



Work Placement Mobilities in Malta



STAGE MALTA

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INTRODUCTION

STAGE MALTA is the only Maltese organisation dedicated to providing quality internships in a fully-integrated, multicultural environment. We have with a number of European Universities, Vocational Schools and Colleges and assisted students and teachers alike in mobilities under the Life Long Learning Programmes.

OUR STAFF

All members of the STAGE TEAM worked in their profession for a number of years to achieve similar experiences to the experiences the students will meet one they start working in businesses. We believe that in order to strengthen the students' education and training, it is important to keep this experience active and to keep up productive dialogues between the students, the Educational Institutions, the mentors.

OBJECTIVES

STAGE MALTA aims to inspire in young people of diverse backgrounds a genuine and enduring love for learning, critically thinking and the capacity for both independent and collaborative work. Through work placements and mobilities, STAGE MALTA seeks to develop the students' technical expertise, management abilities and professional versatility required in today's knowledge based economy. STAGE MALTA's goal is to prepare its students to become responsible citizens of the global community and most importantly to enhance their employability potential when entering the highly competitive global marketplace.

PARTICIPATION REQUIREMENTS

Requirements are stipulated by the European Commission. However students coming to Malta are expected to:

- be able to communicate in the English Language
- have a full health insurance and liability insurance during the student's stay in Malta
- have a European Passport, be registered at a Higher Education Institution which holds an Erasmus University Charter or a VISA.
- provide STAGE MALTA with a personal family emergency contact and the contact details of the International Coordinator and/or the Academic Supervisor at the Higher Education Institution.

LEARNING OUTCOMES

The aim of a Work Placement Mobility with STAGE MALTA, it to offer students to opportunity to:

- gain work experience in an international environment and to apply theory to practice
- train to meet the demands of a continuously changing business environment
- maintain personal, academic, cultural and linguistic growth through living and working in another

- develop transferable skills, including communication across cultural boundaries, self-management, independence, confidence, adaptability and self-reliance
- enhance students' curriculum vitae by providing international employment experience.

WORK PLACEMENTS

STAGE MALTA has experience in offering work placements for the following subjects:

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



Work placements are UNPAID, however Supervisors usually give pocket money to excellent students.

Each work placement provides the students with job content, facilities, mentoring and support that will enable the student to achieve the intended learning outcomes.

Most Host Enterprises have had previous Erasmus and/or Leonardo Da Vinci work placement students.

STRUCTURE & CONTENT

A Work Placement Mobility has duration of a minimum of three weeks and a maximum of 12 months.

The timing and duration of the student's stay in Malta will depend on the Higher Education Institution.

The student will have an **Academic Supervisor** (from your Higher Education Institution), a **Mentor** (from STAGE MALTA) and a **Supervisor** (from the department s/he is actively working in). These names will be known by the student prior to arrival.

Upon arrival the student will have a Welcome Meeting with his/her Mentor.

The day after, the Host Enterprise will conduct an induction meeting stating company rules and expectations and later the Supervisor will introduce the student to the staff the student will be working with.

The student will comply with the Host Enterprise's working hours, break time, shut down and public holidays. The student will work around 5 days a week and not allowed to work more than 40 hours weekly.

Regular and punctual attendance at Work Placement is essential. Students with poor attendance records will be dismissed from the Placement, after discussion and the approval of the Higher Educational Institution. No refund of fees can be made if a student is dismissed.

Should the student be sick and unable to work s/he is requested to send an email to the Mentor and Supervisor and if deemed necessary ask the Mentor for Medical Assistance.

Holidays may be taken during the holiday periods or with prior consent by the Mentor, the Supervisor and the Academic Supervisor.

During the first week at the host enterprise a workplan is rediscussed between the student and the Supervisor and sent to the Mentor and Academic Supervisor for approval.

Every Friday the students send a written report to the Mentor explaining tasks and activities accomplished during the week. The student might be asked to send a report to the Academic Supervisor.

We have had students who would like to extend their time in Malta. Each individual case will be discussed with the Higher Educational Institution.

