

# Statement of Understanding

EC Cape Town



www.ecenglish.com

## To be signed by all programme applicants prior to enrolling in programme

Internships advertised are subject to an applicant process. Applications will be considered based on submission of a detailed CV, a completed questionnaire and a signed Statement of Understanding. When you arrive in Cape Town and prior to your internship you will be assigned a supervisor who will meet you and arrange an interview with the proposed company. Final acceptance is based on the interview when you arrive in Cape Town. It is possible that you will not qualify for the type of internship you have applied for based on your level of work experience and/or quality of written and spoken English. In this case we will assign the next most suitable company.

Your internship questionnaire is merely designed to help us get to know you better and assist us with making an internship recommendation. It does not guarantee that what you write down is what you will get in terms of a recommended company or the experience you might have at a recommended company.

Internships are designed to help you enhance your CV, gain international work experience and practice the English that you have learned at the school. An internship will not necessarily teach you more English and will not necessarily teach you any new skills.

Most internships will involve some general office administrative work, which is an opportunity for you to give back to the company that is hosting you.

Some internship placements are very competitive and may be subject to seasonality and the business cycle. If we are unable to place you in your preferred company, we will choose one that is most relevant based on your application document, your interview and level of ability.

Once a placement is finalised, you will be required to work during the normal business hours of the company and for the period specified in your booking. During this time you will be treated as a regular company employee and subject to South African labour law, which requires that you are not late for work, do not miss work and if you are sick, to provide a doctor's note. Failure to adhere to these requirements could lead to being removed from the programme.

After the first week of work there will be a progress meeting to ensure that you and the company are achieving your mutual goals. This will be the time to raise any challenges being experienced.

If you are unhappy with your placement, the first step will be to raise this with the EC Placement Officer as soon as possible. EC will then try to rectify the situation as soon as possible.

Name: \_\_\_\_\_

Date: \_\_\_\_\_