

Internship South Africa 2010



International Association
of Language Centres



GOOD HOPE STUDIES

Internship South Africa

Good Hope Studies has been offering internship programmes for over 10 years. During this time we have built up a comprehensive database of local companies. Depending on the client's qualification, experience and local factors, we are able to fulfil almost any placement request.

Internship South Africa



- This is a placement programme.
- It is unpaid.
- It can be booked with or without a language course.
- The minimum period for an internship is 8 weeks.
- Enrolment must be at least 3 months before arrival.

Step 1: the enrolment

The internship programme is designed to give young students and professionals the opportunity to gain international work experience at a company or organisation in or around Cape Town.

To start with, you are requested to fill in our enrolment form to establish your personal expertise and work experience. We also need to learn about your expectations, the way in which you can give benefit to a local organisation, and what you want to gain for yourself.

Each placement is tailor-made to meet your individual profile. For instance, you might want to improve your command of the English language in a professional environment, or you might be looking for some work experience, and we will provide appropriate work placements for each.

Step 2: the placement

Our placement officer gets in touch with a number of local organisations or companies to establish the most appropriate placement. The local company then issues a letter of acceptance.

Step 3: the visa application

Depending on the country of origin and the length of stay a **Visitor's Permit** issued on entry might be sufficient, or it might be necessary to apply for a **Visitor's Permit** in advance. For stays of longer than 90 days a **Study Permit** is needed.

For further details please refer to the section "Visa Requirements" in this manual.

Step 4: arrival in Cape Town

You are met at the airport and introduced to the local company or organisation. The placement officer stays in touch with you to ensure that the experience is as beneficial as possible.

You are also invited to take part in the Good Hope Studies Social Club, where you can meet other students or stay in touch with them.

At the end of the programme, you receive a letter of reference directly from the employer.

Included in the placement fee

- Creating a tailor-made programme according to the individual needs.
- Assistance in finding long-term accommodation from hostels to furnished apartments.
- Assistance in long-term car hire if required.
- Airport transfer service.
- Escort and introduction on your first day.
- Advice, assistance, and guidance before, during, and after your stay.
- 24 hr emergency number.
- A complete information package including a South African SIM card.
- A GHS student card which allows discounts at tourist attractions, restaurants, etc.
- Participation in the GHS Social Club (fees apply)

Areas of placement

- Accounting / Bookkeeping
- Administration
- Advertising
- Arts, Culture
- Automotive
- Conservation, animal protection
- Event Management
- Fashion
- General Administration
- Graphic design
- Human Resources
- Import, Export
- IT, computer science
- Job recruitment
- Law
- Logistics
- Market research
- Marketing
- Media - TV, Radio, Photo-journalism
- Music
- NGOs (Non-Governmental Organizations)
- Politics
- Public Relations
- Print Media
- Restaurants
- Sales
- Social work
- Sport and Leisure
- Tourism

Requirements

- Minimum age: 21 years
- Minimum level of English: upper-intermediate.
- A good qualification in the area of placement.
- See visa regulations for further requirements.
- A successful visa application if required.

What to do next

1. Enrolment

Complete / prepare the following 3 documents:

- The enrolment form
- A letter of motivation (see guidelines in this manual)
- An English Curriculum Vitae (see guidelines in this manual)

Send these documents to your agent.

The full application must reach Good Hope Studies at least 3 months before arrival in South Africa.

For direct bookings only

Pay a deposit of € 70 / US\$ 100. Send the proof of payment together with the 3 enrolment documents to:

Fax: +27-21-6831566

Email: workplacement@ghs.co.za

2. Placement

Our placement officer gets in touch with a number of local organisations or companies.

A telephone interview might be requested. The interview lasts about 15 minutes, and through it, the placement officer gets a better impression of your motivation and your current knowledge of English. We will therefore be better able to propose a placement that meets your expectations and qualifications.

We will suggest the most suitable placement to you within 4 weeks of receiving your application.

After you agree to the placement, the local company issues a letter of acceptance.

Depending on your nationality and the length of stay, you might have to apply for a visa (see the section about visa requirements).

