



# **INTERNSHIP PROGRAMME IN MALTA**

**WWW.STAGEMALTA.ORG**

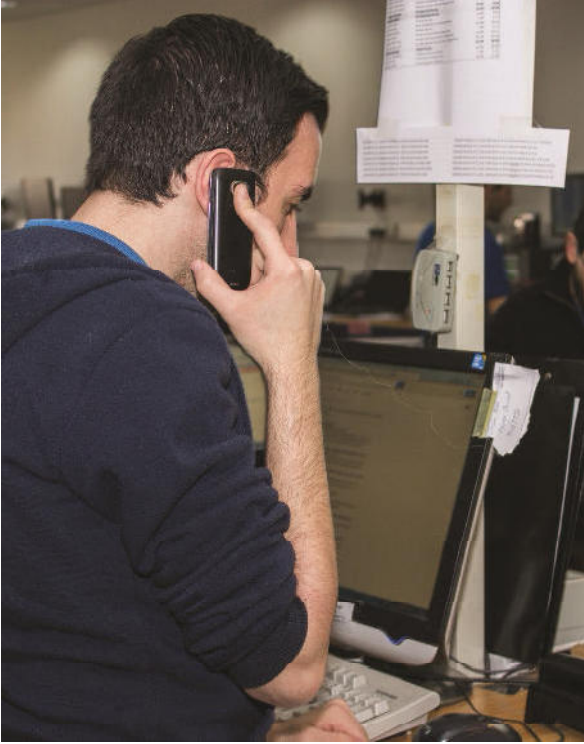
## We Are...

STAGE MALTA is a Maltese Educational Institution providing students and graduates with the opportunity to gain practical experience in their field of study through a structured work-placement programme. With concrete learning outcomes.

STAGE MALTA has rapidly become a catalyst in the placement of stagiaires in Maltese and International Institutions (both public and private) based in Malta and Gozo. We collaborate with over 65 European Universities, 150 Vocational Schools and 500 local bodies.



## Let's work...



The size and profile of the work placements vary enormously: some of them are small companies with a few employees and others are larger.

Students often ask: "Where is it best for me to do my *stage*?"

In a smaller (sometimes family-run) company, a stagiaire is involved in all activities of the company; ideas and suggestions are always welcome.

Government departments, ministries, embassies and larger companies (including franchises) have standard operating procedures and policies.

## Live...and let live



Stagiaires live independently in self-catering houses, hostels, or residence. This might not suit all students. They also have the option to live in a host family

Our self-catering housing is usually shared: between six to eight stagiaires, each having their own room or sharing it with another stagiaire. Bed linen, towels and essential cooking utensils are provided.

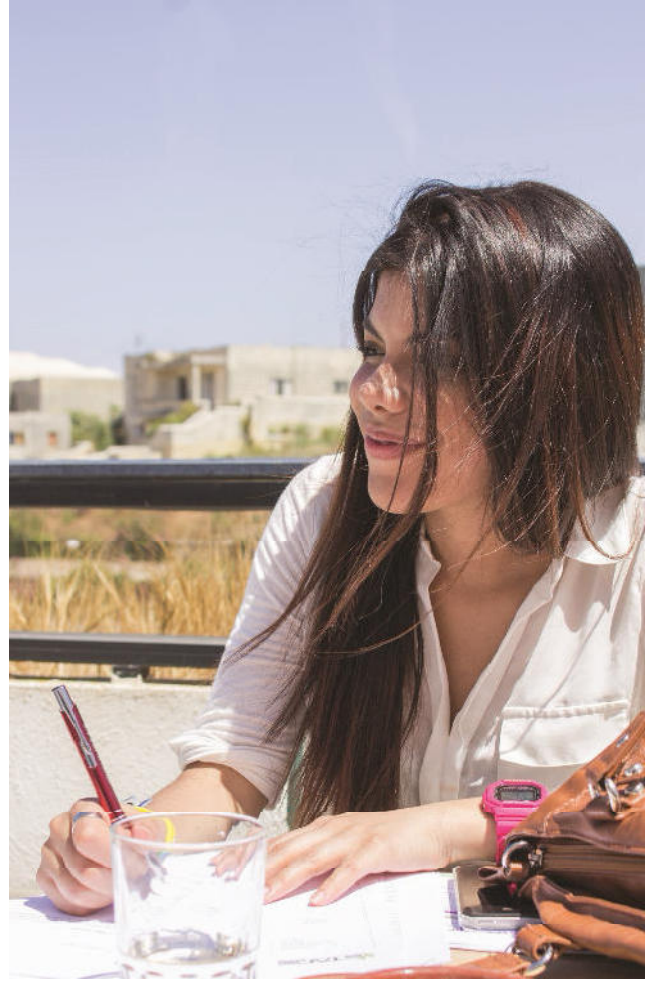
The bathroom and kitchen are always shared, as well as living room, TV, washing machine and free WI-FI. All housing is non-smoking (smoking is permitted on terraces and balconies). Each stagiaire will have his/her own key.

