

2013 Internship Success Guide

.....
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SCHOOLS

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TABLE OF CONTENTS

ILSC INTERNSHIP PROGRAMS OVERVIEW	01
-----------------------------------	----

CANADA

VOLUNTEER INTERNSHIP PROGRAM (VIP)	03
WORK EXPERIENCE PROGRAM (WEP)	05
WEP FAST TRACK	09
RANCHSTAY	11
WEP-VIP COMBO OPTION	13

INDIA

VOLUNTEER INTERNSHIP PROGRAM (VIP)	15
------------------------------------	----

AUSTRALIA

VOLUNTEER INTERNSHIP PROGRAM (VIP)	17
JOB READY PROGRAM (JRP)	19

HOW TO APPLY	22
--------------	----

2013 PROGRAM FEES	23
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WHAT'S NEW

WORK EXPERIENCE PROGRAM (WEP) FAST-TRACK—PROGRAM CHANGES

The WEP Fast-Track program has gone through an evolution. Students who arrive with both Study and Work Permits may begin their internship immediately. Students who arrive with the Study Permit only can now study in the Full-Time schedule until their work permit arrives. Part-time classes take place in the morning to accommodate common work schedules available to WEP students, however students may be able to change their schedule depending on the scheduling needs of their internship. As well, the WEP Fast-Track Program is now available at all Canadian locations.

WORK EXPERIENCE PROGRAM (WEP)—PROGRAM CHANGES

Students in our regular WEP program can now choose to study in the Full-Time or Full-Time Intensive schedule for the first half of their program. The study schedule choice will affect how many hours students are able to work during their internship portion.

VIP FAST-TRACK—NO LONGER OFFERED



ILSC Internship Programs

Over the past two decades, ILSC has led the way in providing a wide range of unique internship programs. Our programs are proven innovative models of enriched education that combine intensive English or French language study with paid or volunteer work experience.

Our Volunteer Internship students can work in a wide variety of industries and receive extensive support and counselling from our Internship coordinators. Our curriculum also includes the Work Experience Program (WEP), which offers a paid internship where students can experience local culture and globalize their skills and education.

ILSC's internship programs all follow our established and successful Study and Work model; however, opportunities and student needs vary depending on location. Please see our country-specific sections to learn more about

our full range of programs, and to see some of our unique, campus-specific options, including the Job Ready Program in Australia; Social and Business VIP in New Delhi; and Ranchstay in Vancouver.

All of our excellent internship programs help students to add professional skills to their résumés; put their second language skills to the test; network with English or French-speaking employees and clients; acquire professional work experience and references; and gain a true understanding of international business culture. In addition, students prepare for their work experience with ILSC's quality courses and programs surrounded by a diverse student population! This is your chance to get real world experience and international exposure.

ILSC Internship Programs Overview

	VOLUNTEER INTERNSHIP PROGRAM (VIP)	WORK EXPERIENCE PROGRAM (WEP)		WEP FAST TRACK	JOB READY PROGRAM	RANCHSTAY	WEP-VIP COMBO
	Combining intensive English / French study with an unpaid internship	Combining intensive English / French study with a paid internship in a Canadian workplace		Combining part-time language study with a part-time, paid internship*	Skill development and support to help you find work in Australia	Opportunity to work with horses and improve your English while living on a ranch	Combining intensive English / French study with both paid and unpaid internship in a Canadian workplace
Internship Type	Unpaid	Paid		Paid	Paid	Unpaid	Paid and Unpaid
Total Program Length	4 to 24 weeks (varies depending on location)	24 weeks to 2 years		24–60 weeks (Study / Internship ratio will vary depending on visa; however, work placement hours may not exceed study time)	4 weeks minimum	4 to 12 weeks	32 weeks to 2 years
Entry Level (one session prior to internship start date)	Intermediate 3 (Canada, Australia, India Business VIP) High Intermediate 2 (India Social VIP)	Basic: No Requirement	Standard / Premium: Intermediate 4	No Requirement	Beginner 3	Intermediate 2	High Intermediate 3
Internship Interview Arrangement	ILSC Internship Department	Basic: Self-arranged	Standard / Premium: ILSC Internship Department	Self-arranged	Self-arranged	ILSC Internship Department	Please refer to Volunteer Internship Program and WEP
Start Dates	Every Monday except for the last week of a session	ILSC session start dates		ILSC session start dates	ILSC session start dates	Every Monday except for the last week of a session	ILSC session start dates
Language	English (V, T, M, N, B, S) French (M) Bilingual (M)	English (V, T, M) French (M) Bilingual (M)		English (V, T, M) French (M) Bilingual (M)	English	English	English (V, T, M) French (M) Bilingual (M)
Location	(V, T, M, N, B, S)	Basic (V, T, M)	Standard / Premium (V, T, M)	(V, T, M)	(B, S)	(V)	(V, T, M)
Typical Job Industry Positions	Business Associations / Education / Tourism / Non Profit Organizations / International Trade / Marketing	Entry level positions in: Retail / Restaurant / Café / Hotel		Entry level positions in: Retail / Restaurant / Café / Hotel	Retail / Restaurant / Café / Hotel	Hospitality / Ranchwork	Please refer to Volunteer Internship Program and WEP

*Initial full-time study is required for students arriving without a work permit.

Legend: **V** Vancouver **T** Toronto **M** Montréal **N** New Delhi **B** Brisbane **S** Sydney



My life experience in Montréal was great for me as a person and as a professional. My English / French studies, my experience in FedEx Trade Networks, all the support, adventure and learning from my family and friends was extremely important and contributed a lot to be who I am today. Based on this whole foundation, I was invested to participate in interviews for important companies and I finally got a place as an intern at one of the best companies to work in Brazil and a place that I always dreamed to work."

Mariana Miki Ihara
Volunteer Internship Program Student

Volunteer Internship Program (VIP)

**VOLUNTEER
INTERNSHIP
PROGRAM
(VIP)**

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LOCATION CANADA **V T M**

The ILSC **VOLUNTEER INTERNSHIP PROGRAM** is an innovative model of enriched education combining 50% English or French language studies with 50% experience in the Canadian workplace. The program reflects the mutual relationship between you, the school and the host company.