For the period of your internship, you can make use of all the accommodation options we offer, for instance host-families, or alternatively Student Residence or Student House accommodation. If you prefer to be more independent or your placement is 6 months or more, we can assist you in finding long-term accommodation from hostels to furnished apartments.

Depending on the type of placement, the company might be located in an area that cannot be reached by public transport. If so, it is necessary for you to have an own car. We will then assist you in arranging long-term car hire at special rates.

You will receive a full package containing all relevant information about 2 weeks prior to your departure.

For direct bookings only

The Internship fee is payable in full upon acceptance of the internship.

3. Arrival

If you do a language course before your internship

Our driver will meet you at the airport and bring you to your accommodation.

You need to be at the school at 07:45 on your first day of school.

During your first week of school, the internship officer will approach you with more information. She will schedule a meeting at the company before your first day of work and accompany you there. This is to introduce you to the company and your colleagues.

The internship officer will also stay in regular contact with you during the time of the internship.

In addition, you are invited to continue taking part in the activities that the Good Hope Studies Social Club plans each week.

If you do the internship without a language course

Our driver will meet you at the airport and bring you to your accommodation.

We recommend that you arrive about 4 days before your first day of work. This gives you sufficient time to adapt to the new environment and to meet up with the internship officer to clarify any final questions.

She will also schedule a meeting at the company before your first day of work and accompany you there. This is to introduce you to the company and your colleagues.

Further she will stay in regular contact with you throughout the internship.

In addition, you are invited to take part in the activities that the Good Hope Studies Social Club plans each week. This allows you to meet students from the language school and mix up with them.

Visa requirements

For ALL nationalities	90 days or shorter.	Is the student from an exempt country? <i>See table below.</i>	Yes.	The student receives a Visitor's Permit when entering the country with an endorsement . The Letter of Acceptance from the host-company / organisation must be presented upon entry.
			No. OR yes, but the maximum exemption period for the students' country is 30 days, and the course is longer than 30 days.	The student receives a Letter of Acceptance from the host-company / organisation and needs to apply for a Visitor's Permit with an endorsement "to do unpaid practical training / volunteering" at the South African Embassy in their home country.
	Longer than 90 days.			The student receives a Letter of Acceptance from the host-company / organisation and needs to apply for a Study Permit with an endorsement "to do unpaid practical training / volunteering" at the South African Embassy in their home country.

Countries whose nationals are exempt from visas for the period stated

Europe	max. 90 days	Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Greece, Iceland, Israel, Italy, Liechtenstein, Luxemburg, Malta, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland
	max. 30 days	Cyprus, Hungary, Poland, Slovak Republic, Turkey
Asia	max. 90 days	Japan, Taiwan (Republic of China)
	max. 30 days	South Korea
South America	max. 90 days	Argentina, Brazil, Chile, Ecuador, Mexico, Paraguay, Uruguay, Venezuela
	max. 30 days	Bolivia, Costa Rica, Peru
Africa	max. 90 days	Botswana

Study Permit

The requirements stated below can change from time to time and are listed here for your information only. For the latest requirements please visit www.home-affairs.gov.za or contact the nearest South African Embassy.

Requirements for a Study Permit:

- A completed application form (BI-1738).
- A full medical certificate including a radiological report.
- A passport valid for no less than 30 days after expiry of intended visit, and a copy of the first page of the passport.
- One passport photo.
- A full birth certificate.
- A police clearance certificate.
- Documents relating to marital status.
- A Letter of Acceptance.
- Medical cover (either South African cover or cover that is recognised in South Africa; information about SA cover can be supplied)
- Proof of payment of all tuition fees.
- Proof of financial means (i.e. bank statements or salary advice).
- Students under 21: Written permission by both parents and a guardian in South Africa.
- Permit fee: ZAR 425 (approximately € 37/US\$ 52 as of June 2009).
- A refundable deposit (depending on the country of residence).
- All documents must be accompanied by a notarized English translation.

Visa extension

Students may extend their visitor's permit while they are in South Africa. However the application can be rejected and no reason needs to be given. Therefore it is recommended that the visa received upon entry is for the full period of stay.