Living the internship means living in an international environment. This will enhance one's community and social skills.

## Good to know

- With housing in 9 different localities in Malta (not in Valletta, St Julian's nor Sliema), we ensure that stagiaires are in a safe area and in proximity to their work placement, to convenience stores, and bus stops;
- Bed linen, pillow and towels are provided;
- Fully equipped kitchen with appliances (fridge, cooker, etc.) and utensils (pots, plates, etc.) will help stagiaires keep their day-to-day costs low;
- Comfortable living and dining area;
- FREE internet WI-FI connection (the residence only has WI-FI in common areas);
- FREE TV cable connection and phone for incoming calls;
- Washing machine, iron and ironing board for your convenience;
- Equipped with ventilators (not air-condition);
- Water and electricity bills are included, so is the gas needed for the cooker.





### **Paperwork:**

- Training Agreement;
- Work plan (based on the training agreement);
- Performance appraisal (filled in by the Mentor and Supervisor during the last week of placement);
- Reference letter;
- Certificate (handed to all successful interns).

### **Other:**

- Free local sim card;
- Discount on public transport;
- 24/7 support;
- Free maintenance service (for normal breakdown – carelessness is not tolerated, and if we suspect damage is due to negligence, the residents will have to pay for the repair).

### **Monitoring:**

- Weekly report;
- Weekly visits to the accommodation (more meetings will be held if deemed necessary);
- Monitoring of tasks and learning outcomes;
- External visit at the work placement (more if deemed necessary);
- Final evaluation.

# Living on the rock!

(Since Malta is so small, it is referred to as “The Rock”)

## Here are some ideas

- Monthly bus ticket €21
- Monthly mobile credit €10 is usually enough
- Monthly shopping (incl. meat & veg) €150-200

Please note that the first shopping might cost more as one would need to buy personal hygiene products, cleaning products, basic cooking ingredients like salt, pepper, oil, etc.

## Malta... a prickly pear

Rough around the edges! If not handled well one might actually get disappointed, but once one does... it's a pleasant surprise!

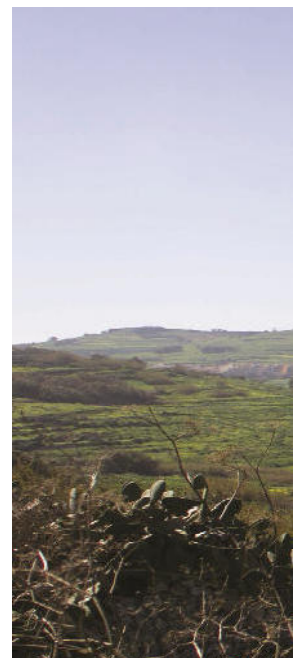
Malta was once home to ancient civilisations and Europe's nobles. Its location, at the heart of the Mediterranean, is the key to its rich history and culture.

Gozo, Malta's sister island, will take your breath away with its amazing views.

For those who like to party, head to Paceville during the weekend and enjoy the vibrant Maltese nightlife, and the day after, go and relax on one of Malta's beautiful beaches.