Since the program began in 1994, it has grown to become one of ILSC's most popular, attracting students from all corners of the world. The program is one of the world's most successful workplace experience programs with more than 500 placements annually.

Volunteer Internship Program (VIP)

PROGRAM OVERVIEW

The first half of the program is a minimum of 4 weeks of Full-Time Intensive, English or French language studies. The second half takes place on site at a host company, where you spend a minimum of 4 weeks working voluntarily in an industry that reflects your career interests.

PROGRAM LENGTH

There is a minimum requirement of 4 weeks of Full-Time Intensive study plus 4 weeks of internship. Maximum length of internship is 12 weeks and your study time must be equal to, or longer than your time in a work internship.

Note: 50/50 rule is not applicable for working holiday visa holders.

ENTRY REQUIREMENT

A minimum of ILSC Intermediate 3 is required one session prior to internship start date.

PROGRAM START DATES

Every Monday except the last week of a session.

PROGRAM FEES

Please refer to program fees on page 23.

PROGRAM IS AVAILABLE AT

English: ILSC–Vancouver; ILSC–Toronto;
ILSC–Montréal
French & Bilingual: ILSC–Montréal

FULL-TIME INTENSIVE STUDY

Choose courses from a variety of programs offered at ILSC*:

3-2-1 Internship Success Business Courses

- Business Writing
- Business Presentation Skills
- Business Interview Skills
- Job Opportunities & Business Success (JOBS) 1 & 2
- International Business Practises and more

Foundation courses may be required depending on your workplace background and experience.

You also attend a special orientation, workshop and regular meetings with your coordinator.

**Course offerings may vary depending on campus and enrollment*



INTERNSHIP

We ask that you choose three areas of interest from the list provided in the ILSC Application form. We do our best to find an internship that matches your first choice as well as your education, previous work experience and career objectives. All we ask is that you are flexible and willing to accept an internship in any of the areas that you select.

Each internship is unique and placement depends upon a combination of your background, professional attitude, your language level at the time of placement, your success at the interview and the availability of internships in your chosen industry.

Some popular areas of interest include:

Marketing / Non profit / Finance / Investments / Event Management / Hotels / Tourism / Human Resources and Sports / Recreation.

Note: Although work is done on a voluntary basis, you are required to act professionally and responsibly. This includes wearing proper business attire for the interview and the work environment. Internships may be located outside the downtown core.

REGISTRATION

1 STEP ONE

Take the Pre-Registration Online Language Assessment (PROLA) and do a phone interview.

(Students registered in 24-week and longer Full-Time Intensive study may be exempt from PROLA and the phone interview).



2 STEP TWO

Complete the ILSC Volunteer Internship Program Application Form choosing the English, French or Bilingual Volunteer Internship Program and send the program fees to the school.



3 STEP THREE

Submit both application forms, a curriculum vitae (CV) and a cover letter. The CV should be neat and professional and include all relevant educational and work experience. The cover letter should state your skills and placement goals.

The template can be found at the back of this internship guide and can also be downloaded at www.ilsc.com/internship.



My decision to attain the Work Experience Program in ILSC is a turning point in my life and I have no regret leaving my hometown to experience the greatest adventure of a life time in Canada. During the time in ILSC, I took the work place preparation courses which give me valuable knowledge about business practice in Canadian work place, job-hunting techniques, resume and interview preparation. These courses are not only useful in Canada but also for my career in the future. In addition, the teachers also took a great care of me and other students. They gave me support not only in, but also after class hours. After finishing the school, I got a job as a barista in a popular coffee shop from a help of WEP coordinator. I had an amazing experience working in a multicultural environment and dealt with customers from all over the world. Just after a month of working in Blenz, I can feel that my English skill has improved beyond my expectation as I communicate with native speaker a lot everyday. From the stories above, I will not hesitate to recommend my friends or anyone to join the WEP and study at ILSC.

TANAN KESORNBUA
WEP Student

Work Experience Program (WEP)

LOCATION CANADA **V T M**

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**WORK
EXPERIENCE
PROGRAM
(WEP)**

The **Work Experience Program (WEP)** is a specialized program combining intensive English or French study with a paid internship in a Canadian workplace. WEP is offered in 6-month to 2-year programs comprising of 50% academic and 50% paid internship components. Complete a variety of language courses until your level allows you to take WEP

preparation courses, which include Business Writing Skills, Business Interview Skills and Job Opportunities & Business Success (JOBS). The recommended courses are designed to make you highly employable in the Canadian job market. The latter part of the program is a paid internship where you put your language skills to the test in a real work environment.

Work Experience Program (WEP)

2013 PROGRAM START DATES

Jan 2, Jan 28, Feb 25, Mar 25, Apr 22, May 21, Jun 17, Jul 15, Aug 12, Sep 9, Oct 7, Nov 4, Dec 2

ENTRY REQUIREMENTS

You must be a high school graduate and demonstrate that you have previously applied for and secured a part-time job, full-time job or volunteer work. Professional work experience is not required, but is an advantage. The ideal candidate is positive, proactive and independent.

PROGRAM FEE

Please refer to program fees on page 23.

PROGRAM IS AVAILABLE AT

WEP Basic: ILSC–Vancouver; ILSC–Toronto; ILSC–Montréal

WEP Standard: ILSC–Vancouver; ILSC–Toronto

WEP Premium: ILSC–Vancouver

MONTRÉAL CAMPUS—RECOMMENDATION

Bilingual at its core, Montréal is the best city in the world to improve both your English and French skills! To ensure greater success in finding a job, we strongly recommend that you acquire skills in both English and French, ideally at a level of Intermediate 3.

ENGLISH LEVEL ASSESSMENT

If you apply for WEP Standard/Premium, you are required to take the ILSC Online Language Assessment Test. Upon successful completion of the written test, a phone interview (exempt for WEP 18 and longer) will be arranged with an ILSC academic staff member to assess your spoken English or French and demonstrated motivation for this program.

PROGRAM OVERVIEW

Core English Courses

Build fundamental language skills by choosing courses from a variety of programs offered at ILSC—Communication, Academic Preparation, Test Preparation (TOEFL, TOEIC, Cambridge, IELTS), Business and Humanities. Study in the Full-Time or Full-Time Intensive schedule.

