

practice English in a real-life setting



ACCESS offers 4 types of work experiences:

Professional Internships

placement by
ACCESS

Unpaid professional internships are the perfect choice for students interested in improving their English language skills while gaining experience in their educational field. Students will work in a professional setting for a Canadian company and are placed with established corporations, based on educational background and previous work experience. Placements are in one of the student's top three fields of choice. Upon completion of the program and all requirements, successful students will receive a Certificate of Completion and reference letter from their host company. Internship students in the unpaid program can choose from a variety of job fields, including: Marketing & Advertising, IT, Legal Services, Media, Healthcare, Tourism, Public Relations, Accounting, and more.

Paid Work & Study

placement by
ACCESS

or

self placement

In the **Paid Work & Study** program, the majority of students work for cafes and fast food restaurants, however many students also work at full service restaurants, department stores, retail shops and other customer service related stores (if they meet the requirements for those companies). Students work on average 20 - 25 hours per week and usually earn approximately \$9 - \$10 /hour. Typical jobs include: waiter, coffee shop server, table clearing / dishwasher in restaurant, and store clerk.

Medical placements

placement by
ACCESS

Doctors, nurses, healthcare professionals as well as students presently studying in a healthcare field are invited to participate in an unpaid medical volunteer experience. Students first polish their English skills in our English For Medicine program. Following the course, students are placed in a hospital, medical clinic, physiotherapy clinic, lab, or Long-Term Care Facility (elderly care) for a volunteer placement. Students will have the opportunity to practice their English in an English speaking medical environment, as well as learn about medical practices in Canada. For further details, please refer to the English For Medicine brochure, or contact ACCESS.

Paid Work & Travel

placement by
ACCESS

Our newest program is similar to the Paid Work & Study Program in that participants work in paid jobs, with the goal of learning more about Canadian culture, and improving their English. However, unlike the Paid Work & Study Program, participants are only required to study for 4 weeks, and can work for a period of up to one year.

gain valuable work experience with a Canadian company



Working in Canada

Complete an English language course at ACCESS and complement your studies by working in Canada! Take part in a Professional Work internship (unpaid job) to build your resume and gain valuable experience with a Canadian company, or if you prefer, get a paid position in our Paid Work & Study or Paid Work & Travel program. Whatever your choice, ACCESS can deliver an experience of a lifetime!

Description of Work

ACCESS works with over 500 host companies. Our internship agreements are with companies both large and small to meet the individual needs of our students. All of our partner host companies are located within the cities of Toronto and Vancouver, and are easily accessible by subway transit. We also have seasonal paid placements available in tourist areas outside of both cities. Among our hosts are the following:



CIUT-FM



CIUT-Fm is a broadcast media host located in downtown Toronto, broadcasting alternative rock and hip hop to the greater Toronto area.

ACCESS Interns work at CIUT in a wide variety of positions, from reception to marketing.

University Health Network

Internship students at University Health Network are valued participants within the UHN's team, supporting patients, family members and staff. Interns will have the opportunity to use their English skills in a hospital setting. Interns are placed at one of UHN's three hospitals: Toronto Western, Toronto General, or Princess Margaret Hospital.

The Westin Harbour Castle



The Westin Harbour Castle is located on Lake Ontario and is a premium hotel known for luxury.

The Westin is host to dozens of conventions and events throughout the year. ACCESS Interns work at the hotel in various positions depending on their language skill level and experience.

Meritum Group



The team at Meritum was formed by a group of very successful senior executives with significant experience in consumer marketing, information technology, multi sales channel distribution, finance and training. Together, we nurture an internationally focused and results-oriented corporate culture with many opportunities for personal development. Meritum is always welcoming interns in different areas like marketing, sales, accounting or information technology.

Here's what some of our past Work & Study students had to say about their work placement...

Lola—Uzbekistan
Broadcast Media —6 Months
Rogers Corporation



Never did I think I would have a chance to work at Rogers TV in their studio. This was my dream.

Every week we tape five shows. For every show we have three guests, who we interview about their activities and interests. Our guests are artists, writers, doctors, sportsmen, business people.

Every Friday we have school tours with children from grade 5 to grade 7. I always participate on this activity and try to teach students how to use the equipment. The first time I was scared, but people at Rogers tried to encourage me and it worked very well. Now I don't have any problem with it.

During this six months I have learned a lot and met many people and for sure I will miss them.

I will miss Rogers and all the people here. I am happy that I had this opportunity and to learn more about television.

Andreas — Switzerland
Marketing Internship—8 Weeks
Meritum Corporation



Meritum is a very creative company with personnel which has a lot of experience and knowledge in their area.