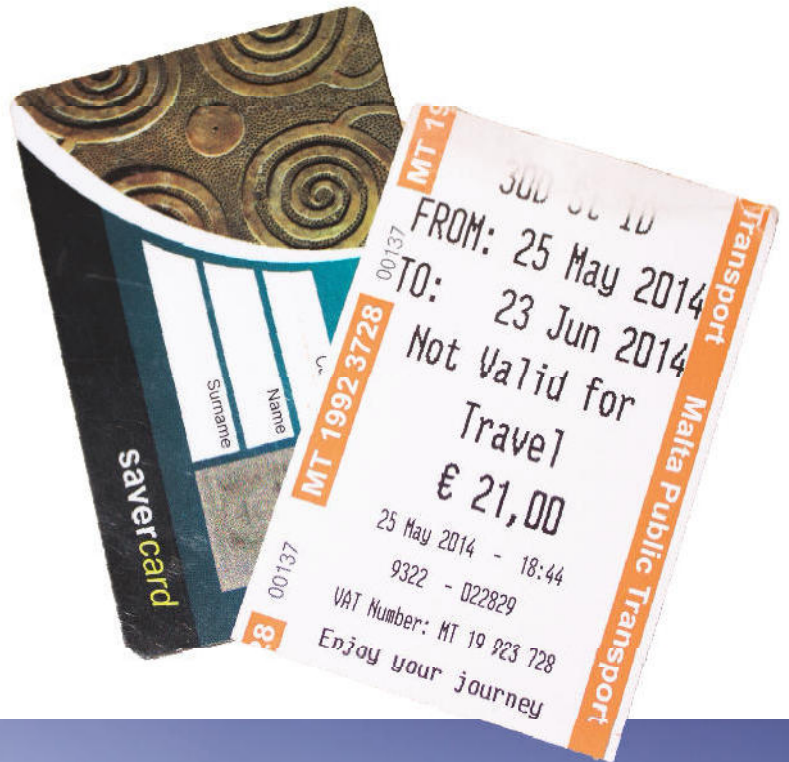
Let your senses feast themselves on the 'bells, smells and yells'\* of this little rock, a warm and safe little heaven called Malta.

\* Lord Byron, a XVIII century English poet described Malta as a "rock of bells, smells and yells".



Upon request, we can provide stagiaires with:

- Language programmes, ask for more details;
- A laundry service (especially dry-cleaning for suits for example);
- A convenience basket with groceries on arrival.





## Internship profile



- Field: Various: Marketing, Administration, Finance, IT, Tourism...
- Language: English
- Status: All internships are UNPAID
- Working hours: Between 30 and 40 hours
- Duration: Any (please note that for any stay under 2 months, a €150 administration fee applies)
- Days off: 2 days per week (usually Saturday and Sunday)  
+ 2 days per month (if you stay for more than 2 months)

# Requirements

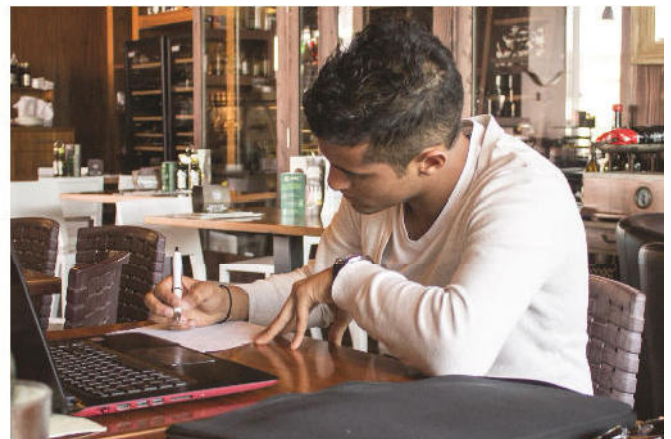
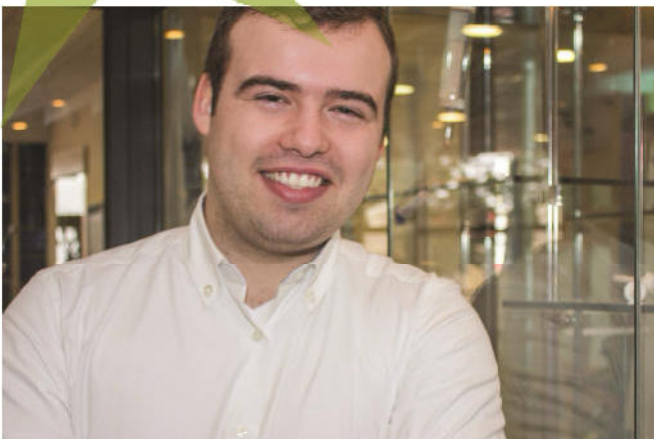
- English Level B1;
- Europass CV in English with a photograph which includes your educational background, work experience (possibly up to 2 months prior to arrival);
- Covering letter stating what kind of duties and tasks you would like to perform;
- Copy of ID card and/or Passport.