The 3–2–1 Internship Success Courses

Vancouver/Toronto/Montréal

- Business Writing Skills: Gain skills in written communications such as business proposals, resumes and cover letters.
- Business English Interview Skills: Gain insight into the business interview process to prepare for success in your own interview.

Vancouver/Toronto

- Job Opportunities & Business Success (JOBS): Obtain a clear perspective of Canadian workplace culture including employment standards, human resources and management issues. Learn strategies for working with a team, networking and preparing for workplace success.

Montréal

Choose one of the following Business courses:

- English: Business English, International Business Practices, Advertising Media or Public Speaking / Presentation Skills
- French: Work Place Preparation or International Business



Internship

Choose WEP Basic to pursue your own job search or choose WEP Standard (ILSC–Vancouver; ILSC–Toronto) or Premium (ILSC–Vancouver) for additional services such as one-on-one counselling, resume-building, interview practice and interview arrangements. We work with major industries such as tourism, hospitality and retail where the average wage ranges from \$8–\$15/hour. Students can work between 20–27 hours per week, depending on whether they choose to study in the Full-Time or Full-Time Intensive schedule. Students will be required to submit monthly internship reports during their placement. If a student fails to submit monthly reports, they may be terminated from the program and reported to Immigration Canada.

Please note that WEP can make no promise of placement or specific interviews with employers. Successfully obtaining employment depends on the student's ability to apply what they learn through their academic and job preparation, their performance at the interview, as well as job market fluctuation. Keep in mind that positions are generally entry level and vary depending on language skills and experience. Our staff will do their best to answer your questions, prepare you for success and satisfy your requests.

WORK EXPERIENCE PROGRAM CHART

	Weeks of Academic Studies	Weeks of Paid Internship	WEP Standard/Premium Entry Level *	WEP Basic	WEP Standard	WEP Premium
WEP-6	12	12	N/A: Only available in Basic	V T M	—	—
WEP-8	16	16	ILSC Intermediate 4	V T M	V**	V**
WEP-10	20	20	ILSC Intermediate 4	V T M	V**	V**
WEP-12	24	24	ILSC Intermediate 1	V T M	V T	V
WEP-14	28	28	ILSC Intermediate 1	V T M	V T	V
WEP-16	32	32	ILSC Intermediate 1	V T M	V T	V
WEP-18	36	36	ILSC Beginner 4	V T M	V T	V
WEP-20	40	40	ILSC Beginner 4	V T M	V T	V
WEP-24	48	48	ILSC Beginner 3	V T M	V T	V
WEP-26	52	52	ILSC Beginner 3	V T M	V T	V

*No language entry requirement for WEP Basic.






Legend: V Vancouver T Toronto M Montréal

**WEP 8 and 10 Standard / Premium (Vancouver campus only): available with Nov and Dec start dates only; please contact an ILSC representative for more information.

SAMPLE JOB POSITIONS

	Retail Sales Clerk / Stock and Inventory Associate
	Hotel Banquet Service / Housekeeping
	Restaurant / Café Server / Dishwasher / Barista

SAMPLE MONTHLY LIVING EXPENSES IN CANADA

	Apartment Downtown Studio	\$850 – \$1200
	Food and Other	\$250 – \$500
	Homestay	\$754 – \$840
	Transportation Pass (per month)	\$70 – \$126
	WEP Internship Monthly Earning	\$640 – \$1200

*The above costs are samples. Actual living costs/earnings may vary depending on the city, your lifestyle and job position.

ILSC WEP BASIC / STANDARD / PREMIUM SERVICES

<p>WEP BASIC SERVICE INCLUDES*</p> <ul style="list-style-type: none"> ✓ Permit Sponsorship ✓ Documentation relating to immigration, work and study status, including Social Insurance Card application ✓ Internship Success Workshop covering ILSC and student internship expectations; understanding Canadian work culture; job preparation; and placement tips ✓ Monitoring during internship to ensure language improvement and successful completion of the program ✓ Academic counselling (optional) to help prepare for the internship, including course selection and language assessment ✓ Access to the Internship Success Workshop (Vancouver, Toronto, and Montréal): Job resource information, job hunting information, interview preparation, resume building, and government reporting procedures ✓ Students who complete the 3–2–1 Internship Success Courses <ul style="list-style-type: none"> ◆ Student resumes will be included in ILSC's resume portfolio for employers to review upon request ◆ WEP coordinator gives students access to ILSC's Internship job listings portfolio and students can apply on their own if position requirements are met ✓ Final language assessment 	<p>Available Locations: Vancouver / Toronto / Montréal</p>		
<p>WEP STANDARD SERVICE INCLUDES*</p> <p>WEP Basic +</p> <ul style="list-style-type: none"> ✓ Up to 2 interviews guaranteed for positions listed in the ILSC Internship portfolio ✓ Individual WEP Coordinator ✓ One-to-one resume-building support ✓ Student resume included in ILSC's resume portfolio for employers to review upon request ✓ Access to ILSC's Internship job listings portfolio through a WEP Coordinator ✓ Professional support with job sourcing and applications ✓ Interview skills training ✓ Post-Interview counselling (if student is successful in obtaining a job, counselling on contract negotiations, tax information and wage expectations; if unsuccessful, counselling to improve success) ✓ Students required to complete the 3–2–1 Internship Success Courses 		<p>Available Locations: Vancouver / Toronto</p>	
<p>WEP PREMIUM SERVICE INCLUDES*</p> <p>WEP Standard +</p> <ul style="list-style-type: none"> ✓ Up to 3 additional interviews from positions listed in ILSC's Internship job listings portfolio 		<p>Available Location: Vancouver</p>	

*Students are not guaranteed interviews or job placements, only opportunities to apply or be selected by employer

