

German and Work-Experience in Vienna 2012

ActiLingua Academy

Since opening in 1988, ActiLingua has gained a worldwide reputation for its successful range of German courses and its extensive experience in the organisation, monitoring and evaluation of Work Experience programmes.

Austria: Economic hub in the heart of Europe

Austria is one of the safest and most beautiful countries worldwide. The country serves as hub connecting Western and Eastern Europe. Due to this and its stability Austria is an attractive location for internationally active enterprises. Its capital Vienna offers an exceptional quality of life, is green, safe and multifaceted.

German Preparation Course

The German course takes place in Vienna. In 20 or 30 lessons / week you improve your communication skills. Lessons in grammar and conversation help you with syntax and vocabulary building. You practice formal and informal letter writing and work on listening and reading comprehension. All German courses with a duration of 12 weeks or more are reduced by 30% - this discount is already considered in our pricelist.

Lessons: 25 lessons per week: German course (20) + culture - and leisure programme (5). 1 lesson = 45 minutes

Course start: every Monday, total beginners once a month

Course level: all levels all year round

Culture- and leisure programme

Every course includes 5 lessons/week of our cultural programme. We organize special talks, discussions and videos on Austrian music, art, literature, history and architecture. Films, tours of the many sights of Vienna, parties and sports all form part of the programme

Applicant requirements

- Preferably between 16-30 years old.
- Good command of German (e.g. min. 2-3 years at school or min. 12 weeks German course with ActiLingua).
- Good command of English
- Minimum stay in Austria: 3 months.
- Insurance documents must be produced upon arrival (proof of European insurance card or private insurance).

Work experience

The offered job placements are in Vienna, Salzburg or tourist resorts in the Alps.



Vienna - well worth a visit.

Duration of German and Work-Experience:

- Minimum duration: 4 weeks German course + 8 weeks internship.
- Maximum duration: 36 weeks German course, work experience up to 1 year. All variations within this framework are possible.

Sectors and Selected Companies

Paid work experience

for students from countries of the European Union and from Norway, Iceland, Liechtenstein and Switzerland.

- **Tourism:** American Express Reisebüro, Austrian Airlines, Kuoni, Vienna Tourism Board
- **Hotels and Catering:** Hotel Neuhaus, Hotel Bellevue, Hotel Kummer, Salmbräu, Silvretta Nova
- **Ski schools:** Ski instructor / Snowboard instructor: 10 days Ski instructor course in December or 15 day Ski- and Snowboard instructor course in Salzburg / Kaprun.
Ski instructor course: 10 days; Price: approx. EUR 960,00
Ski- and Snowboard instructor course: 15 days; Price: approx. EUR 1.270,00

Conditions of employment

- Working hours: 20-50 hours per week, 1-2 days off per week.
- Tips: EUR 7-15/day is possible, depending on your work.
- Accident insurance is paid by the employer.
- Payment as common for internships of at least EUR 290 per month and 40 working hours per week helps you meet your expenses during your stay. Accommodation is mostly provided by the employer or financed by a higher salary.



Work-experience.



Work experience reception.



ActiLingua Academy: Central location in Vienna's embassy district.

Unpaid work experience

for students of non EU countries or EU countries

- **Industry:** Voestalpine Rotec GmbH, Schiebel, Ernst Wittner
- **Research:** IFA Tulln, Arsenal Research, Austrian Research Center
- **IT and Technology:** B.O.C., Medani, Siemens, T-Systems
- **Law:** Zeiner & Zeiner, Forsch & Klein
- **Events and Marketing:** Amuse Bouche, Event Management
- **Art:** MAK, Wien Museum, Secession Gallery
- **Laboratories:** BFI, BOKU, WIFI, TU Wien, Sprachstudio
- **Design and Architecture:** Akademie der Bildenden Künste, Ret Hot Solutions, Architekturbüro Christoph Karl
- **NGO's:** Demokratiezentrum Wien, International Institute for Peace, IOM - International Organization for Migration
- **Journalism:** Central European News, der Standard
- **Economics and Finance:** Capital Bank, Teletrade
- **Green companies:** R1solar, Biohof Adamen, ESW Consulting
- **Consulting:** B.O.C., Aps.Consulting
- **Import / Export:** Panalpina
- **Carpentry:** Die Werkstatt, Knapp & Legat
- **Vineyard:** Weingut Mayer am Pfarrplatz

Conditions of employment:

- Costs for accommodation and board: approx. EUR 150-400/week.
- Many employers offer meals at subsidized prices or a free travel pass for public transport.
- Working hours: according to interest approx. 20-40 hours/week.
- Private insurance must be taken out.

Certificate and internship confirmation

After the internship each participant will get a detailed description and evaluation regarding the content and success of the traineeship from his/her employer. Your ActiLingua certificate confirms your participation in our German course.

To apply please send us:

- Registration form for the German course.
- Curriculum Vitae (resume) in German or English
- Letter of motivation (why do you want to do the job?)
- 3 photos.
- Application form for the work experience.
- Copies of insurance documents.

Your original application papers must be received by *ActiLingua* a minimum of nine weeks before the start of the work experience.



German Preparation Course.

Price 2012: (in Euro)

Standard Course

20 + 5 lessons / weeks	4 wks.	extra wk.	12 wks.	extra wk.
Tuition + ActiLingua Residence double	1,326	284	3,106	243
Tuition + ActiLingua Residence single	1,526	334	3,709	293
Tuition + Fam./Apart./Stud.H. double	1,186	249	2,686	208
Tuition + Fam./Apart./Stud.H. single	1,438	312	3,442	271

Work Experience

Administration fee for work experience

Surcharge to booked course e.g. Standard course EUR 380

Price includes - German course:

- **20 lessons German course** per week (1 lesson= 45 minutes).
- **5 lessons** (2-3 times) per week **cultural and leisure programme**, e.g. Vienna guided tours; talks and videos about Austrian music, art, history, literature; Viennese Waltz course; party; sports.
- **Accommodation during German course** as booked.
- ActiLingua **Certificate**.
- **Course books** may be borrowed for the whole course. Books can be bought at a 50 % discount from the school office.
- ActiLingua **Vocabulary book**.
- Use of multimedia library: computers, books, videos, magazines.
- Student service at the school office.
- **Free internet access**. Receiving and sending of e-mails.
- Student manual with interesting tips on Vienna.
- ActiLingua-Card entitling holder to discounts at a number of museums, theatres, restaurants and shops.

Price includes - Work experience:

- **Placement** at an Austrian company: telephone interview; selection of a company suitable for the applicant.
- Evaluation and final report by the employer.

Extras

- **High-season supplement:** EUR 44/week.
High-season: July 1 - August 24, 2012
- **Supplement for breakfast:** EUR 44/week.
- **Supplement for halfboard:** EUR 118/week.
- **Transfer** (from airport/railway-station to accommodation), one-way: EUR 37.
- **Travel Insurance Package:** EUR 15 / week

Note:

Please note: The position that we are able to offer depends on your previous work experience, education and your level of German. No specific position, employment location and remuneration can be guaranteed. Should no position be found, we will refund EUR 277.



Castle Belvedere - close to ActiLingua Academy

wks.=weeks; Fam.=Host family; Stud.H.=Student House; Apart.=Apartment; double=double room; single=single room; Prices in Euro.