

## **Internship for 3-6 Months in United Kingdom**

Free accommodation

Established Companies providing internships for over 8 years

Internships available in wide range of specialisms

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## **Don't Delay Cars Limited**

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**Dear Students and Graduates**

### **INTERNSHIPS**

Don't Delay Cars are pleased to offer you and recent graduates from your university an excellent opportunity to gain experience in the legal, accounting, administrative and marketing sectors.

Dont Delay Cars Limited is based in the United Kingdom, Birmingham, based in the heart of the West Midlands a vibrant and growing city and currently the 55<sup>th</sup> most liveable city in the world.

This will be an un-paid position in the framework of the Lifelong Learning Program ERASMUS and Leonardo da Vinci Community Vocational Action Program to acquire additional skills and international experience to permanent employment supporting.

### **ACCOMODATION AND LIVING EXPENSES**

For all students, FREE accommodation is available, where we ask for a very modest contribution of £10 GBP per week towards cleaning and maintenance of the accommodation.

For students who are able to stay for 6 months, upon commencing their 4th month they will also receive retail vouchers of £50 per week and every week thereafter until they finish their 6 month internship. The vouchers can be used for food, clothing, electrical and many other items of their choice.

## **ABOUT THE COMPANY**

Don't Delay Cars Limited provides accident management and replacement cars within a few hours of the accident. The company is wide ranging providing various services. The team work closely together undertaking different rolls such as accounting, legal, marketing and administration.

The working environment is friendly and professional one. The team is interactive and ensures that new comers feel welcome and comfortable.

Don't Delay Cars is a growing and interactive company, and marketing is one of its main ways of reaching potential clients. We largely advertise with many large work stations such as ITV. The company has many related companies such as TV Legal Limited and Claims Today Solicitors.

## **WHAT WE OFFER**

During the period of internship, trainees will work close to experienced members of the team and participate in various areas including:

- The areas of accounting, and the role of a successful accountant and the skills to go with it.
- We also aim to offer legal skills such as looking at the different stages of a case as it progresses such as, updating clients, investigating cases, preparing paper work for clients and much more, providing you with the opportunity of gaining significant skills.
- The internship also aims to offer you skills in administration, including essential office work, filing, client care, letter writing.
- Finally the internship offers an insight into the essential skills in marketing and advertising and promotion.

By the end of the internship, the trainee will have obtained a full and comprehensive experience and insight into the working practices of a UK company. At the same time they will have significantly improved their communication skills and use of the English language which will enhance their long term job prospects and aspirations.

**Detailed description of the training programme in the administration department:**

The opportunity to work closely with administrative will give you the essential skills in office work. This is the perfect opportunity to enhance your skills whilst working in an international firm, in a foreign language. You will also have the opportunity to improve your English and improve your communication skills.

Administration skills are essential skills needed in the day to day work in an office, these include:

- Filing
- Handling client queries
- Handling calls
- Letter writing
- Updating clients
- Updating files
- Word processing
- Managing the client's case
- Dealing with third party
- Daily administration

During the internship Trainees will be involved in daily office management and learn numerous skills in a very friendly yet professional environment alongside supportive members of staff and other trainees who are also undertaking internships.

By the end of the internship the trainee will have a very good understanding of what day to day office work involves. This will also be the perfect opportunity to work internationally and get a feel of the international working environment. Office work is essential in all areas of work; therefore this would be a very good highlight on your profile.

This is a unique opportunity to work with professionals alongside other internees; this opportunity is provided to you in the heart of the West Midlands, in Birmingham Britain's Second Largest City with its diverse and interesting population of 1.5 million people. It is the perfect opportunity for you to develop your basic skills in office work and these skills are favoured by potential employers, and will improve your chances of a successful career.

### **Detailed description of the training programme in the accounting department:**

This is ideal opportunity to gain an insight into the role of an accountant, and pick up the essential skills needed by an accountant in a professional environment. You will work closely with professional accountants and receive all the training essential for the role of an accountant such as:

- Book keeping role
- Preparing the cash book
- Matching, batching and coding of purchase invoices
- Looking into the companies expenditures
- Creating sales ledgers
- Looking closely at customer in credit and outstanding bills
- Looking into the company's debt management

During the training you will pick up on the essential roles of an accountant, whilst working closely with qualified professional accountants; you will receive a fantastic insight into the day to day work of an accountant. This is the perfect opportunity to enhance your skills and improve your skills in a practical and professional based environment. We aim to perfect you in every aspect of accounting

By the end of this training you will be equipped with all the essential requirements of an accountant's role. This is the perfect opportunity the pick up the skills and it will look very good on you profile for potential employers.

This is a unique opportunity to grasp; it will look perfect on your profile and will be an attractive asset to potential employers. You will gain all the necessary skills, and have a very good opportunity to progress the skills in future employment prospects.

**Detailed description of the training programme in the legal areas:**

Our aim is to provide the perfect insight into the areas of law including the administrative and back office aspects to running a law firm. This is not just for Law students as you will see that you will gain access to the following categories:

- Client Care and communications
- Marketing
- Office administration
- Accounts, including regulatory compliance
- Information Technology, Telecommunications
- Human Resources

The training will provide you with the essential skills necessary for a professional working in an office environment.