Requirements:

- Application at least 30 days prior to expiry of existing permit.
- A completed application form (BI-1739)
- A passport valid for no less than 30 days after expiry of intended visit.
- A valid permit.
- A permit fee.
- Proof of financial means (i.e. bank statements or salary advice).
- Applicants travelling by air must be in possession of a return or onward ticket and must furnish proof of a return booking with the relevant airline.
- A letter stating the purpose and duration of the stay.

Visa requirements

Vaccinations

No vaccinations are required except for travellers going to the north-eastern areas of South Africa, where anti-malaria precautions are recommended. Clients should consult their doctor for recommendations.

A Yellow fever certificate is compulsory for those persons who have travelled from, or intend travelling through countries in the yellow fever belt:

Africa: Angola, Burundi, Benin, Burkina Faso, Cameroon, Central African Republic, Chad, Congo, Equatorial Guinea, Ethiopia, Gambia, Gabon, Guinea, Guinea-Bissau, Ghana, Ivory Coast, Kenya, Liberia, Mali, Niger, Nigeria, Sao Tome and Principe, Senegal, Sierra Leone, Somalia, Sudan, Rwanda, Tanzania, Togo, Uganda, Zaire.

South America: Bolivia, Brazil, Colombia, Ecuador, French Guyana, Guyana, Panama, Peru, Surinam, Venezuela.

Important

- It is the client's responsibility to arrive in South Africa upon the correct visa.
- Clients CAN extend their stay. To do so they need to go to the Department of Home Affairs in Cape Town to extend their visa.
- Clients CANNOT change their visa, but only extend the period.
- The cost for the tourist visa and the study permit is ZAR 425 (approximately € 37/US\$ 52 as of June 2009).
- Minor clients (under 21 years) must have written consent from their parents and a guardian in South Africa.
- Visa requirements are as of June 2009. For the latest information visit www.home-affairs.gov.za.

Guidelines for a letter of motivation

Outlined below is a **guideline** for you when writing your letter of motivation. Within this framework you should try to be as **detailed** and **specific** as possible. The sentences given are only examples and you should try to use your own words, even if your English is not perfect.

Client address

Date

Dear Sir or Madam,

Introduction and field of work experience you are interested in: who you are; where you are from; why you are writing this letter.

Example sentences:

My Name is..... and I am from..... . I would like to take this opportunity to apply for a voluntary unpaid internship with your company in the field of..... .

What you are presently doing: Working / Studying – give a description of what you are doing; how long you have been doing this; how it relates to the field of interest chosen.

Example sentence:

At present I am working/studying..... .

Previous experience/qualifications relevant to the field of interest chosen: give an outline of previous jobs you have had or qualifications you have gained that you believe are relevant to the field of interest you are applying for; and how do you think these positions/qualifications will serve you in your chosen field of interest.

Example sentences:

I have had the following work experience..... and /or during my studies I have had the opportunity to gain knowledge of /experience in

Outline why you want to gain work experience in your chosen field and what your expectations are: what do you hope to gain from the voluntary unpaid internship; what do you imagine it will be like; what do you envisage you will be doing; how will this benefit you in the future.

Example sentence:

Through this combination of an English language course and voluntary unpaid internship in a foreign country I hope to gain.....

Reasons for choosing South Africa: why have you chosen to go to South Africa.

Example sentence:

I have chosen South Africa because.....

Thanks and conclusions: thank company for their consideration of your work experience application and express your hope that it is successful.

Example sentences:

I would like to thank you in advance for assisting me in this matter. I look forward to gaining valuable working experience and the chance to improve my English skills through a voluntary unpaid internship with your company.

Yours faithfully

Client name

Guidelines for a Curriculum Vitae

Outlined below is a GUIDELINE for you when writing your CURRICULUM VITAE. Within this framework you should try to be as detailed and specific as possible.

1. Personal Information

- Name
- Nationality
- Gender
- Date of Birth
- Mother Tongue

Example:

Name: Stephanie Hildegard
Nationality: Swiss
Gender: Female
Date of Birth: 27 May 1974
Mother Tongue: Swiss German

2. Skills

- Computer Skills
- Language Skills

Computer Skills: Microsoft Word, Excel, Power Point
Language Skills: English – upper-intermediate
French – basic knowledge

3. Work Experience

- Name of Company
- Position
- Dates of Employment
- Duties and Responsibilities

Oct. 00 – Nov. 02 Left Angle; Marketing Assistant
Communication and Marketing Manager

Duties and Responsibilities:

- Corporate presentations
- Event Management
- Budget planning
- Staff training

4. Education

- Date and name of educational institution, courses studied or any relevant qualifications received.