YOUR WEP JOURNEY AT ILSC

		WEP BASIC*	WEP STANDARD / PREMIUM
BEFORE INTERNSHIP	1st Week After Arrival	Attend the WEP Orientation Meet the WEP Team, learn about the program and review passport and permits	Attend an Individual WEP Orientation Meet the WEP Team, learn about the program and review passport and permits
	2nd Week	Group Permit Preparation Meeting with a WEP Coordinator All WEP Basic students who do not have a Work Permit or who need a permit extension will be invited to a Permit Preparation Meeting (PPM) where a WEP coordinator will review students' Work Permit / Student Permit application.	1st WEP Program Meeting (WPM) WEP Coordinator reviews student's program services and permit documentation.
	Throughout the academic portion of your program	<ul style="list-style-type: none"> Academic counselling English or French language assessment by Program Director (required if students wish to take the 3–2–1 Internship Success Business courses) Course selection for the last 3 sessions Invitation to the Internship Success Workshop 	
	13-4 weeks to Internship		2nd WEP Program Meeting <ul style="list-style-type: none"> Course counselling Résumé building with your WEP Coordinator Interview practice Career counselling
	5 weeks to Internship	Group Internship Success Workshop Learn about: <ul style="list-style-type: none"> Job-hunting, resume-building and interviews Reporting responsibilities while on placement (testimonials, position reports, monthly reports) 	Individual Internship Success Workshop Discuss: <ul style="list-style-type: none"> Interview sourcing, job-hunting, resume-building and interviews Reporting responsibilities while on placement (testimonials, position reports, monthly reports)
	5 weeks to Internship	Internship Job Hunting Begins! <ul style="list-style-type: none"> Work permit has arrived and students are prepared with job-hunting skills Start researching job opportunities and applying for positions 	
	5–0 weeks before Internship	Attend Interviews!	
AFTER / DURING INTERNSHIP	2nd Week of Internship	Submit Internship Position Report	
	During Internship	Submit Monthly Internship Reports as Scheduled Monthly Online Internship Reports help us assess and support your language acquisition. Reports are answered by individual coordinator and job counsellors so student receives online support while on placement. <i>Note: Students will receive a maximum of three written warnings if reports are not submitted before being removed from the program and having their work permit revoked.</i>	
	Language Assessment	After completing the internship, students take a final language assessment with an Internship Coordinator. The Internship Coordinator will ask a series of fluency-based questions to determine whether students have maintained or improved upon the language level they reached prior to beginning their internship. The internship gives students the opportunity to practise their language skills with locals in a real workplace environment.	
	Completion of Internship	Receive WEP Certificate/Diploma from ILSC <ul style="list-style-type: none"> If you meet all program requirements: successful completion of academic studies including 80% attendance, workshop requirements, testimonial, all monthly reports and exit survey Students who successfully complete WEP 6, WEP 8 or WEP 10 will receive a WEP certificate Students who successfully complete WEP 12 or longer will receive a WEP diploma 	

C O N G R A T U L A T I O N S !

*If a WEP Basic student wishes to upgrade to Standard / Premium Service, they must upgrade at least 12 weeks before their internship start date.



Work Experience Program (WEP) Fast Track

LOCATION **CANADA** **V T M**

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WORK

**WORK
EXPERIENCE
PROGRAM
(WEP)
FAST TRACK**

Fast track your work placement, and accelerate your language learning! Begin the program by choosing from ILSC's wide variety of courses to establish an English foundation and build confidence. Start looking for a paid internship as soon as you arrive. Once you have secured part-time work, you'll be able to apply what you study to your internship every day and earn money to supplement your study and living expenses.

While attending classes you can share challenges, tips and support with your fellow students. ILSC's student-centred approach will help you get the most out of your internship by helping you focus on the language skills you need to communicate effectively with customers and coworkers.

Work Experience Program (WEP) Fast Track

2013 PROGRAM START DATES

Jan 2, Jan 28, Feb 25, Mar 25, Apr 22, May 21, Jun 17, Jul 15, Aug 12, Sep 9, Oct 7, Nov 4, Dec 2

PROGRAM FEE

Please refer to program fees on page 23. Please see page 7 for service level descriptions and typical expenses and wages.

ENTRY REQUIREMENTS

You must be a high school graduate and demonstrate that you have previously applied for and secured a part-time job, full-time job or volunteer work. Professional work experience is not required, but is an advantage. The ideal candidate is positive, proactive and independent.

There is no minimum language requirement for WEP Fast Track.

Students will be required to sign the WEP Fast Track Letter of Understanding.

PROGRAM IS AVAILABLE AT

WEP Basic: ILSC–Vancouver; ILSC–Toronto; ILSC–Montréal

OPTIONS FOR STUDENTS WHO ARRIVE WITH BOTH STUDY AND WORK PERMITS

Program Name	Total Program Length	Part Time Internship* + Part Time Study
WEP Fast 6	24 weeks	24 weeks
		24 weeks
WEP Fast 8	32 weeks	32 weeks
		32 weeks

*Students can work a maximum of 15 hours per week

PROGRAM OVERVIEW

FULL-TIME STUDY*

Core English Courses

Build fundamental language skills by choosing courses from a variety of programs offered at ILSC—Communication, Academic Preparation, Test Preparation (TOEFL, TOEIC, Cambridge, IELTS), Business and Humanities.

The 3–2–1 Internship Success Courses

ILSC–Vancouver; ILSC–Toronto; ILSC–Montréal

- Business Writing
- Business Interview Skills

ILSC–Vancouver; ILSC–Toronto

- Job Opportunities & Business Success (JOBS)

ILSC–Montréal

Choose one of the following Business courses:

- English: Business English, International Business Practices, Advertising Media or Public Speaking / Presentation Skills
- French: Work Place Preparation or International Business

* Students who arrive with study permit only are required to take 3 sessions of Full-Time Study while their work permit is being processed. Students who arrive with both study and work permit may begin their Part-Time Internship right away; however, students must attend an orientation and Internship Success Workshop during their first week.

PART-TIME AM STUDY*

Build fundamental English skills to help you succeed in your internship.

Choose from our Communication or Humanities courses to help you improve your general English speaking abilities, or focus in on English skills relevant to Business by taking course such as:

- Job Opportunities & Business Success (JOBS)
- Business English
- Small Business–Global Entrepreneurship
- Business Management and Human



PART-TIME INTERNSHIP*

Earn while you learn. Secure a part-time paid internship and practice your language skills in a local Canadian workplace. Gain international work experience and improve your English skills by communicating with coworkers, customers, and/or business partners.