First at all I've improved my English skills enormously and I learned how to talk and write in the business world. Then I've learned how people work in North America which is really important to me .

I was able to see how a commercial is made. When I arrived at the shooting scene they had just began to set things up. I tried to help as much as possible and I soon recognized that in order to get everything running a lot of details have to be taken into account as the light, the deco, makeup, the style and colour of the cloths the actors are wearing, set up and much more.

Thanks ACCESS I will never forget this experience. It was fantastic and I met a lot of really great people.

Carolin—Germany
Tourism Internship —6 Weeks
Casaloma



I improved my English because I listened and spoke to native speakers. I was also getting used to some slang language. When the work was slow I spoke with my colleagues. They spend time talking to me and helping me improve my English.

I was on the front desk where the tourists come at first. We checked the tickets and we gave them a map of the castle in their own language and sometimes we did a survey. My function was to be there for the tourists, to answer all the questions and to act like a service person.

Now I am able to speak more fluently and to react spontaneously in a conversation. Also it's easier to understand the native speakers.

Sergio - Colombia
Medical Intern - 3 Months
Toronto General Hospital



I work more than 24 hours a week between 6 and 7 hours a day at the hospital. I go there to speak and practice English. I can understand more people now when they speak to me. I get information from the patients and give information about the hospital.

I also took the Basic Life Support Course at Toronto General and received a certificate.

I made new friends and people are interesting and helpful. Maybe I will come back to work as a resident next year. I would like to one day work as a Doctor in Canada.



Work & Study Programs – 2012

ACCESS is pleased to announce the following changes to our Work & Study Programs for 2012:

- ➔ Now offering **4 types** of job placements:
 1. Professional Internships
 2. Medical Placements
 3. Paid Work & Study
 4. Paid Work & Travel

- ➔ Professional Internships (unpaid positions) now have even **more job fields** to choose from including; engineering, graphic design, law & broadcast media.

- ➔ Participants in both paid & unpaid positions can **start their internship anytime** of the year (no blackout dates)

- ➔ All participants (including those who choose the **Self Placement** option) will receive even **more support and guidance** by attending a **Job Search Training Program** before their internship begins (includes; revisions to CV/Resume, interview preparation, Canadian workplace culture, video-taped mock interview and interview feedback).

- ➔ All participants (including those who in the **Self Placement** option) will have full use of our new **Employment Resource Centre with job postings, seminars, and computer lab.**

Work & Study Placement Services

Choose from **two types of placement services**:

1. Placement By ACCESS
2. Self Placement

What is the difference between ACCESS arranged placements and self placements?

Students choosing a **Placement By ACCESS**, can expect ACCESS to find their work placement/job for them. ACCESS arranged placements are fully monitored by our Work & Study Coordinator. This means if the student/employer have any issues with one another, ACCESS will be involved in assisting and mediating.

Students choosing the **Self Placement** option are responsible for finding their own job and providing ACCESS with contact details for their work placement. The job **MUST** be approved by ACCESS in order to meet the special requirements of the program. Self placement students are also required to complete a weekly assignment, and a Final Assignment during the last week of their work placement. It is important to note that Self Placements are not monitored by our Work & Study Coordinator, so students who choose the self arranged option are responsible for dealing directly with their employer should any issues arise.

With **both placement options** students can expect the following additional assistance from ACCESS:

- Visa assistance / help applying for Work Permit (if in Canada)
- Help obtaining Social Insurance Number
- **Job Search Training Program** before their internship begins (includes; revisions to CV/Resume, interview preparation, Canadian workplace culture, video-taped mock interview and interview feedback).
- Full use of our new **Employment Resource Centre with job postings, seminars, and computer lab.**

Work & Study Program Options

Choose from **two program options**:

1. Straight Program: 50/50 : Study/Work

Student completes studies, then works afterwards.

Student studies for 50% of total time, then works for 50% of total time.

Examples :

- 4 weeks study + 4 weeks work
- 8 weeks studies + 8 weeks work
- 12 weeks study + 12 weeks work
- 16 weeks study + 16 weeks work
- 20 weeks study + 20 weeks work
- 24 weeks study + 24 weeks work

2. Sandwich Program: 25/50/25: Study/Work/Study

Student studies, then works, then studies again.

Student studies for 25% of total time, then works for 50% of total time, then studies for 25% of total time.