# Applicants

## Applicants should be:

- Motivated to work hard and learn from each and every experience;
- Open to adapt to a new environment, new work ethic and various nationalities;
- Committed to report to work on time and with a can-do attitude;
- Willing to conform with 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 running of the organisation;
- Responsible to perform diligently and respect deadlines;
- Aware that they are free to and **should** ask STAGE MALTA's assistance. We are **their first port of call!!**



# Procedure

All members of the STAGE MALTA Team are here to support you from application stage to the departure date. All have international experiences in the field of non-formal education and/or European Policy.

What's next?:

- After we receive the applicant's CV Stage Malta will conduct a Skype interview. This is an opportunity for the applicant to highlight his/her expectations;
- The stagiaire receives a programme with all the information about his/her stay in Malta, together with an invoice that has to be paid **IN FULL BEFORE ARRIVAL**;
- We meet the stagiaire at the arrival lounge at the Malta International Airport (there is only one airport in Malta) and take him/her to his/her Maltese home;
- Welcome Meeting in the STAGE MALTA office: Introduces the stagiaire to this foreign country, its lifestyle and work ethic;
- The next day will be the first day at work;
- During the stagiaires stay, we will constantly monitor the stagiaires progress and that the set learning outcomes are being occuplised;
- Closing meeting in the STAGE MALTA office to review the stagiaire's stay in Malta and what he/she gained from this experience;
- On the day of your departure, we will pick the stagiaire up from home and take him/her to the Airport.

All STAGE MALTA staff has already experienced life abroad, and we believe that it is important to share our own experiences and the difficulties we faced during our first job/internship with you, in order to strengthen your education and training.

We ensure constant dialogue between the stagiaires, the Educational Institutions and the Company Supervisor.

# Testimonials



I like the life in Malta, it is very relaxed and it was a great experience in my life. About the internship itself, I think I got one of the best : I learnt a lot of business English and was in contact directly with customers and was in a real business environment. Malta, I will never forget it!

Jérôme, Belgium

This experience was a good one as it was my first stay abroad. At first, I was a bit afraid because it was unknown for me. However, I could gain professional skills as I gained more confidence in writing and speaking.



Guillaume, France



Malta is a small archipelago (less than 320 square kilometres!) situated in the Mediterranean Sea, and also one of the safest countries in the world. Malta has two official languages: Maltese and English. Given its small size, the only public transport in Malta is the bus, there are no train or tram. The buses will take you almost anywhere in Malta. The climate during summer is usually hot and dry, and winter is cold and humid, but it is almost always windy!



I spent 3 months in Malta and the first days were quite difficult, but I got a warm welcome from Stage Malta and I had amazing housemates. I got more confident and met a lot of people and professional employees as well. The stay in Malta was great and I am really glad I was there. I am also very thankful for the help of Stage Malta during my whole stay here.



Zuzana, Czech Republic



Living in Malta is quite an experience. I have travelled to a lot of countries, however Malta and its people are quite unique. Getting used to the humidity and the buses can be difficult. I would like to thank Stage Malta team: they are passionate about their students and always quick to answer any query and were there for me when I needed their help.

Diana, Portugal



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