

CAREER TRAINING INTERNSHIPS



Nurturing Emerging Talent Over the
Years

Who we are

- ✿ Ireland's leading Intern Placement company, with over 20 years experience working with interns
 - ✿ Based Cork City Ireland.
 - ✿ Trainees can be placed anywhere in Ireland or abroad.
 - ✿ Established partnerships across Europe
 - ✿ Dedicated to making each intern placement a placement to to remember for the right reasons.
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Getting to know Us

- ❄ Career Training Internships was founded by **Kathy O Dwyer**.
 - ❄ Trained and worked as a Careers Officer in London.
 - ❄ over 20 years training and mentoring experience.
 - ❄ The team consists of permanent professionals and part time staff .
 - ❄ It represents over **20 years working with public bodies and the educational sectors.**
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- ❄ The assignments of Career Training Internships are:
- ❄ to prospect customers,
- ❄ establish partnerships,
- ❄ find internships and host families for candidates,
- ❄ organise high quality English courses,
- ❄ cultural events...



Projects we work with

- Leonardo Da Vinci
- VETPRO
- Grundtvig
- Erasmus
- Comenius
- Picasso
- Mobility for apprenticeships
- School exchange
- Private clients and private universities
- Pilot Programmes such as transnational partnerships, exchange or work shadowing



Leonardo da Vinci Programme

- The Leonardo Programme supports and funds the development of education work based and skills training.
- This is to have a workforce capable to work in multi cultural environment.
- It funds work placements for trainees worker and staff.




What Services we provide


- ❄ Placements
- ❄ Language Training
- ❄ Accommodation
- ❄ Greet and Meet Services
- ❄ Orientation Packs
- ❄ Inductions and Training Day
- ❄ Monitoring /Mentoring
- ❄ Cultural Events



Support to Partners

- **Support** during preparation of application form to National Agency – organise quotation, issue Letter of Intent
 - Support in candidate selection process – **provide application forms**, arrange phone interview if requested
 - Support during travel preparation – **provide information** about train/bus service in Ireland
 - Organisation of **English Training**
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Support to Partners

- Organisation of practical training for students in companies according to their particular field
 - **Inform** partner about companies chosen for work placement in advance
 - **Organise** host families for students and accompanying teachers
 - Issue of certificates, Europass forms and other reports recording programme requirement
 - Arranging of **cultural excursions** and regular social meeting for students
 - **24h emergency service**, in case of any emergency.
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Support to Interns

- Support during documentation preparation – advice on CV, provide application form
- Organise phone interview to define candidate interest and language ability
- Matching skills, language ability and interest with potential company
- Organise **host family** and transport from airport and on the way back

Support to Interns

- Welcome Meeting ..
 - Introduction to Career Training Organisation
 - Getting to know The trainees
 - Explanations about working and Living in Ireland.
 - How to Manage Expectations.
 - How to Benefit from Work Experience.
- Welcome Pack, introduce interns to company- provide information about company, working hours, dress code and company policy to make internship enjoyable from first day.
- **Supervision and monitoring service** for the participants, monitoring of their professional improvement in the workplace
 - Paperwork Evaluation at end of Placement.
 - 24h **emergency service details issued.**
 - Social and culture **events**
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Support to Businesses

- Provide information about Internship programmes
 - Provide consultation about programmes
 - Strategically matching company requests with candidate profile
 - Provide mentoring service regarding staff resources
 - Regular communications on intern performance
 - Actively liaise with partners in sourcing group or individual interns, depending on requirements
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Where we are based in Cork City



Head Office of Career Training Internships

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