



# EC Dubai Job Club

The EC Dubai Job Club is a free workshop programme designed to help students develop the skills, knowledge, and confidence they need for their professional lives. It consists of a variety of workshops and job interviews.

**free  
job club**



## What does the Job Club Include?

- Weekly interactive workshops (each lasting 1 hour) on essential career skills.
- Personalised guidance on writing CVs and cover letters.
- Interview preparation training, including practice sessions and feedback.
- Understanding professional expectations and work culture.
- Tips on communicating confidently and professionally.
- Effective and informed job search methods, including guidance on how to manage personal information.

## Job Club Workshops

- 1. CV Building Workshop** – Writing a clear and professional CV.
- 2. English for Hospitality & Customer Service** – Role-plays, key vocabulary, cultural insights.
- 3. Networking Strategies** – Introducing yourself professionally, making contacts, using LinkedIn.
- 4. Job Search Best Practices** – Where to find roles, recognising trustworthy job opportunities, protecting personal data.
- 5. Workplace Expectations & Culture** – Professional behaviour, communication, dress codes, adapting to diverse environments.
- 6. Interview Guidance & Practice** – Typical styles, common questions, guided practice.



# T&C's

## Eligibility Requirements for Interview Guarantee

Students who wish to benefit from the Interview Guarantee must:

- Be enrolled in a **minimum 12-week EC Dubai course** with a strong Pre-Intermediate level of English.
- Maintain **80% minimum attendance in their main English course**.
- Register for the Interview Guarantee **within the first week of their EC Dubai course start date**.
- Attend and complete **all six Job Club workshops**.
- Please note that students below the age of 18 cannot obtain legal work permission.

## Interview Scheduling and Participation

- EC Dubai will arrange interviews with trusted industry partners on-campus and off-site.
- Students will receive **at least 72 hours'** notice for scheduled interviews.
- Attendance is expected to be punctual and professional.
- Cancellations require a minimum of 72 hours' notice with a valid reason.
- Unauthorised absences or no-shows may lead to exclusion from further interview opportunities.

## About the Guarantee

- EC Dubai guarantees **two professional interviews** organised with reputable recruitment agencies and industry partners.
- Roles will depend on students' English levels and previous experience.
- The programme aims to provide interviews for **at least two different roles and venues**, subject to employer availability and recruitment cycles.

## Job Offer Acceptance

- Students may **accept or decline** any job offer they receive.
- A valid reason must be given for declining an offer.

## Employment Types and Work Permissions

- Employment opportunities may include full-time roles (typically 1 to 2-year contracts), paid internships (6–12 months), or **limited part-time opportunities**.
- Part-time roles may involve events, exhibitions, or short-term projects.
- Students wishing to take **part-time work** while holding an **EC Dubai Student Visa** must obtain a **No Objection Certificate (NOC)** from EC Dubai.
- For **full-time employment**, students can transfer their visa sponsorship to the hiring company in accordance with UAE labour regulations.

## Data Sharing and Privacy

By registering for the Job Club and the Interview Guarantee programme, students consent to **EC Dubai sharing their CV and contact details with trusted recruitment partners and employers** solely for recruitment purposes. Student information will only be shared with **verified, reputable partners**.

## Student Expectations

- Active participation in at least 6 workshops as mentioned above.
- Professional behaviour and genuine commitment to developing employability skills.
- Understanding that **Job Club workshops are free of charge** and **do not guarantee employment offers**.

## Right to Update Terms

EC Dubai reserves the right to update or modify these terms and conditions as needed. Any changes will be clearly communicated to participants and will apply equally to all students in the programme.

