +31(20)4222022 – E: info@stageplaza.nl

Portugal, in the South of Europe, is a magic environment, a charming country full of opportunities.

Its economy is getting stronger, and it is now the country with the lowest rate of unemployment in the whole of Europe.

Amazing landscapes, friendly people and the lively southern European country life, together with its rich gastronomy, make of Portugal a wonderful country that deserves to be visited. Come and enjoy its warm wild beaches.

LISBOA

Lisbon, Portugal's bright capital, spreads along the north bank of the River Tagus, which meets the ocean here.

Lisbon is also at the centre of a region rich in diversity. Just outside the city are the seaside resort of Estoril and the romantic hills of the Serra de Sintra, where the perfect bond between palaces and nature led to the area being classified as a world heritage sight.

Magic city

You will find that the attractions of the Lisbon region are just the right choice for enjoying those small pleasures and feeling good about yourself. Given its rolling seven hills, there are numerous impressive viewpoints. Each opens up a different perspective over the city even while the waves of ochre roofs and the river beyond are common to all. Choose your favourite and let the beauty of the Lisbon light infuse your memories.



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Live Lisbon's life style

You can start enjoying the delightful southern European gastronomy, experience the joyous of the people and live the Portuguese outdoor life, which is very similar to the Spanish life style. At night, the city's old quarters come to life with the sound of Fad singing and guitar playing, the musical expression of the soul of Lisbon's inhabitants. And then, down the hill at the open-air cafés, bars and discotheques whose lights are reflected in the calm waters of the River Tagus, the night is still young.

Natural environment

Why not to take advantage of Lisbon's special location and enjoy the white sand of the long ocean beaches, just a stone's throw from the Portuguese capital? Come and gain not only professional experience, but also the experience of your life.



INTERNSHIP EXPERIENCE PROGRAM IN PORTUGAL

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 the program, you will have the opportunity to attend Portuguese lessons in order to improve your Portuguese.
If you already speak Portuguese, it is not compulsory to attend the course, but it is always recommended as employers will first take on the participant that speaks Portuguese fluently.
Before getting to Portugal, you will need to fill in a Portuguese test. Based on this, we will determine if you need to attend the Course.
You will have the help and advice of a qualified member of our partner organization in Lisbon.
Accommodation and cultural activities can be arranged for you.
This program is designed for any student aged 18 or older and with a basic level of Portuguese, that wants to enjoy the culture and costumes of Portugal.
With this program you will improve your communication and linguistic skills and deepen in the knowledge of working in Portugal.

Some examples of available internships:

- Chemical & Bio Sectors
- Handicrafts
- Media & Newspapers
- Social Work
- Administration
- 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 Algarve, Madeira and Lisboa.
- 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.

HOW DOES IT WORK?

- You decided to do your internship through Stageplaza. Great idea!
- First send me an email in which you explain your interest.
- I will contact you and if you decide to do the internships I will send you 3 documents that you have to return to me:
 - **Application Form**
 - **Signed copy of Terms and Conditions**
 - **Copy of your passport.**
- Send alongside these documents your CV (check <http://europass.cedefop.europa.eu/>) and your Motivation Letter. A Motivation Letter must contain a description of your level of education and your working experience related to the internship. As well you should motivate your choice for doing this internship.
- At the time you send all these documents, you will need to cover the **Registration Fee**, and this way, everything will be ready to enrol you in the program.

Please note that in the Application Form, you will need to describe what kind of tasks would you like to develop. The more we know, the best we can help you, so the best company we will find. Don't feel afraid of writing a lot, to write too little can cause misunderstandings, and consequently, disappointments (And we don't want a sad face!)

- Your information will be studied by a qualified consultant of Stageplaza and our partner organization, they will accept or decline your booking. (Depending on the possibilities of placing you in a suitable company for your internship, and on your skills and level of the language)
- The total amount of the program must be covered

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Please note that in Portugal, the way of arranging internships is quite different when compared to Holland. In Portugal, no employer will accept a trainee without a prior personal interview, to make sure the level of the language and the skills of the participant are as they want them to be.

Once your interview has been successful, your adventure is ready to start.

- You have the right to cancel one Work Placement offer, but only for reasonable causes, which will be criticised by a consultant of Stageplaza and our partner organization.
- Once in Portugal, your progress will be followed up and you will always have the help and advise of our partners and Stageplaza.



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SUMMARY INTERNSHIPS IN PORTUGAL

Types of Programs	Internship Experience Program
Who can apply?	Participants need to be a least 18 years old.
Type of Placements	The program is designed to enable the participant to work in any sector. (Marketing, Finance, agriculture, Media & News Papers, Import-export, Graphic Design, IT, etc.)
Salaries	Un-paid
Duration of Placements	A minimum of 3 months, to a maximum of 12 months.
What we need to find a suitable placement for you?	<ul style="list-style-type: none"> • A time period of 6 weeks to find the most suitable company. • Application Form • Terms and Conditions • Portuguese Test • Full CV (As short and professional as possible) • Letter of Motivation • Copy of your Passport • Payment Form

Fees	Compulsory	
	Registration Fee	€ 100
	Placements Administration, Follow-up, Certification and Tutoring	€ 650
	Insurance	€ 50
	Optional	
	Portuguese Language Course 20 Lessons (1 week)	€ 125
	Accommodation in Shared Apartments (per week)	€ 100
	Maintenance with Full Board (per week)	€ 70
	Local Transport (per week)	€ 25
	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 th month of placement	€ 150

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Our services	<ul style="list-style-type: none">- Arrange personal interviews with potential employers- Introduction to your further employer.- Airport Transfer (Optional)- Cultural Activities (Optional)- Accommodation (Optional)- Language Courses (Optional)- Monitoring through the placement- Socio Cultural activities
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Insurance	Special forms need to be filled in. Europeans need to bring the E-111 or E-128.
Cancellation	<ul style="list-style-type: none">- Up to 20 days prior to the start of the Program: € 180- Within 20 days before the first day Program Fee.- After the beginning of the program: Full Fee must be paid.- Change of Booking: € 30.

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