Students typically find jobs in the Restaurant / Café, Retail, Hotel and Service industries. Students will be required to submit monthly internship reports during their placement. If a student fails to submit monthly reports, they may be terminated from the program and reported to Immigration Canada.

OPTIONS FOR STUDENTS WHO ARRIVE WITH STUDY PERMIT ONLY

Program Name	Total Program Length	Full Time Study	Part Time Internship** + Part Time Study
WEP Fast 8	32 weeks	12 weeks	20 weeks
			20 weeks
WEP Fast 9	36 weeks	12 weeks	24 weeks
			24 weeks
WEP Fast 10	40 weeks	12 weeks	28 weeks
			28 weeks
WEP Fast 11	44 weeks	12 weeks	32 weeks
			32 weeks
WEP Fast 12	48 weeks	12 weeks	36 weeks
			36 weeks
WEP Fast 13	52 weeks	12 weeks	40 weeks
			40 weeks
WEP Fast 14	56 weeks	12 weeks	44 weeks
			44 weeks
WEP Fast 15	60 weeks	12 weeks	48 weeks
			48 weeks

**Students can work a maximum of 20 hours per week

“

This placement was perfect. All the people there help you very much to improve your English. It was awesome! The Ranch place was very supportive wherever they can. I was absolutely satisfied. The owners are very empathetic people and I like them very much. It was a great honor to stay on that Ranch."

CRISTINA MUZZINI
Ranchstay Student

Ranchstay

LOCATION

CANADA 

RANCHSTAY

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The **ILSC Ranchstay Program** offers you the unique opportunity to improve your English skills while working on a ranch and riding horses in the great Canadian outdoors. The first half of the program is 2 to 6 weeks of English classes of your choice. Then, take your English outside on a ranch located South of Kamloops in British Columbia for the second half of the program. The friendly ranch-owners have been hosting international students for years and provide truly unforgettable experiences.

Your work at the ranch will be primarily in hospitality and include other general duties. You will also get to spend many hours working with and riding the horses. In order to benefit fully from your Canadian experience, you will be expected to respect the English Only Policy, even at the ranch. This unique program is the perfect experience for anyone who wants to practice English through a love of animals and the environment.

Ranchstay

PROGRAM OVERVIEW

FULL-TIME INTENSIVE STUDY

Choose courses from a variety of programs offered at ILSC such as:

- Academic Preparation
- Business English
- Test Preparation
- Communication
- Humanities



RANCH STAY

Accommodation

There are two separate cabins as well as three home-style meals provided daily.

Ranch Duties

Your work mainly revolves around the care of the horses as well as maintenance of the ranch. Since this is a Bed & Breakfast and Guest Ranch, guests may be present during your stay. Everyone helps out when there are guests – hospitality duties include entertaining, serving food, general clean up and assisting with riding lessons and trail rides.

Horseback-Riding

Riding hours vary depending on the level of your riding skills and the weather. You will have an average of one hour riding per day if you are a beginner, since supervision and training will be required. If you are an experienced rider you may have up to 3 or 4 hours a day.

Additional Info

There are 25 horses at the ranch including mares for breeding, riding horses, horses in training and retired horses.

PROGRAM LENGTH

4 to 12 weeks

50% Full-Time Intensive study and 50% Ranchstay

PROGRAM START DATES

Every Monday except the last week of a session. Please note that there is less riding available between November and February due to winter weather conditions.

ENTRY REQUIREMENT

A minimum of ILSC–Intermediate 2 is required. Parental consent is required for students 19 years of age or younger.

PROGRAM FEE

Please refer to program fees on page 23.

The program fee includes

- Full-Time Intensive Study
- Registration fee
- Material fee
- Vancouver accommodation (Homestay with 2 meals/day)
- Pick up from Vancouver airport to Homestay
- Ranch accommodation (3 meals/day)
- Round trip bus ticket between Vancouver and Kamloops
- Pick up/drop off between Kamloops bus depot and the ranch
- An amazing work experience focused on English language acquisition

PROGRAM IS AVAILABLE AT

ILSC–Vancouver





When I first came to Vancouver, I didn't know anything about Canada but always wanted to know what it's like to work in the Canadian society. WEP was the best choice to make this experience happen because I didn't have to worry about finding a job. Students who come to Vancouver for the first time are not good in English and I think that with the help of the WEP coordinators in finding me a job, I was able to focus on my school work. If students want to find a job on their own they can but they might not be able to focus too much on studying English. Students who came here have to keep in mind that improving your English is our priority."

JEONG HWAN JANG
WEP-VIP COMBO Student

WEP-VIP Combo

LOCATION **CANADA** **V** **T** **M**

WEP - VIP
COMBO

ILSC
PUT YOUR
LANGUAGE
SKILLS TO
WORK

WEP and VIP Combo

The WEP and VIP Combo Program is the best of both worlds. Students first complete an unpaid internship with one of ILSC's host companies. Upon completion, students are equipped with a solid understanding of Canadian work culture and business English / French that will improve job-hunting skills and success in a paid Internship. The relationships that students build with their VIP host company also leave them with a valuable reference letter and potential job leads.

ILSC is responsible for placing students in an unpaid internship, while it is the student's responsibility to find a paid Internship (WEP Basic service). Students must also abide by Citizen and Immigration Canada's 50/50 rule, where the combined time of a student's Volunteer Internship and paid work experience are equal to or less than the student's academic studies.

The Combo Program is available to students studying for WEP 8 and longer. Students can complete a Volunteer Internship from 4 to 12 weeks and the remaining internship portion can be allocated to the paid WEP Basic Program.