MONITORING

- STAGE MALTA will ensure that the arrangements for assessment and the form of assessment adhere to those of your Higher Educational Institution.
- STAGE MALTA will monitor the Supervisor to make sure that the Learning Training Agreement is being adhered to.
- STAGE MALTA will monitor the student on a regular basis in order to guarantee that the student's experience is fruitful
- At the end of the placement, the Supervisor and Mentor will issue the student with a Performance Appraisal, Reference Letter and any other paperwork requested by your Higher Educational Institution.
- Successful students will be awarded Certificate upon completion of their Placement.
- Should the Academic Supervisor or any member of your Higher Educational Institution like to visit Malta during (or even prior to) the students' work placement, STAGE MALTA will assist and accompany the personnel during their visit.



QUALITY ASSURANCE

For STAGE MALTA quality is a dynamic dimension in continuous development. That is why importance is given to assess that quality of each individual placement, the progress of each individual student and the strategies adopted by STAGE MALTA. This enables us to continuously measure and adjust our efforts. The students also evaluate the quality of our services. The results are used for planning future initiatives which meet the visions and goals of students who come to Malta to conduct a Work Placement Mobility.

IMPROVING ENGLISH LANGUAGE

STAGE MALTA provides extensive support in spoken or written English for students whose first language is not English. This is done through workshops and sessions where they are given the opportunity to talk to a tutor privately about particular language issues. Various specialised courses are also offered: Business English and Executive English, Academic Writing, English Grammar in Context, Debate and Discussion, English for Computing, Science and Technology, English & Medicine and other Individually Designed Courses. Each course is based on the level of the student.



LODGING

STAGE MALTA has a mandatory accommodation system, which provides its students with self catering residences with all amenities competitive rates.

Students conducting their Work Placement Mobility are provided with modern, bright and clean apartments with easy access to the work placement, town centre, shops, supermarkets and the night life. All accommodations fully furnished; with a modern kitchen with hob, oven, toaster, electric kettle and fridge. There is a dining area and sitting room with TV. Each apartment has a washing machine and an ironing board. FREE wireless internet, bed-linen and towels are provided. Gas, water and electricity are included in the rental as long as the consumption is reasonable. Students have a choice between a private room or a shared room in a shared flat with communal kitchen and living area.

Students applying for the confirmation of accommodation must sign the tenancy agreement and pay the required deposit in advance. This deposit is held throughout their time in Malta and fully refundable at the end of their internship should no misconduct and breakages occur.

AIRPORT MEETING SERVICE

Students arriving in MALTA for the first time and wishing to be met by a representative of STAGE MALTA at a Malta International Airport must inform STAGE MALTA with complete details prior to their arrival date. Students will be taken to their lodging (no matter what time and whether it is a weekday, weekend or public holiday).

MEDICAL CARE

Prior to their departure, students should apply for their European Health Insurance Card (E111 or E128). This entitles them to free medical treatment on presentation of the card at Polyclinics (which are open 24/7) and to free hospital treatment.

OUR COLLABORATION

At STAGE MALTA we are always willing collaborate with different Higher Educational Institutions. Our services have been recommended to students by other students and we look forward to hosting your students.

If you have students who would be interested in conducting a Work Placement Mobility in Malta we will be more than willing to host them. In order for us to commence the process we require:

- The student's CV (a Europass Template can be found on <http://www.stagemalta.org/workPlacement.aspx>)
- A Motivational Letter stating the tasks which the student would like to accomplish during his/her work placement.
- A notarised copy of the passport.

All this information should be sent to STAGE MALTA as early as possible. Upon receipt of these documents, STAGE MALTA will review the applicant's status and an INTERNSHIP AGREEMENT (whereby the student agrees to the Terms & Conditions) and TRAINING/LEARNING AGREEMENT are completed. Various Higher Educational Institutions have various Agreements and requirements. Thus please be so kind as to send us the relevant paperwork which must be signed as part of your procedure.



PAYMENT of INTERNSHIP FEES

Upon receipt of acceptance documentation, the student should make arrangements to pay the Internship fees in full to STAGE MALTA - Banker's Draft should be made payable STAGE MALTA, which could be sent via courier or registered post. Students can also make payments through bank transfer to the STAGE MALTA bank account.

After the fees are paid there will be no additional or hidden costs. STAGE MALTA will then inform the student of

- The address of the accommodation
- The address of the work placement
- The contact details of the supervisor.

CONCLUSION

We have tried to give a comprehensive idea of the process and the way in which STAGE MALTA has helped students in the past and we look forward to collaborate with your Institution and assist your students for their during their Work Placement Mobility.

If you or your students have any questions, just send us an email and we will answer you immediately.





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