Examples:

- 4 weeks study + 8 weeks work + 4 weeks study
- 6 weeks study + 12 weeks work + 6 weeks study
- 8 weeks study + 16 weeks work + 8 weeks study
- 10 weeks study + 20 weeks work + 10 weeks study
- 12 weeks study + 24 weeks work + 12 weeks study

Fees

Students pay the following:

- Application fee \$135
- Tuition for English course (depends on length of course)
- Work Placement Fee:
 - Placements By ACCESS \$1250 (one-time placement fee)
 - Self Placement \$650 (one-time placement fee)

Which Work & Study Program Is The Right One For Me?

1. If you are looking for Resume/CV building experience, and the most chances to practice speaking English in a professional Canadian work environment → **Professional Internship**
2. If you want experience working in a Canadian medical environment → **Medical Placement**
3. If you want to practice speaking English in a casual work setting, and you also want to receive payment → **Paid Work & Study**
4. If you already have a Working Holiday or Student Work Abroad Visa (SWAP), or a Young Workers Exchange Visa, and have a desire to live and work in Canada, and learn about Canadian work culture → **Paid Work & Travel**

1. Professional Internships

Types of Placements

- All placements are **unpaid**

Program Requirements

- Be 18 years or above
- Study 4 to 26 weeks prior to starting an internship.
- Choose **Straight Program** or **Sandwich Program**
- **Minimum Program Duration:** 8 weeks (4 weeks study + 4 weeks work)
- Must possess a good working command of English (high-intermediate or above)

Visa Requirement

- Study Permit + Work Permit (C-30 exemption)

Support

All students participating in a Professional Internship will receive the following support from our Work & Study Coordinator:

- visa application assistance
- **Job Search Training Program** pre-job preparation skills (building & polishing a resume (CV), as well as comprehensive interview practice, including videotaped interview & review with Internship Coordinator)
- Ongoing support and assistance from Work & Study Coordinator (accompany to interview, liaison between company & student)*
- Full use of our new **Employment Resource Centre with job postings, seminars, and computer lab.**

2. Medical Placements

Types of Placements

- All placements are **unpaid**
- **Placement By ACCESS** only

Program Requirements

- Be 18 years or above
- Study 4 to 26 weeks prior to starting a medical placement
- Choose **Straight Program** or **Sandwich Program**
- Study a minimum of 8 weeks in the **English For Medicine** Program
- **Hospitals:** minimum work period of 8 weeks
- **Long-Term Care Facilities:** minimum work period of 4 weeks
- Must have good working command of English (Long-Term Care: min. intermediate, Hospitals: min. high intermediate)

Visa Requirement

- Study Permit (if studying 6 months or longer)
- no Work Permit required

Support

All students participating in a Medical Placement will receive the following support from our Work & Study Coordinator:

- visa application assistance
- assistance with completing detailed paperwork required by hospital
- assistance with resume/interview skills (if required)
- Ongoing support and assistance from Coordinator (liaison between hospital/clinic & student)
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3. Paid Work & Study (previously called "Hospitality Program")

Types of Placements

- All placements are **paid**

Program Requirements

- Be 18 years or above
- Study 4 to 26 weeks prior to starting a job.
- Choose **Straight Program** or **Sandwich Program**
- Minimum Program Duration: **(PLACEMENT BY ACCESS)** 32weeks (16 weeks study + 16 weeks work)
- Minimum Program Duration: **(Self Placement)** 8 weeks (4 weeks study + 4 weeks work)
- Must possess a good working command of English (solid intermediate or above)

Visa Requirement

- Study Permit + Work Permit (C-30 exemption)

Support

All students participating in a Paid Work & Study will receive the following support from our Work & Study Coordinator:

- Visa application assistance
- **Job Search Training Program** pre-job preparation skills (building & polishing a resume (CV), as well as comprehensive interview practice, including videotaped interview & review with Work & Study Coordinator)
- Ongoing support and assistance from Coordinator (accompany to interview, liaison between company & student)*
- Full use of our new **Employment Resource Centre with job postings, seminars, and computer lab.**

4. Paid Work & Travel (NEW!)

The Paid Work & Travel Program is designed for candidates interested in spending time in Canada working as well as gaining exposure to Canadian culture. This program will give you hands-on experience of the North American work culture and allow you to gain an income while learning English.

Although a high level of English is not a prerequisite, all candidates are required to study at ACCESS for a minimum period of 4 weeks. Upon completion of your studies, you will be placed in a paid position. The main difference between this program and the Work & Study program is the visa requirement. Students wanting to take part in this program **MUST already possess an appropriate visa that will allow them to work in Canada.** This program will not qualify you for a C-30 visa because it does not require a 50% study period.