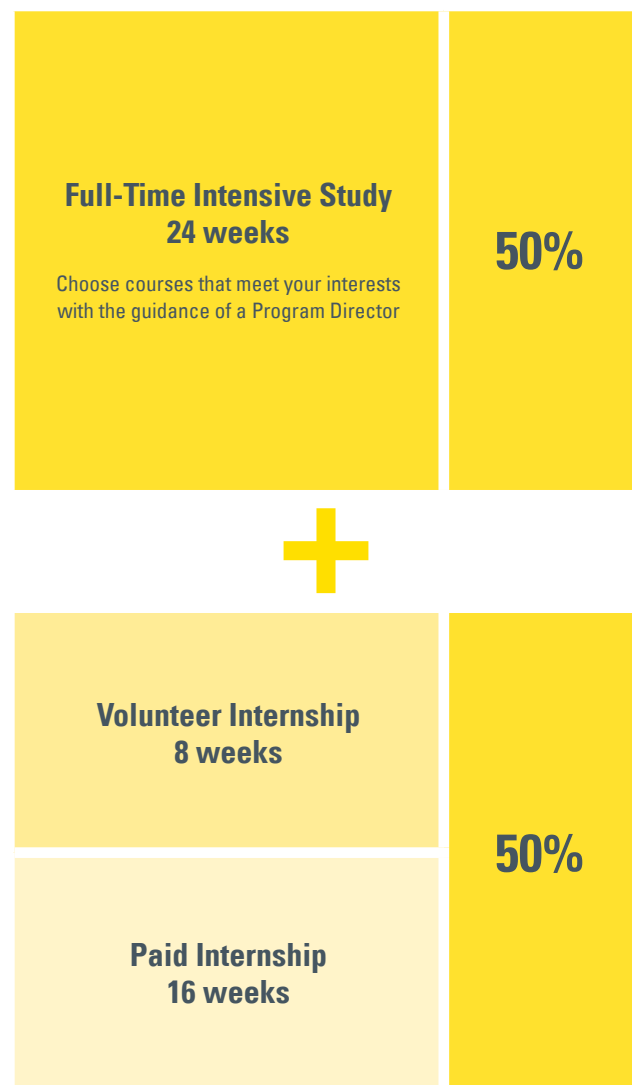
Students must meet the following requirements for the VIP and WEP Basic Programs

- Completion of the VIP and WEP application forms
- Online Language Assessment test and phone interview
- Submission of a recent CV (curriculum vitae) and cover letter in Word format upon registration
- Complete one session at the Intermediate 3 language level prior to starting a volunteer internship
- The 3-2-1 Internship Success Business courses are highly recommended
- For WEP and VIP Combo programs, students must study in the Full-time Intensive schedule for a period equal to the length of their VIP placement. For the WEP placement, students can choose to study in the Full-time or Full-time Intensive schedule. Internship placements may not exceed the amount of study hours.

PROGRAM FEE

Please refer to program fees on page 23.

**SAMPLE SCHEDULE
(WEP 12 AND VIP COMBO)**



“

The internship experience was a good opportunity for me to not only improve my English but also to establish good relationships with Indian people and understand their method of business.”

YOSHIFUMI MATSUI

Japan , placed with Tata Motors



Volunteer Internship Program (VIP)

LOCATION INDIA **N**

ILSC
PUT YOUR LANGUAGE SKILLS TO WORK

VOLUNTEER INTERNSHIP PROGRAM (VIP)

The **Volunteer Internship Program** is an innovative model of enriched education combining English language studies with volunteer experience in an industry that meets students skills and interests. VIP in India combines language studies with experience in the Indian workplace

or community. Students choose between a Business Volunteer Internship working with some of the most dynamic and innovative Indian companies, or a Social Volunteer Internship helping disadvantaged Indians in New Delhi, or in small countryside villages.

Volunteer Internship Program (VIP)

PROGRAM LENGTH

Business Volunteer Internship: A minimum of 2 weeks Full-Time Intensive study plus a minimum of 4 weeks of unpaid internship.

Social Volunteer Internship: A minimum of 2 weeks Full-Time Intensive study plus a minimum of 2 weeks of unpaid internship.

NOTE: The maximum length of the placement depends on the host company or organization and the student's own schedule.

PROGRAM START DATES

Every Monday.

ENTRY REQUIREMENT

High Intermediate Level 2 to High Advanced Level 3.

PROGRAM FEES

Please refer to program fees on page 23.

FULL-TIME INTENSIVE STUDY

Choose courses:

- English Communication
- Business English
- Test Preparation (IELTS, TOEFL or TOEIC)
- Basic Hindi

Foundation courses may apply depending on your background and experience in the workplace.



BUSINESS VOLUNTEER INTERNSHIP

- Gain experience in the burgeoning Indian business sector
- Work in IT, Finance, Trade, Travel and Tourism, Market Research or the Service Sector
- Minimum 4 weeks of unpaid internship

OR

SOCIAL VOLUNTEER INTERNSHIP

- Volunteer to work with disadvantaged children, women, the disabled or handicapped, or the elderly
- Students can also participate in village infrastructure projects
- Experience village life and gain exposure to international development
- Students must be prepared to live and work outside of Delhi, in Himachel, Pradesh, Rajasthan or Goa
- Minimum 2 weeks of unpaid internship

REGISTRATION

1 STEP ONE

Take the Pre-Registration Online Language Assessment (PROLA) and do a phone interview.

(Students registered in 24-week and longer Full-Time Intensive study may be exempt from PROLA and the phone interview).



2 STEP TWO

Complete the ILSC application form, and the Volunteer Internship Program application form, indicating either the Volunteer Business Internship, or the Social Volunteering Internship, and send the program fees to the school.



3 STEP THREE

Submit both application forms, a curriculum vitae (CV) and a cover letter. The CV should be neat and professional and include all relevant educational and work experience. The cover letter should state your skills and placement goals.

The template can be found at the back of this internship guide and can also be downloaded at www.ilsc.com/internship.



Volunteer Internship Program (VIP)

**VOLUNTEER
INTERNSHIP
PROGRAM
(VIP)**

**ILSC
PUT YOUR
LANGUAGE
SKILLS TO
WORK**

LOCATION AUSTRALIA B S

The **Volunteer Internship Program** is an innovative model of enriched education combining English language studies with experience in the Australian workplace. Since VIP began at ILSC–Canada in 1994, it has grown to become one of ILSC’s most popular programs, attracting students from all corners of the world. ILSC’s VIP Program is proud

to be recognized as one of the world’s most successful workplace experience programs, with close to 500 placements annually. ILSC–Australia is pleased to offer students this opportunity to build their English communication skills while gaining volunteer work experience in an industry that fits their skills and interests.

