



## Work Experience Program (WEP) – 2010

- Receive a quality education at an exceptionally reputable Canadian institution
- Study with a diverse student population and choose from a wealth of course options
- Gain Canadian work experience and enhance your future career opportunities

### Program Description

The Work Experience Program (WEP) is a specialized program combining intensive English/French study with a paid internship in a Canadian work-place. WEP is offered in 6, 12, 18, and 24 month programs, comprised of 50% academic and 50% paid internship components.

In the program, you study English/French through a variety of courses until your language skills allow you to take internship preparation courses, specifically Workplace Preparation, Interview Skills, Business Writing Skills and Job Opportunities & Business Success (JOBS). These mandatory courses are designed to make you highly employable in the Canadian job market. The later part of the program is a paid internship where you learn about the Canadian workplace and develop your individual skills.

### Program Overview

**Core English Courses:** You can choose courses from a variety of programs offered at ILSC – Communication, Academic Preparation, Test Preparation (TOEFL, TOEIC, Cambridge, IELTS), Business English, Humanities.

### Mandatory Internship Preparation Courses:

**Workplace Preparation** You will gain the knowledge and language skills to succeed in an English-speaking work environment. You'll focus on vocabulary, effective interview techniques and North American business etiquette.

**Business Writing Skills** You will gain skills in written communications including business proposals. You will develop expertise in resume and cover letters.

**Business English Interview Skills** You will develop interview skills for success in person, on-line and over the phone. Includes video taping and critiques to improve presentation.

**Job Opportunities & Business Success (JOBS)** You will gain a clear perspective of Canadian workplace culture including employment standards, human resources and management issues. You will also learn strategies for working with a team, networking, and preparing for workplace success.

**Internship:** You may choose to purchase ILSC internship placement services in Vancouver and Toronto or pursue your own job search. ILSC placement services include helping you fine-tune your resumes, practice interviews before your actual job interviews and arranging up to five interviews. The service does not promise a placement. The success of the placement largely depends on your successful performance at the interviews. The job areas that you are interviewing for are subject to fluctuation. Specific requests for positions or employers cannot be guaranteed. Positions will likely be entry level and will vary depending on your language skills and demonstrated experience. Some major industries available are tourism and hospitality, retail, and administration. The average wage ranges between \$8 ~ \$15/hour. Typical entry-level positions can be in any field and will vary from customer service and clerical to basic tasks.

**Working Holiday:** Students must study for a minimum of 6 weeks in a Fulltime Intensive program if they wish to avail themselves for the ILSC job placement service. Students must attain an "Advanced 1" level of English to qualify for this service. A minimum of 8 weeks from the time of arrival is required to arrange interviews.

**Accommodation:** During the internship is the responsibility of the student. In some cases, the employer or ILSC may provide assistance with accommodation but this is not part of the program nor is it guaranteed. Placements will be based on availability. Internship start dates are estimated and may vary based on employers' requirement up to a maximum of 4 weeks.

**Program is available at:** All ILSC locations



### Program Fees

- Registration Fee: \$100
- Materials Fee: \$120 (except WEP-6: \$60)
- Tuition\*: ILSC Full-Time Intensive Fee
- Administration Fee\*\*: \$400
- Placement Fee: \$1000 (available in Vancouver and Toronto)

\* Please refer to Greystone College tuition fees if you wish to study Tourism and Hospitality Management Program.\*\* Administration fee covers applying for a work permit, as well as monitoring before and during the placement. The student is responsible for the payment of any government fees related to the application for a work permit, the extension of study permit or the application for CAQ in Montréal.

### Program Start Dates

**2010:** Jan 4, Feb 1, Mar 1, Mar 29, Apr 26, May 25, June 21, July 19, Aug 16, Sep 13, Oct 12, Nov 8, Dec 6.

### Start Dates for WEP with Tourism and Hospitality Management Program (only available in Vancouver)

**2010:** Jan 4, Jan 5, Feb 15, Mar 8, Mar 29, Apr 19, May 10, May 31, Jun 21, Jul 12, Aug 3, Aug 23, Sep 13, Oct 4, Oct 25, Nov 15, Dec 6

### Requirements

You must be a high school graduate. You must also demonstrate that you have previously applied for and secured a part-time or full-time job, or volunteer work. Professional work experience is not required, but will be an advantage. The ideal candidate is positive, pro-active, and independent.

If you are interested in taking the Tourism and Hospitality Management program at Greystone College, you must meet the minimum ILSC Intermediate 4 level of English in reading, writing, and communication skills.

**English Level Assessment:** You are required to take the ILSC online language assessment test. Once successful on the written test, a phone interview will be arranged with an ILSC academic staff member to assess your spoken English/French and demonstrated motivation for this program.

NOTE: WEP Montreal students need to take both English/French online tests to demonstrate Intermediate 1 or higher level in the second language.

### Program Length

Programs	Weeks of Academic studies	Weeks of paid Internship	Minimum Language Requirements
WEP - 6 months ♦	12	12	ILSC Intermediate 4
WEP - 12 months	24	24	ILSC Intermediate 1
WEP - 18 months	36	36	ILSC Beginner 4
WEP - 24 months	52	52	ILSC Beginner 3

♦ Please consult with ILSC representative for availability before sending the application form.