

# German & Work Experience



ActiLingua offers German courses in combination with paid or unpaid work experience. The programme is divided into two parts. First you attend a preparatory German course in Vienna for at least 8 weeks. This is followed by a work placement lasting a minimum of one to two months at a carefully selected Austrian company, e.g. hotel, restaurant, travel agency, import/export company or ski school.

## 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.

**LESSONS:** 25 or 35 lessons/week.

German course (20 or 30) + cultural/special interest classes (5). 1 lesson = 45 minutes

**STARTING DATES:** every Monday, absolute beginners once a month.

**LEVEL:** all levels all year round.

## Cultural/special interest classes

Every course includes 5 lessons/week of our cultural programme and special interest classes. We organise 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 (min. B1 level or 12 weeks German course with ActiLingua).
- ▶ Good command of English (min. A2 level).
- ▶ Minimum stay in Austria: 2-4 months.
- ▶ Health and liability insurance documents (European insurance card or private insurance) have to be presented upon arrival.

## Austria: Economic hub in the heart of Europe

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

## Work Experience

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

### DURATION OF GERMAN AND WORK-EXPERIENCE:

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

### CERTIFICATE AND INTERNSHIP CONFIRMATION

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

### TO APPLY PLEASE SEND US:

- ▶ Registration form for the German course.
- ▶ Curriculum Vitae in German or English.
- ▶ Letter of motivation.
- ▶ 1 photo.
- ▶ Application form for paid or unpaid work experience.
- ▶ Copies of insurance documents: health and liability insurance must be contracted by the students.

# German and Work Experience 2018

## Unpaid work experience

For students of non EU or EU countries

**Industry:** Voestalpine Rotec GmbH, Schiebel, Ernst Wittner

**Research:** IFA Tulln, Arsenal Research, Austrian Institute of Technology

**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

**Laboratories:** BFI, BOKU, WIFI, TU Wien

**Design and Architecture:** Akademie der Bildenden Künste, Ret Hot Solutions, Architekturbüro Christoph Karl

**NGOs:** Demokratiezentrum Wien, International Institute for Peace, IOM

**Journalism:** Central Europ. News, Standard

**Economics and Finance:** Capital Bank, Teletrade

**Green companies:** R1solar, Biohof Adamah, ESW Consulting

**Consulting:** B.O.C., Aps.Consulting

**Import/Export:** Panalpina

**Carpentry:** Die Werkstatt, Knapp & Legat

**Vineyard:** Weingut Mayer am Pfarrplatz

**Tourism:** American Express Reisebüro, Austrian Airlines, Kuoni, Vienna T. Board

### CONDITIONS OF EMPLOYMENT:

- ▶ Extra costs for accommodation/board: EUR 155 - 415.-/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.



## Paid work experience

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

**Hotels and Catering:** Hotel Neuhaus, Salmbräu.

**Ski schools:** Ski/Snowboard instructor.

### CONDITIONS OF EMPLOYMENT:

**Working hours:** 20-40 hours per week, 1-2 days off per week. **Tips:** EUR 7.- to 15.-/day is possible, depending on your work. A liability and health insurance must be contracted by the applicant. Payment as common for internships of approx. EUR 330-800.- net per month and 40 working hours per week at hotels in the Alps helps you to meet your expenses during your stay. Accommodation is mostly provided by the employer or financed by a higher salary. Payment in restaurants in Vienna: EUR 7.50/hour gross.

### PRICES 2018 (EUR): GERMAN COURSE

Lessons per week	Standard: 25 lessons	Intensive 35 lessons
4 weeks	780.-	1,272.-
extra week	170.-	293.-
12 weeks	1,828.-	3,184.-
extra week	144.-	257.-
Placement Work Experience		420.-

### ACCOMMODATION (per person/week)

Host Family/Apartment/ Student House	Twin	130.-
	Single	198.-
ActiLingua Residence Standard	Twin	151.-
	Single	208.-
	Twin for single	240.-
ActiLingua Residence Superior (Apartment for single use)	1 person	385.-
	2 persons	271.-

*Subject to change*

### Included in the price - Work experience

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

### Included in the price - German Course

- ▶ **20 or 30 lessons German course** per week (1 lesson= 45 minutes).
- ▶ **5 lessons (2-3 times) cultural/special interest classes** per week, e.g. guided city walks; talks and videos about Austrian music, art, history, literature; Viennese Waltz course; party; sports.
- ▶ **Accommodation during German course** as booked. Use of kitchen included.
- ▶ **ActiLingua Certificate.**

- ▶ **Course books** may be borrowed for the duration of the 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 (WiFi).**
- ▶ Student manual with interesting tips on Vienna.
- ▶ **ActiLingua-Card** entitling holder to discounts at a number of museums, theatres, restaurants and shops.

### Extras (net)

- ▶ **High-season surcharge:** EUR 49.-/week  
High-season: July 1 - Aug. 25, 2018.

- ▶ **Breakfast:** EUR 49.-/week.
- ▶ **Half-board:** EUR 131.-/week.
- ▶ **Transfer** (from airport/station to accommodation), one way: EUR 40.-
- ▶ **Health and Accident Insurance:** EUR 18.-/week.
- ▶ **Accommodation during work experience:** on request.

**Please note:** The position that we are able to offer depends on your 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 290.-.