Volunteer Internship Program (VIP)

PROGRAM OVERVIEW

The first part of the program is a minimum of 4 weeks of full-time intensive, in-school English language instruction. The second part takes place on the job site, where you spend a maximum of 12 weeks in an industry that reflects your career interests.

ENTRY REQUIREMENT

A minimum of ILSC **Intermediate 3** is required one session prior to internship start date.

PROGRAM START DATES

Every Monday except the last week of a session.

PROGRAM FEES

Please refer to program fees on page 23.

PROGRAM IS AVAILABLE AT

ILSC—Brisbane; ILSC—Sydney

Note: Although work is done on a voluntary basis, you are required to act professionally and responsibly. This includes wearing proper business attire for the interview and the work environment. Internships may be located outside the downtown core.

PROGRAM LENGTH

VISA TYPE	STUDY LENGTH	INTERNSHIP LENGTH	MAXIMUM TOTAL LENGTH	PRE-BOOKED HOLIDAY
Visitor Visa	8 weeks	4 weeks	12 weeks	N/A
Working Holiday Visa	16 weeks	4–12 weeks	28 weeks	N/A
Student Visa	20 weeks	4 weeks	24 weeks	4 weeks
Student Visa	32 weeks	6 weeks	38 weeks	6 weeks
Student Visa	40 weeks	8 weeks	48 weeks	8 weeks

Students are responsible for securing the appropriate visa. Different program length combinations can be arranged by request.

FULL-TIME INTENSIVE STUDY

You can choose courses from a variety of programs offered at the school—Academic Preparation, Test Preparation, Business English, Humanities, etc.

Certain foundation courses apply depending on your background and experience in the workplace.

In addition to Full-Time Intensive study, you will attend an orientation, a workshop, and also attend regular meetings with your coordinator.



INTERNSHIP

We ask that you give us three different areas of interest because finding a placement in a specific field depends on your background and experience, how you perform in the interview, the willingness of that industry to accept volunteer students from non-English speaking countries, and the seasonal highs and lows of certain industries.

The responsibilities are different for each placement and depend on your language ability at the time of placement, familiarity and experience in the chosen field, relevant educational background, amount of work available, and your attitude.

Some popular areas of interest include:

Banking, Computers, Engineering, Event Management, Finance / Investments, Hotels / Tourism, Human Resources, Marketing, Non-profit and Sports / Recreation.

REGISTRATION

1 STEP ONE

Take the Pre-Registration Online Language Assessment (PROLA) and do a phone interview. (Students registered in 24-week and longer Full-Time Intensive study may be exempt from PROLA and the phone interview)

2 STEP TWO

Complete an ILSC application form choosing the Internship Program and send the necessary fees to the school.

3 STEP THREE

Submit both application forms, a curriculum vitae (CV) and a cover letter. The CV should be neat and professional and include all relevant educational and work experience. (In Australia, personal information such as age and marital status should not be on a CV). The cover letter should state your skills and placement goals.

The template can be found at the back of this internship guide and can also be downloaded at www.ilsc.com/internship.

INTERNSHIPS AT ILSC BUSINESS COLLEGE

ILSC Business College also offer Internships as part of its Diploma and Certificate Programs.

Daytime Diplomas include 12 internship days during a 20-25 week program (takes place on Fridays).

Nighttime Diplomas / Certificates include up to 12 weeks of Full-Time Internship during a 30-45 week program. (Placements are made after 8-10 weeks of study have been completed).

Programs offered at ILSC Business College:

Diploma of Marketing (Daytime or Nighttime)
Diploma of International Business (Daytime or Nighttime)
Certificate IV in International Trade (Nighttime)

Contact your agent, or ILSC to learn more about these programs.





Job Ready Program (JRP)

JOB READY PROGRAM (JRP)

ILSC
PUT YOUR LANGUAGE SKILLS TO WORK

LOCATION AUSTRALIA **B S**

Australia's **Job Ready Program (JRP)** is a specialized program designed to give students the basic language and job-search skills to find a position in an Australian workplace. JRP students must study a minimum of 4 weeks. JRP is ideal for Working Holiday students who want to quickly increase their language skills for the workplace, and learn the necessary tips and tricks to help them to secure work in Australia. However, student visa students may also choose the JRP program to help them find part-time work during their studies.

Job Ready Program (JRP)

PROGRAM DESCRIPTION

Australia's Job Ready Program is geared for students who want to get a job quickly. Students will take the Job Ready course to learn practical job seeking skills, and can also choose to take an elective course focused on business or hospitality to help them boost their skills and résumé.



2013 PROGRAM START DATES

Jan 2, Jan 29, Feb 25, Mar 25, Apr 22, May 20, Jun 17, Jul 15, Aug 12, Sep 9, Oct 8, Nov 4, Dec 2

ENTRY REQUIREMENTS

A minimum language level of ILSC Beginner 3 is required

PROGRAM FEE

Please refer to program fees on page 23.

JOB READY SERVICE INCLUDES

- ✓ A one-on-one meeting, orientation, and follow up with a JRP Coordinator
- ✓ Help applying for a tax file number, a bank account, and other work-related documents

PROGRAM IS AVAILABLE AT

ILSC–Brisbane; ILSC–Sydney

JOB READY PROGRAM CHART

	Weeks of Academic Studies	WEP Entry Level	Available at
Working Holiday Visa*	4	N / A	B S

*Study visa students can sign up for the Job Ready Program to help them find part-time work (up to 20 hours per week) during their studies.

Legend: **B** Brisbane **S** Sydney

PROGRAM OVERVIEW

CORE ENGLISH COURSES

Build fundamental language skills by choosing courses from a variety of programs offered at ILSC—Communication, Academic Preparation, Test Preparation (TOEIC, Cambridge, IELTS), Business and Humanities. Want an added edge for your job search success? Want to get the best edge on job finding? We recommend the English for JOBS course.

Build your schedule from the following work related classes.

Required Courses

JOB READY

Learn valuable practical job skills including resume and cover letter writing, how to get a tax file number, setting up a bank account, work regulations, and interview skills. Students will also learn about Australian business culture and work practices, organisations that support Australian workers, where to look for jobs, and how to apply.