During the period of internship, trainees will work close to experienced lawyers and participate in various stages of cases such as, updating clients, investigating cases, preparing paper work for clients and much more, providing you with the opportunity of gaining significant skills.

Trainees can also be involved in daily office management and learn numerous skills in a very friendly yet professional environment alongside supportive members of staff and other trainees who are also undertaking internships.

This is a unique opportunity to enhance your skills in office work and gain skills in particular areas of law. This is also the perfect opportunity to improve your communication skills and the use of English language, this will in turn enhance your long term job prospects and aspirations.

**Detailed description of the training programme in marketing:**

The placement will give students a unique opportunity to train and complete their vocational education and training in a Country within enlarged Europe. During his or her stay, the student will be involved in:

- Producing
- Editing
- Camera and Sound
- Gallery and Vision Mixing
- Live and Pre Recorded Broadcasting
- Studio based and outdoor production and filming
- Market research
- Advertising
- Script writing
- Coordination of TV presenters
- Programme scheduling
- Daily administration

Our aim is to provide a comprehensive learning experience in all aspects of broadcast production from pre to post production including both technical, administrative, and creative roles in order to help the student to choose an area of production or operations which best fits his or her aspirations.

During the training you will have the opportunity to work with the marketing specialists. You will pick up the essential skills needed for a successful marketing professional.

At the end of the training period the trainee will have had the opportunity to gain a complete all round experience of television production in an operational and highly sought after broadcasting environment; plus an idea of their likely aptitude toward a very specialist area.

## **FEEDBACK BY CURRENT INTERNEES AT DONT DELAY CARS LIMITED**

### **Txema Falcon- from Spain**

*" I've been here for 5 months and I have learnt a lot of skills in accountancy, I feel that it is a comfortable and professional environment, and working at Don't Delay Cars is good, as there is a good environment and a lot of skills to benefit my career"*

### **Marzena Lau from Poland**

*"I have just recently started working at Don't Delay Cars, but what I can say is for sure that my colleagues at Don't Delay Cars are good, professional and always ready to give you a hand. I am sure it will be a great experience which will help me towards my career in the future"*

### **Martina Kumaromioua from Slovakia**

*"I have been here for a week, and I am working as a marketing assistant. I have never done work like this before. This is my first internship and I am so glad I can be here. The people working here are really kind. This will be a great experience for me and it will help me in the future in finding a job according to my ideas. Thank you so much for this opportunity "*

### **Javier Benito- from Spain**

*"My name is Javier Benito, I am from Spain. I came to Birmingham as part of an internship to work with CTS Claim Today Solicitors to gain an experience in a very successful company. I started working at CTS three months ago and it has been very good working here and the skills I have learnt are fantastic. I am gaining a lot of office management skills and I am also improving my use*

*of grammar and the English language. I am very satisfied with my decision to work with CTS because all the staff at CTS are very helpful. This is the perfect opportunity to improve my skills and competencies in different areas of work”*

**Maria Bennasar- from Spain**

*“I am working in a very successful company, Claim Today Solicitors. I am very happy working here, and I am enjoying my experience here. I am learning a wide range of new skills and improving my competencies in a competitive environment. The working environment at CTS is very friendly, and I have had the opportunity to meet new people who are very polite and helpful, whenever I needed some assistance or help, they are always there to give me a helping hand, I am very grateful to have been given the opportunity to work here. It has been the perfect job experience and it has allowed me to improve my use of English language dramatically. It has also been a great personal experience and will definitely improve my chances of getting an excellent job. I will be very sad to leave CTS”*

**Veronika from Slovakia**

*“I came to work at CTS as an intern, it helped to improve my English and it was a fantastic opportunity to get international work experience. During my six months internships I learnt a lot of skill such as how the company works and team working skills. It was also the perfect opportunity to gain a variety of skills in the accounting department. My colleagues were very helpful and friendly. To choose to do an internship in an international country was the best thing I could do after finishing my studies, it was perfect for my personal profile. After completing my internship I was offered a professional role and I am now employed by CTS and have been working here for over one year”*

**As a hosting organization of the project we commit ourselves to:**

- Creating a professional and working environment experience for university students,
- Providing an accessible and helpful service to the students, with access to all information regarding the professional training
- Equip the student with all the skills essential to the training before the end of the training
- meet all conditions connected with training before the student leaves his/her home country,
- Provide subsidised accommodation for the trainee, the cost will be £10 per week (£40 a month)
- issue the certificate of the training under the Erasmus / Leonardo da Vinci Program,
- carry out the tutoring and assigning the mentor at the host organization
- for students who stay longer than 3 months we also offer additional financial support in form of Retail vouchers of the value of £50 per week.

**Our task as a partner organization within the project will be:**

- to enable the beneficiaries of the project to familiarize themselves with the structure, objectives;
- to take care that traineeship will get professional recognition;
- to do our best for successful execution of the placement project;
- evaluation of the placement and certification.
- to do our best to make the student feel comfortable while working and staying with us

**If you have any question please do not hesitate to contact us, we will be pleased to answer any questions**

Mr Ds Bal

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