Types of Placements

- All placements are **paid**

Program Requirements

- Be 18 to 30 years of age
- Study 4 weeks or longer
- Work up to one year
- Must possess a working command of English
- Must possess an eligible work visa to participate (see below)

Visa Requirement

- [Working Holiday Visa](#)
- [Student Work Abroad Visa](#)
- [Young Workers Exchange Visa](#)

Support

All students participating in Paid Work & Travel will receive the following support from our Work & Study Coordinator:

- visa application assistance
- **Job Search Training Program** pre-job preparation skills (building & polishing a resume (CV), as well as comprehensive interview practice, including videotaped interview & review with Work & Study Coordinator)
- Ongoing support from Coordinator (accompany to interview, liaison between company & student)*
- Full use of our new **Employment Resource Centre with job postings, seminars, and computer lab.**

students enrolled in **Placement by ACCESS option only*

STUDENT AGREEMENT

ACCESS International English Language Centre Ltd. (ACCESS) undertakes only to secure Paid/Unpaid Internship in entry-level positions within a given industry or position type. ACCESS guarantees average of 15 to 20 hours per week (a minimum of 10 hours per week) of Paid Internship at minimum wage.

As a Participant in the ACCESS Work & Study Program, I agree to the following conditions:

- a) I agree to follow all legal requirements of the visa, study permit and/or work permit issued to me by Citizenship and Immigration Canada (CIC) and to be bound by the rules of the ACCESS Work & Study Program.
- b) I understand that this Program is designed to give me international experience and practical English training to advance job opportunities in my home country and that this program does not provide a pathway to immigration.
- c) I acknowledge that ACCESS cannot guarantee that any position offered will exactly match the preferred job type or geographic location, but ACCESS will make every effort to do so. Jobs may not be in the downtown area, but will be accessible by public transportation.
- d) I am willing to work a flexible schedule that may include mornings, evenings, weekends, and/or shift work.
- e) I understand that if I am offered a job that falls within the program requirements, I must accept that job.
- f) It is my responsibility to provide an updated resume, photocopies of a valid work permit (or a Working Holiday Visa) and Social Insurance Number [SIN] Card (or SIN confirmation letter), as well as a signed Student Agreement. If I fail to produce the required documents when attending the Intake Session with ACCESS staff, I understand that there may be a delay in securing the Paid/Unpaid Internship.
- g) Once an interview has been secured with a potential employer, ACCESS will provide me with the details of the Paid/Unpaid Internship, including the address of the employer. I agree to make myself available to attend interviews independently and punctually as required by ACCESS. Failure to do so may result in ACCESS ceasing to represent me and my forfeiture of all fees paid. If I am unable to attend an interview, I am required to contact ACCESS to provide notification of the absence at least 24 hours in advance.
- h) Throughout the course of the Paid/Unpaid Internship, I agree to conduct myself in a professional manner, make my best efforts to carry out all assigned duties, and follow all staff policies and procedures of my Host Organization.
- i) Should ACCESS fail to secure an offer of a Paid/Unpaid Internship within 4 weeks after his/her completion of program at ACCESS, I shall be entitled to meet with a representative of ACCESS in order to discuss available options. It is my sole responsibility to perform well at the interview(s) to get the job.
- j) Should a Paid/Unpaid Internship secured by ACCESS be terminated by the employer for reasons not related to my work performance within 4 weeks of my work start date, I will be entitled to have ACCESS secure another Paid/Unpaid Internship at no additional cost.
- k) Once a Paid/Unpaid Internship has been secured by ACCESS, ACCESS is considered to have fulfilled its obligations to me and I am thereafter under the direction of the employer (Host Organization), therefore, all concerns and questions regarding the job should be directed to the employer.
- l) I agree that ACCESS is not liable for any matter occurring at the Host Organization, including but not limited to: loss of wages, loss of property or personal injury.
- m) I understand that I must have medical insurance as a legal condition of study and work in Canada. I agree to ensure my coverage is sufficient and valid for the entire duration of my study and work periods.
- n) My acceptance into the work placement is based on a successful completion of the required English levels at ACCESS and a change of my program may be necessary if further English training is required.
- o) If I have repeated problems with lateness or absence from class, my program will be cancelled without refund.
- p) I have read and agree to the terms of the ACCESS Work & Study Program Refund Policy.

ACCESS Staff will take your photograph for promotional purposes. Check this box if you do not wish for your photograph to be used.

By signing this agreement, I certify that all information given is true to the best of my knowledge, and that I have read and understand the conditions of the program. I understand that this Application Form is considered null and void if I have not begun the program within 12 months of signing this form.

Student Signature

Date (MM/DD/YYYY)

Agent/ACCESS Staff Signature

Date (MM/DD/YYYY)