

Spanish Chamber  
of Commerce in  
Great Britain

# The Graduate European Programme

Work experience in companies  
in London for recent graduates

XIV Edition, 2012-2013

**Spanish Chamber of Commerce in Great Britain**

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# The Programme



The Spanish Chamber of Commerce in Great Britain are

- aware of the challenges facing European professionals today
- in line with the policies developed by the European Union; to promote the mobility of European professionals and to improve training programmes including the learning of European languages
- faced with the increased demand from graduates wishing to complete their professional training process in the United Kingdom
- conscious of the current difficulties in finding work

organises the “The Graduate European Programme” which offers recent graduates WORK EXPERIENCE within different kinds of companies in Greater London.

The next edition of the programme starts in September 2012.

Please note that a minimum of 15 participants are required to run the programme.



## Spanish Chamber of Commerce

- Initial selection through CVs and covering letters and telephone/Skype interviews
- Analysis of the applicants' qualifications and skills
- Review of the English exam results and interviews

## Internexus at Regent's College

- Written and oral English exams prior to the start of the programme
- Exams to take place during the last three weeks of July
- Length of exam will be 3 to 5 hours and of an advanced level



Selection Process for the Programme

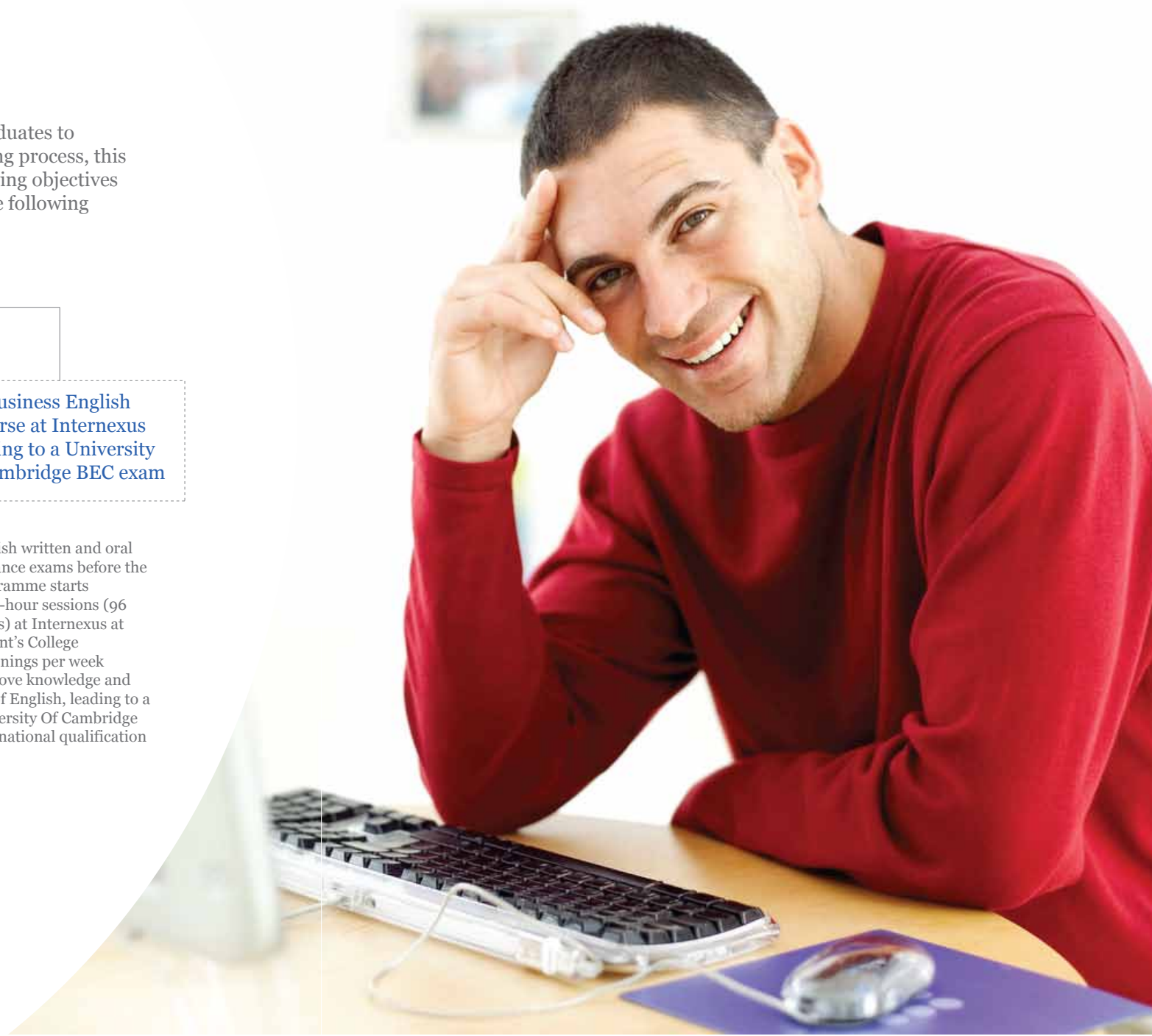
With the purpose of assisting graduates to enhance their professional training process, this programme has set out the following objectives which have been structured in the following modules:



