



**Improve your Job or
Career Prospects...**

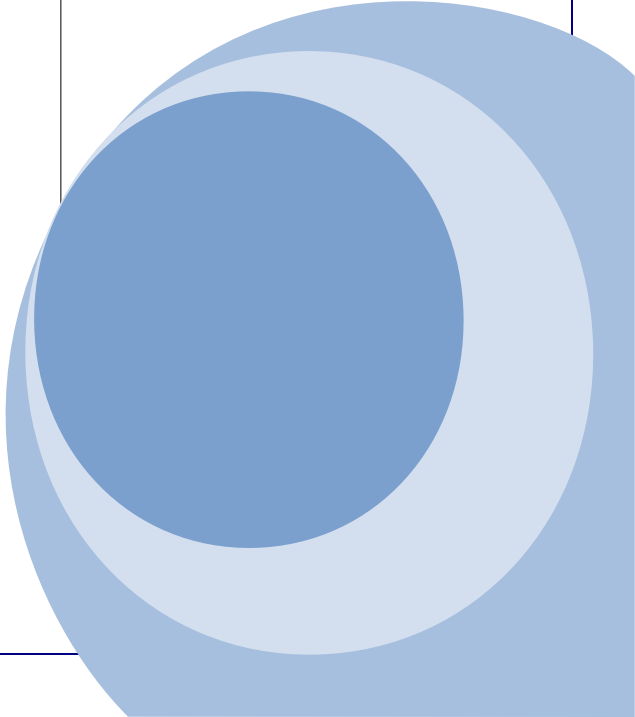
"There is no better way to advance your career prospects, than undertaking an internship in England. Improve your language skills and knowledge of vocational terminology, while you work in your chosen field"

"International internship is a major asset on your profile. It demonstrates your commitment, determination and international aspirations. Future employers will be impressed"

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UK INTERNSHIPS

"CTS Claim Today Solicitors, Medical Today Limited and Sikh Channel are pleased to offer you and recent graduates from your University 3 and 6 month internships giving you the opportunity to work and gain experience of the Legal, Medical and Media sectors in the UK."



CTS Claim Today Solicitors

Medical Today Limited

Sikh Channel

3 Broadway, Broad Street, Birmingham, B15 1BQ, UK

Tel: 0870 73 74 75 1 Fax: 0870 73 74 75 2

Contact:

Ewa Bernadowicz

Email: Ewa@claim-today.com

Tel: +44 121 634 6779

Dear Students and Graduates,

INTERNSHIPS

CTS Claim Today Solicitors, Medical Today Limited and Sikh Channel are pleased to offer you and recent graduates from your University 3 and 6 month internships giving you the opportunity to work and gain experience of the Legal, Medical and Media sectors in the UK.

All three businesses are situated in the United Kingdom's Second City, Birmingham, which has a very diverse and vibrant population of 1.5 million people.

This will be an un-paid position in the framework of the Lifelong Learning Program ERASMUS and Leonardo da Vinci Community Vocational Action Program to acquire additional skills and international experience to permanent employment supporting.

Accommodation and Living Expenses

For all students, heavily subsidised accommodation is available, where we ask for a very modest contribution of £10 GBP per week. For students who are able to stay for 6 months, upon commencing their 4th month they will also receive retail vouchers of £50 per week and every week thereafter until they finish their 6 month internship. The vouchers can be used for food, clothing, electrical and many other items of their choice.

Detailed descriptions:

The Law Firm (Page 3)

The Medical Agency (Page 4)

The TV Company (Page 4)

Detailed description of the training program in the Legal Office

Our aim is to provide a comprehensive experience in many aspects of the legal industry, including the administrative and back office aspects to running a law firm. This is not just for Law students. All students are welcome especially administration, marketing, business, accountancy, IT students. As you will see that you will gain access to the following categories:

- Seeing firsthand how legal cases in the UK are handled, including cases involving personal injuries, clinical negligence.
- Client Care and communications
- Marketing
- Office administration
- Accounts, including regulatory compliance
- Information Technology, Telecommunications
- Human Resources

During the period of internship, trainees will work close to experienced officers and participate in various stages of office work. The area where the intern will have his training is usually close to his university faculty. These provide our interns the opportunity of gaining significant skills connected with their interests and background.

Trainees can also be involved in daily office management and learn numerous skills in a very friendly, professional environment alongside supportive members of staff and other trainees who are also undertaking internships.

By the end of the internship, the trainee will have obtained a full and comprehensive experience and insight into the working practices of a UK law firm. At the same time they will have significantly improved their communication skills and use of the English language which will enhance their long term job prospects and aspirations.

This is a unique opportunity of living and working in Britain's Second Largest City with its diverse and interesting population of 1.5 million people.

Detailed description of the training program in the Medical Agency

Medical Today are a Medical Agency who arrange medical examinations, reports and treatment for accident victims. Our aim is to provide students with a comprehensive learning experience in many aspects of running a Medical Agency which will include:

- Office Administration
- Communications with Medical Experts (Doctors)
- Communications with Lawyers and Patients
- Collation of Medical Records
- Arranging Medical Treatment and Medical Appointments
- Diary and Database management

Students will have daily contact with medical agencies, doctors and lawyers which is excellent to improve their standard of English and self-confidence.

Detailed description of the training program at Sikh Channel

Sikh Channel is a television channel with national broadcasts. Our aim is to provide a comprehensive learning experience in all aspects of broadcast production from pre to post production including both technical, administrative, and creative roles in order to help the student to choose an area of production or operations which best fits his or her aspirations.

The placement will give students a unique opportunity to train and complete their vocational education and training in a Country within enlarged Europe. During his or her stay, the student will be involved in:

- Producing
- Editing
- Camera and Sound
- Gallery and Vision Mixing
- Live and Pre Recorded Broadcasting
- Studio based and outdoor production and filming
- Market research
- Advertising
- Script writing
- Coordination of TV presenters
- Programme scheduling
- Daily administration

At the end of the training period the trainee will have had the opportunity to gain a complete all round experience of television production in an operational and highly sought after broadcasting environment; plus an idea of their likely aptitude toward a very specialist area.

As a hosting organization of the project we commit ourselves to:

- choosing and preparing appropriate workplace for university students,
- provide full information to participant in professional training,
- meet all conditions connected with training before the student leaves his/her home country,
- provide subsidised accommodation for the trainee, the cost will be £40 per month
- issue the certificate of the training under the Erasmus / Leonardo da Vinci Program,
- care out the tutoring and assigning the mentor at the host organization
- for students who stay longer than 4 months we also offer additional financial support in form of Retail vouchers of the value of £50 per week. (for students working at CTS and Medical Today)

Our task as a partner organization within the project will be:

- to enable the beneficiaries of the project to familiarize themselves with the structure, objectives;
- to take care that traineeship will get professional recognition;
- to do our best for successful execution of the placement project;
- evaluation of the placement and certification.
- to do our best to make the student feel comfortable while working and staying with us

If you have any question please do not hesitate to contact us, we will be pleased to answer any questions

Ewa Bernadowicz

Internship coordinator

CTS Claim Today Solicitors

Tel.: 0121 634 67 79

Fax.: 0870 73 74 75 2

e-mail.: Ewa@cailm-today.com

Website.: www.claim-today.co.uk

C/T'S Claim Today
solicitors

www.dontdelayclaimtoday.com



www.medicaltoday.co.uk



www.sikhchannel.tv

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