

Cap Ulysse

International Careers



Education and Culture DG

Lifelong Learning Programme

Our offices are open:

From Monday to Thursday 8.30am to 3.30pm

Office address:

65 rue Amédée saint Germain
33800 Bordeaux
FRANCE

Public transport:

Take tram-line C and get off at *Gare Saint-Jean*

Office tel:

+33 (0)5 56 92 20 68

Mobile in case of emergency:

+33 (0)6 62 87 44 32

Email:

info@capulysse.fr

Website:

www.capulysse.fr



Welcome!

For several weeks, you are going to have a unique experience in Bordeaux: the fifth largest city in France (both in terms of its size and number of inhabitants), and a recent addition to the list of UNESCO world heritage sites.

This document provides some advice to help you prepare as well as possible for your stay.

What to pack

Bring toiletries and towels, but you need not bring bed linen as this will be provided at your accommodation. Bordeaux is a city with an ocean climate, the average temperatures varying between 28° in summer and 7 ° on the coldest days in winter. So make sure that you pack suitable clothing. Also, bear in mind that your stay is a professional one, so you will have to dress appropriately for your internship (and remove visible body piercing etc...)

Also bring a passport photo for your local transport pass. If you are a student, bring your student ID card in order to benefit from reduced rates (cinema etc...)

Your arrival (Optional)

If required, a representative from Cap Ulysse will meet you at the airport or train station and take you to your accommodation.

Travel (Optional)

Participants should budget for local transportation.

During the orientation meeting, a member of Cap Ulysse staff will explain to you how to get the travel pass and which is the most convenient for you. There are different types of travel passes but we recommend the monthly one. It allows you to travel by bus and tram across the whole of the Conex network (Bordeaux & the suburbs). The prices range from 27 euros to 36 euros, depending on your status.

Otherwise, a single journey ticket is 1.4 euros and it allows you to travel for 1 hour with all means of transport.

French Lessons (Optional)

If required, for one or more weeks (depending on what has been agreed), you will have French lessons at a Alliance Française school of Bordeaux. The lessons takes place every morning from Monday to Friday, from 9 to 12 AM, with the exception of national holidays. As a rule, induction takes place on Mondays.

There are five levels available and all teachers are qualified to teach French as a foreign language. You will have to fill in the French test at least 2 week before your arrival so we have a clear idea of your group level. Of course the progress you make depends on how hard you work during and between lessons, given the short amount of time available.

Cultural and fun activities will also be proposed by the language school. Some of these may require payment of a fee in advance (for example the trip to Pyla Sand-dune, the village of Saint-Emilion, etc.)

Cap Ulysse staff will present you with a language certificate at the final review meeting at the end of your internship.

Should you wish to take your study further, the language school has several courses on offer which lead to internationally-recognised certificates such as DELF and TFI.

Accommodation (Optional)

Cap Ulysse, **if required**, will find you an accommodation no more than 45 minutes (via public transport or on foot) away from the location of your internship.

Depending on your budget, Cap Ulysse can find three different types of accommodation:

- Shared apartments:
Access to a kitchen, bathroom and sitting room (bed linen and towels are not provided). Breakfast is not included.
- Host family:
Access to kitchen, bathroom and sitting room (bed linen and towels are provided). Breakfast included.
- Young professionals' residences : these are furnished apartments or rooms with shared kitchen and bathroom
- Apartment-hotels:
Apartments (studio, 1-bed, or 2-bed) shared with one or more people from your group. Hotel service (provision of bed linen, reception service...). Breakfast is not included.

The first two options offer different conditions from one to one : some accommodation has WiFi access, the use of a washing machine etc, and some may not. You'll be able to access the kitchen to prepare your meal & the bathroom, but we can not guarantee the wifi access & the washing machine access.

When you arrive at your accommodation you will be asked to sign a copy of the rules and regulations. Above all, it is important to respect your flat-mates and their property (you are not permitted to invite guests to stay without permission, etc...)

You will be asked for a deposit up to 300 euros. This will be returned to you at the end of your stay provided that no damage has been done to the property.

Your internship

When arranging each internship, Cap Ulysse takes a candidate's prior work experience, their academic background, and their level of French into account. Considering the last point, once you've sent your application, we make an appointment with you to have a discussion on the phone.

Most of the companies interview the candidates before they can be accepted. Should an organisation refuse an intern, Cap Ulysse will endeavour to find an alternative placement from within their network without delay.

Each organisation has its own rules, regulations and work schedule. Some interns will be expected to work Saturdays or Sundays with time off during the week. In France the code of work means that there are 35 working hours per week maximum, except in some sectors like hospitality (39 hours).

Placements are generally unpaid, although your employer may chose to offer a stipend.

Type of internships & Language ability required

- Travel and Tourism – at least B1 level in French & English
- Business Administration & Accountancy– at least B1
- Charity & non profit - at least A2
- IT- at least A2/B1
- Retail/Customer service - at least A2/B1
- Marketing & Sales - at least B1 French & English
- Medical Services & Health Care - at least A2/B1
- Catering and Hospitality - at least A2
- Social Services & care - at least A2/B1
- Environment & security - at least B1 level
- ...more

Follow up/Monitoring (Optional)

Cap Ulysse staff will prepare you for the interview and then assist you on your first meeting with your potential employer of your internship placement.

At the end of your internship Cap Ulysse staff will go back to your organisation to meet your mentor and carry out a final individual review in your presence.

Finally, before your return home, Cap Ulysse will hold a global review meeting with you and to consider the overall experience and to issue your certificates.

You might like to make a start now by taking a look at the city's official website:

www.capulyse.fr

<http://www.bordeaux-tourisme.com/>

Our services and fees

- You decide which service you need

What?	What is included?	How much?
Internship search	We guarantee you 2 interviews and 2 different companies	150 euros
Follow up/Mentoring	<ul style="list-style-type: none"> Interview preparation Monthly meetings 	From 150 to 200 euros depending on the sector of activity
Accommodation	Can be arranged upon request	50 euros
Language course	L'Alliance Francaise 15h/week	150 euro –weekly language course at AF → + 43 inscription fee
Airport Transfer	Candidate is picked up from the airport by the Cap Ulysse representatives	70 euros
Certification of attendance and letters of reference	On successful completion of the programme the participant receive an internship certificate as well as the EUROPASS MOBILITY certificate	Nothing

Enrolment Procedure:

- Send CV , application form and covering letter **IN FRENCH** to us by email or post at least 10 weeks before the planned beginning of your placement so we can find you a suitable internship.
- In urgent cases this can be done with shorter notice however we will not be able to guarantee the best placement.
- Two weeks after (maximum), we will make an appointment to contact you on the phone for a short interview.

4. The payment has to be done at least 8 weeks before your arrival. Only once it has been paid, the search for your internship placement begins.
5. At least 10 days before your arrival, the information concerning Bordeaux city, your work Placement and the accommodation will be sent to you by e mail.

Should you have other questions, do not hesitate to contact us.

The payment should be done to the following account :

Cap Ulysse

SBCIC BEBLES

102 Cours Victor Hugo

33130 Begles

IBAN : FR76 1005 7193 3100 0556 0620 168

BIC: CMCIFRPP

See you in Bordeaux very soon!!!