- that the graduates gain experience in a working environment and acquire knowledge of the operational development of a company, by undertaking a 6-month placement in a company in London

- 20 hours spread out equally over the 6 months at the European Business School at Regent's College  
- broaden professional knowledge and develop their understanding of the business world at an international level

English written and oral entrance exams before the programme starts  
48 2-hour sessions (96 hours) at Internexus at Regent's College  
2 evenings per week  
improve knowledge and use of English, leading to a University Of Cambridge international qualification





The programme is open to recent graduates that fulfil the following profile:

**Training** - University graduate with a background in Business, Economics or Marketing. Candidates from other fields will be considered only if there are suitable companies taking part.

**Level of English** - Advanced, oral & written. Tests will be taken prior to the start of the programme.

**Computer Literate** - Microsoft Office (Word, Excel etc.) and the ability to learn other software packages if necessary

**Skills** - Flexible and willing with a professional attitude. Working as part of a team and fulfil the objectives set out. The ability to take the initiative and be proactive is vital

**Work Experience** - Although no previous work experience is required, any previous placements undertaken will be taken into account as well as participation in specific projects



## Participant Profile

# Fees

The Programme costs £2,200 (sterling payments only plus any bank charges that may be incurred)

This covers:

- 96 hours of Business English classes
- 20 hours of Business Workshops
- Enrolling and certifying for “University Of Cambridge Business English Certificate (BEC)”
- Issue of certificates
- 6 months medical insurance plus public liability insurance
- Management and administration expenses
- Accommodation Information

The placements are unpaid. However, the Chamber endeavours to ensure that the participants will receive a minimum weekly payment of £95 from the placement companies to contribute towards lunch and travel expenses for days worked.



# Accommodation

Participants must make their own accommodation arrangements. However, the Chamber will provide the participants with detailed information about the different accommodation options in London in order to help participants to find a suitable place to reside during the 6 months. We know of various members of the Chamber that may be helpful. Please contact us if you would like to receive a list to enable you to find accommodation.

Participants are also advised to register with the London Consulate of their home country once they have moved to the UK.

**The IVX Edition of the Programme will take place  
September 2012 – March 2013 with the following calendar of events:**

| **16th April 2012** – Application period opens. The application form can be found on our website, [www.spanishchamber.co.uk](http://www.spanishchamber.co.uk)

| **29th June 2012** – Application deadline

Please complete the application form and send it to us together with all the supporting documents before the deadline.

Interviews with the Spanish Chamber will take place either in person, by phone or via Skype. A Skype account will be necessary and we will need to be informed of all Skype accounts beforehand.

| **9th – 20th July 2012** – Exams and results.

**PLEASE MAKE SURE YOU HAVE FULL AVAILABILITY DURING THIS TIME.**

Written and oral English tests will be held either at your local Chamber of Commerce or at Internexus in London.

| **10th August 2012 – Deadline for deposits**

After the Spanish Chamber has formally notified the successful applicants of their test results a 15% non-refundable deposit of £330 will be required to secure a place on the Programme.

The terms and conditions should be attached to the payment notification. Sterling payments only please.

| **31st September 2012** – Deadline for remaining balance

The remaining balance of £1870.00 will be required by this date in order to be formally enrolled.

| **17th September 2012** – Start of the Programme

The Programme starts with an induction week. An initial meeting at the Spanish Chamber will take place on the first day and then meetings with the European Business School and Internexus will take place during the week. Interviews with the companies will also take place during this week. The start date of the work experience depends on the success of the interview and on the companies' final decision. Please note that exceptionally this can take a few weeks. Information on the companies will not be disclosed until the induction week.

WEB | Download the application form online: [www.spanishchamber.co.uk](http://www.spanishchamber.co.uk)  
Complete the form and send together with a full CV in English, clear copy of Identity card or passport and a covering letter in English.

Should you have any questions regarding the Graduate European Programme, please contact Cristina Carmona:  
Phone: +44 (0) 20 7009 9077 | E-mail: [cristina.carmona@spanishchamber.co.uk](mailto:cristina.carmona@spanishchamber.co.uk)

Opening hours: Monday – Thursday, 9.00am – 6.00pm (GMT)  
Friday, 9.00am – 3.00pm (GMT)



Apply