Recommended Courses

ENGLISH FOR JOBS

Gain an understanding of workplace culture, employment standards, human resources and management. Develop skills for effective teamwork, networking, and workplace success.

CAFÉ WORK SKILLS

Learn practical skills needed to work in a café. Ace the interview, sharpen your telephone skills and master the hustle and bustle of customer service.

ENGLISH FOR TRAVEL AND HOSPITALITY

Master industry-related English skills and gain an understanding of tourism marketing, hospitality management, entertainment and promotion.

BUSINESS WRITING

Gain skills in written communications such as business proposals, resumes and cover letters.

BUSINESS INTERVIEW SKILLS

Gain insight into the business interview process to prepare for success in your own interview.

BUSINESS PRESENTATION SKILLS

Master the essentials of effective presentations, building confidence in the ability to organize and deliver a speech in front of a business audience.



INTERNSHIP

Once you've completed the 4 week Job Ready Program, you're ready to get out and secure a job in the Australian workplace. Good luck in your job search!

SAMPLE JOB POSITIONS

	Retail Sales Clerk / Stock and Inventory Associate
	Hotel Banquet Service / Housekeeping
	Restaurant / Café Server / Dishwasher / Barista

SAMPLE MONTHLY LIVING EXPENSES IN AUSTRALIA

	Apartment Downtown Studio	Single Occupancy \$2800 (\$650 per week)
	Food and Other	\$400 – \$600
	Homestay	\$993 – \$1264.20
	Transportation Pass (per month)	\$140.30 (Zone 1) \$195.50 (Zone 2)
	Potential Monthly Earning	\$1600 – \$1900

*The above costs are samples. Actual living costs/earnings may vary depending on the city, your lifestyle and job position. The above is based on working 25 hours a week at \$15–\$18/hour for 4.3 weeks.

How to Apply

Application forms for ILSC Internship Programs are available on the web at:



www.ilsc.com/internship-program-application-forms.aspx

APPLICATION CHECKLISTS

Please review the appropriate checklist to make sure your application package is complete. The program applications are designed to help our Internship Coordinators assess your skills and areas of interest in order to offer you tailored support, and/or to connect you with positions that will suit your learning goals and personal passions.

VIP PROGRAMS

Be sure to include the following documents and information with your application:

- A valid email address
- ILSC general application form for you chosen country of study
- VIP application form for your chosen country of study, indicating your areas of interest
- Cover letter—the cover letter should state your placement goals
- Curriculum vitae (CV)—the CV should be neat and professional, and include all relevant educational and work experience.

WEP PROGRAMS

(including Fast Track)

Be sure to submit the following documents and information with your application:

- A valid email address
- ILSC general application form for you chosen country of study
- WEP application form for your chosen country of study, indicating your education and work experience, as well as your motivations for choosing WEP and your expectations.

RANCHSTAY PROGRAM

Be sure to submit the following documents and information with your application:

- A valid email address
- ILSC general application form for you chosen country of study
- Ranchstay application form and questionnaire

JRP PROGRAM

Be sure to submit the following documents with your application:

- ILSC general application form for your chosen country of study
- JRP application form and questionnaire

2013 ILSC Internship Program Fees

	CANADA				INDIA	AUSTRALIA		
	VOLUNTEER INTERNSHIP PROGRAM (VIP)	WORK EXPERIENCE PROGRAM (WEP)	WORK EXPERIENCE PROGRAM (WEP) FAST TRACK	RANCHSTAY	WEP-VOLUNTEER INTERNSHIP PROGRAM COMBO	VOLUNTEER INTERNSHIP PROGRAM (VIP)	VOLUNTEER INTERNSHIP PROGRAM (VIP)	JOB READY PROGRAM
REGISTRATION FEE	\$125	\$125	\$125	N/A	\$125	\$65	\$220	\$220
MATERIALS FEE	\$70	\$140 (WEP 6: \$70)	\$140	N/A	\$140	\$30	\$45 / 4 week session	\$45 / 4 week session
TUITION & PROGRAM FEES	ILSC Full-Time Intensive Fee + \$825 Internship Service Fee	ILSC Full-Time or Full-Time Intensive Fee + \$400 Basic Service Fee \$800 Standard Service Fee \$1400 Premium Service Fee	ILSC Full-Time Fee + Part-Time AM fee. OR Part-Time AM Fee* + \$400 Basic Service Fee	Package Price: \$2650 (4 weeks) \$3550 (6 weeks) \$4320 (8 weeks) \$5140 (10 weeks) \$5950 (12 weeks)	ILSC Full-Time Intensive Fee + \$1225 Combo Service Fee <i>(WEP Basic Service Fee + Internship Service Fee)</i>	ILSC Full-Time Intensive Fee + Internship service fee: \$685 (2 to 4 weeks) \$920 (5 to 11 weeks) \$1150 (12 weeks and longer)	ILSC Full-Time Intensive Fee + \$795 Internship service fee	ILSC Full-Time Intensive Fee + \$200 Job Ready Program fee
LOCATION	V T M	Basic V T M Standard V T Premium V	V T M	V	V T M	N	B S	B S
Notes				PACKAGE PRICE INCLUDES: • Full-Time Intensive Study • Registration Fee • Material Fee • Vancouver Accommodation (Homestay with 2 meals /day) • Pick up from Vancouver airport to Homestay • Ranch Accommodation (3 meals / day) • Round trip bus ticket between Vancouver and Kamloops • Pick up/drop off between Kamloops bus depot and the ranch		Students who choose to take the social volunteer opportunities must be willing to move from New Delhi as most of the NGO's are located outside the city and in small villages.		
Currency	All fees are in Canadian dollars	All fees are in Canadian dollars	All fees are in Canadian dollars	All fees are in Canadian dollars	All fees are in Canadian dollars	All fees are in US dollars	All fees are in Australian dollars	All fees are in Australian dollars

*WEP Fast Track study fees vary. Students arriving with a study permit only will study the Full-Time schedule while their Work Permit is being processed.

Legend: V Vancouver T Toronto M Montréal N New Delhi B Brisbane S Sydney

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