1997 – 2000 University of Cooperative Education, Heiden-
heim, Germany
Diploma in Business Administration

5. Interests and Activities

- List any other areas of interest.

Member of(professional organisations, societies...)

Other interests: travelling, reading, swimming, sailing

Enrolment form

General Conditions

1. Booking

Your registration results in the existence of a contract upon written confirmation from Good Hope Studies.

2. Alteration and Cancellation

An administration fee of € 65 / US\$ 85 will be charged for alteration of bookings.

Notice of cancellation of participation in the Internship programme must be made in writing to Good Hope Studies before arrival. The deposit is not refundable. Once the company details and / or the letter of acceptance have been sent, the cancellation fee amounts to 50% of the Internship SA fee.

The Internship SA fee will be refunded in full if a visa application is rejected or Good Hope Studies is unable to offer a suitable placement.

3. Withdrawal

No refund is possible in the event of cancellation after the start of the Internship SA programme, or of non-arrival of the participant. No refund is given if the student is asked to leave due to unsatisfactory attendance or performance.

5. Insurance

Students are not insured by Good Hope Studies against illness, accident, theft or any loss of personal effects.

Good Hope Studies or its representatives cannot accept responsibility for any accident occurring during the Internship programme, on or off the employer's premises, during or outside the working hours. Personal insurance cover is therefore recommended. Full personal insurance cover should be taken out to include medical and any other expenses and also loss of fees should the whole or part of the internship, paid in advance, not be attended.

6. Public Holidays 2010

01 Jan., 22 Mar., 02 Apr., 05 Apr., 27 Apr., 01 May, 16 June, 09 Aug., 24 Sept., 16 Dec., 25 Dec., 27 Dec.

7. Place of Jurisdiction

Place of jurisdiction in any dispute: the courts at Cape Town.

Personal details

Family name	First names
Date of birth	Day Month Year Male <input type="checkbox"/> Female <input type="checkbox"/>
Nationality	
Home language	
Other languages (specify beginner, weak, fair, good, very good or excellent)	
<i>If you are booking through an agency then please continue at "Education / Profession".</i>	
Address in home country	
Telephone	Fax
Email	

Education / Profession

Highest Degree	Graduation date
Name of institution	
Country	City
Field of study	
Awards and achievements	
Travel or internship experience	
Other qualifications	
Occupation	

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Date of start of internship		
Duration of internship in weeks (minimum 8 weeks)		
Choose ONE professional area of placement which must be in line with your field of education/work experience:		
<input type="checkbox"/> Accounting / Bookkeeping	<input type="checkbox"/> Import, Export	<input type="checkbox"/> NGOs (Non-Governmental Organizations)
<input type="checkbox"/> Administration	<input type="checkbox"/> IT, computer science	<input type="checkbox"/> Politics
<input type="checkbox"/> Advertising	<input type="checkbox"/> Job recruitment	<input type="checkbox"/> Public Relations
<input type="checkbox"/> Arts, Culture	<input type="checkbox"/> Law	<input type="checkbox"/> Print Media
<input type="checkbox"/> Conservation, animal protection	<input type="checkbox"/> Logistics	<input type="checkbox"/> Restaurants
<input type="checkbox"/> Event Management	<input type="checkbox"/> Market research	<input type="checkbox"/> Sales
<input type="checkbox"/> Fashion	<input type="checkbox"/> Marketing	<input type="checkbox"/> Social work
<input type="checkbox"/> General Administration	<input type="checkbox"/> Media - TV, Radio, Photo-journalism	<input type="checkbox"/> Sport and Leisure
<input type="checkbox"/> Graphic design	<input type="checkbox"/> Music	<input type="checkbox"/> Tourism

I declare that the information supplied by me is to the best of my knowledge, true and correct. I understand and agree to be bound by the General Conditions as stated herein. I agree to abide by the payment time table. I have read and agree to abide by the conditions pertaining to refunds.

Signature of applicant

Date

Agency: