

INTERNSHIP PROGRAMME IN MALTA

2015 2016



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OBJECTIVES

STAGE MALTA's goal is to prepare stagiaires to become responsible citizens of the global community and most importantly to enhance their employability potential when entering the highly competitive global marketplace.



STAGE MALTA aims to inspire, in young people of diverse backgrounds, a genuine and enduring love for learning, critical thinking and the capacity for both independent and collaborative work. Through work placements and mobilities, STAGE MALTA seeks to develop the stagiaires' technical expertise, management abilities and professional versatility required in today's knowledge-based economy.

MISSION AND VISION

MISSION

- Develop, offer and assure quality Internship Programmes in the Maltese Islands;
- Propose an Educational Programme that is flexible and practical in an accommodating environments;
- Create a win-win situation for the stagiaires and Partner Institutions.

AND

VISION

- Contribute effectively to the Maltese cultural, social, and economic life;
- Benefit society on a national and a global scale;
- Foster a culture in which innovation plays an important role.

WORK PLACEMENTS

STAGE MALTA has experience in offering successful work placements in the following fields:

- Accounting
- Administration
- Agriculture
- Anthropology
- Archaeology
- Architecture
- Art
- Biomedical Science
- Botany
- Business Admin.
- Communications
- Computer Science
- Design (Graphic, Interior, Fashion)
- Economics
- Education
- Engineering (Civil, Mechanical, Electrical, Chemical)
- Environmental Management
- Event Management
- Finance
- Food & Beverage
- Food Science And Nutrition
- Geology
- Health Sciences
- Horticulture
- Hotel-Restaurant
- Hospitality
- Human Resources
- Information Systems
- International Relations
- Law
- Marine Science
- Marketing & Public Relations
- Medical Management
- Medicine
- Nursing
- Pharmacy
- Public Administration
- Real Estate
- Research
- Rehabilitation
- Social Care
- Statistics
- Tourism

Emphasis is given to the relevance of learning outcomes. Certain work placements are seasonal and/or depend on the level of education, level of English or placement duration of the applicant.

APPLICANTS



APPLICANTS SHOULD BE:

- In possession of the EU Passport, Residence Permit, a Visa, and/or an equivalent;
- Motivated to work hard and learn from each other and every experience;
- Open to adapt to the Mediterranean environment, new work ethic and various nationalities;
- Willing to conform to the standard operating procedures of the host organisation;
- Able to work as part of a team and eager to assist colleagues in the day-to-day tasks;
- Responsible to perform diligently and respect deadlines;
- Have a good command of the English language, minimum level B1.

PROCEDURE

1. After receiving the applicant's CV and covering letter (stating the desired tasks), we conduct a Skype Interview. This is an opportunity for the applicant to highlight his/her expectations. Usually further discussions follow in order to match the applicant to the right work placement;
2. A detailed programme (with dates and addresses) will be sent to the stagiaire. This includes other practical information such as: how to get around and what to bring to Malta;
3. We meet the stagiaire at the arrival lounge at the Malta International Airport (there is only one airport in Malta), hand over a pack with maps, interesting sights and further instructions and take him/ her to his/her Maltese home;
4. An Introduction Meeting is held at our offices. The stagiaire is introduced to other interns in Malta;
5. During the stagiaire's stay, we constantly monitor progress to ensure that the set learning outcomes are being reached;
6. Prior to departure, Performance Appraisals are taken into account and the stagiaire is invited to the Certificate Presentation.
On the day of the departure, we will pick the stagiaire up from home and take him/her to the Airport.

Our communication policy:

- H** - HONEST
- O** - OPEN
- T** - TWO-WAY



LOGISTICS

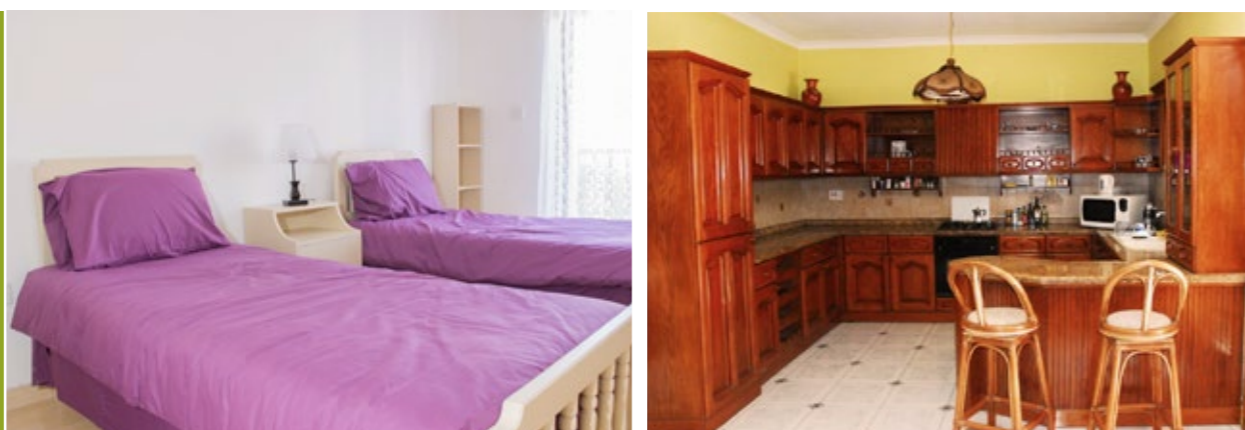
ACCOMMODATION

STAGE MALTA has a mandatory accommodation system that provides its stagiaires with self-catering houses, with all amenities.

Stagiaires have a choice between a private and a shared room in a shared house with communal kitchen and living areas.

All houses have a fully equipped kitchen (with appliances and utensils). There is a dining area and a living room, as well as a garden or a terrace. Each house has a washing machine, an iron and an ironing board. Free wireless internet, bed linen and towels are also provided. Gas, water and electricity are included.

A deposit of €100 is to be paid upon confirmation. This deposit is held throughout the stagiaire's time in Malta and refunded fully at the end of his/her stay, should no misconduct, breakages or carelessness occur.



LOGISTICS

PRIOR TO ARRIVAL

In order to ensure that all paperwork, permits and insurance are in place, we appreciate receiving the flight details and payment 3 weeks prior to arrival.

Stagiaires will be met by a Team Member and taken to their accommodation (no matter what time and whether it is a weekday, weekend or a public holiday).

MEDICAL CARE

Each stagiaire is required to possess a European Health Insurance Card (E111 or E128). When presenting this card, the stagiaire is entitled to free medical care at Help Centers/Polyclinics (open 24/7) and free hospital treatment.



MONITORING



STAGE MALTA guarantees that assesment procedures adhere to that of the sending institution.

Prior to arrival, each stagiaire is assigned a Mentor and a Company Supervisor and a Work Plan is drafted. Once the stagiaire is introduced to the company the details of the Work Plan are rediscussed.

Learning Outcomes are discussed on a weekly basis. We also visit the workplace in order to guarantee the stagiaire's fruitful experience.

At the end of the Internship Programme, the Mentor and the Company Supervisor issue a Performance Appraisal, a Reference Letter and any other paperwork required by the sending institution.

EQUAL OPPORTUNITIES

STAGE MALTA is committed to:

- Understanding, valuing and working with diversity to enable fair and full participation in our Programmes;
- Ensuring that there is no unjustified discrimination in our recruitment, selection and other processes;
- Treating individuals with whom we work fairly and with dignity and respect

All staff is required to ensure their behaviour is consistent with policy.

We also require that the stagiaires, host companies and partners are aware of this policy and operate it consistently.



QUALITY ASSURANCE



For STAGE MALTA, quality is a dynamic dimension in continuous development. That is why importance is given to the quality assessment of each individual placement, the progress of each individual stagiaire and the strategies adopted by STAGE MALTA.

This enables us to continuously measure and adjust our efforts. The stagiaires also evaluate the quality of our services. The results are implemented in future initiatives, in order to meet the visions and goals of students who come to Malta to conduct a work placement mobility.

STRUCTURE & CONTENT

Stagiaires are requested to comply with the host company's working hours, break time, shut down and public holidays.

Regular and punctual attendance at the work placement is essential. The stagiaires will report to work 5 days a week for an average of 40 hours a week. Poor attendance is subject to dismissal. No refunds can be made if a student is dismissed.

Every Friday, stagiaires send us a written report explaining the tasks and activities accomplished during the week.

Requests for placement extension are possible and welcomed. Each individual case will be discussed with the sending Institution, the host company and the Academic Programme Director.

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