



Work Experience UK

tellus



Tellus Group Ltd

*Providing Lifelong Changing Opportunities in Work Experience and the
Development of English Language Skills*

www.tellusgroup.com



Contact Tellus Group Ltd

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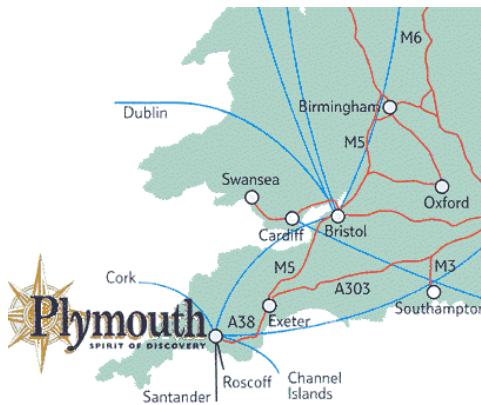
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Planning to Visit Us

We are located 5-6 minutes walk from the City centre, 6-7 minutes walk from the Rail Station and 10-15 from the Bus Station. You can take a taxi from the Train or Bus Station; alternatively, arrange in advance for us to pick you up.

How to Get to Plymouth



If you plan on making your own travel arrangements to Plymouth you can contact us for advice or use the below comprehensive links. Alternatively, get us to book you UK travel for you.

By air (nearest airport first):

Plymouth www.southwestair.co.uk
Exeter <http://www.exeter-airport.co.uk/site>
Newquay www.newquaycornwallairport.com
Bristol www.bristolairport.co.uk

By train (from London and London Airports, Bristol central and Newquay): www.firstgreatwestern.co.uk

By bus: (from London and London Airports and Bristol/ Newquay Airport)
www.nationalexpress.com (from London central) www.megabus.com



Welcome to Tellus Group Ltd
*Providing Life Changing Opportunities in Work Experience and
 the Development of English Language Skills*

Tellus Group Ltd is a UK Government DCSF (Department for Children, Schools and Families [previously DFES]) registered School (registration number 23960) and consists of two companies:

WORK EXPERIENCE UK (WEUK):

Work Experience UK aims to provide participants with the opportunity to improve their CV, through working in a UK company, so to increase their career prospects and personal prosperity. Participants will also have the opportunity to improve their English language skills, in everyday situations and familiarise themselves with the typical English way of life, in the work place and home. There are many opportunities to participate in organised and informal social events, to improve their English language skills and make new friends from around the world.



WEUK has over six years experience in hosting participants (students) in most workplace sectors. WEUK arranges work placements (Internships), accommodation and other services. We can provide work placements for groups or individuals in most vocational sectors.

WEUK also arranges LdV / ERASMUS Mobility and VETPRO programmes.

TELLUS PLYMOUTH ENGLISH CENTRE (TPEC):

Tellus Plymouth English Centre aims to improve students English Language Skills, so that their life opportunities will open up. With improved English their CV will be enhanced enabling them to progress their career and increase their personal prosperity. They will have an opportunity to improve their English language skills in everyday situations and familiarise themselves with the typical English way of living. Students have many opportunities to participate in organised and informal social events to improve their English language skills and make new friends from around the world.



TPEC, formally Plymouth English Centre, was started in 1988 and is directed by the founder Mr Kimmo Kosunen.

Whether students require English for professional, academic or social purposes, TPEC has a course, which will meet their needs. All our teachers are qualified teachers, with a number of years' teaching experience behind them. Class sizes for adults are a maximum of eight.

TPEC has teacher training programmes including those that attract Grundtvig and Comenius funding.

What makes us different?

- Customers come first - quality is our aim and value for money our focus
- Dedicated, well-trained and professional staff, at all levels of the company
- Diversity of programmes - we are a one-stop-shop for partners and clients looking for a wide variety of programmes
- A fun place to learn.

Partner With Tellus

We look to form partnerships with like-minded organisations that put people first. Our aim is to provide responsive, cost-effective solutions in international education, training and language travel markets.





English Courses

The Plymouth English Centre was started by Mr. Kimmo Kosunen in 1988. At the Plymouth English Centre, we run full time and part time courses in General English, Exam Preparation and Business English either in-group study (no more than eight students per group [12 in youth activity programmes]) or on one to one basis for applicants of 12 years of age and above (unless otherwise agreed), all year round. The School is only closed for two weeks over Christmas. Applicants can enroll anytime and start any Monday or as agreed between the school and the applicant. Our flexible timetable allows you to study at the times that suit you: morning, afternoon, evening, or even a combination of them all. The Centre has two adjoining English Language Training Centres, one for adults and the other for youth students. For summer youth programmes, we utilise Unite University Student Accommodation in Plymouth.

Our methods and approach to teaching English help applicants develop their language skills so that they can communicate effectively in situations where English is used. The lessons are based around topics, which incorporate all the fundamental language skills: speaking, listening, reading and writing.

Our teachers use the most up-to-date course books and audio-visual materials and every effort is made to create both a varied and exciting learning experience. As student-centered teaching is recognised as the most effective way to learn languages, all the teachers aim to focus on each individual student's language needs. We use interesting classroom activities carried out through pair and group work to encourage interaction and to motivate applicants. As well as all this, our friendly staff makes every effort to maintain a good relationship with the students outside their curricular activities, thus creating the optimum environment for learning.

There is continuous assessment for all applicants, and long stay applicants get a regular progress report. A Certificate of Studies is given to each participant at the end of their course, as well as a report from the teachers outlining important aspects of the course and containing recommendations for the student's further studies.

The applicants can join the social and leisure activities programme organised by the school (see Social Programme), which includes excursions, sports activities, theatre visits, cinemas, live music, discos etc.

All our applicants get guidance and support from us from the moment they make their first enquiry (about the courses) until the completion of their studies.



Work Experience (Internship) Programme

Unpaid career development in the UK



In most vocational areas of study, the Tellus Work Experience/Internship Programme offers a unique way for participants to develop their personal and career goals through work experience, and interns are able to bridge the gap between the theoretical knowledge that they have gained at university/college and the reality of working in a business environment. The programme aims to provide the participants with means of improving their existing English language skills in a professional environment, enhance their employment opportunities within an increasingly competitive employment market while also increasing their awareness of international business and practical work experience.

We aim to match work placements with each trainee's career objectives. The length of placement ranges from three weeks to six months. We advise three to six weeks for those participants of 19 years of age and under and eight to thirteen weeks for older participants.

Companies are selected on the basis of:

- their ability to provide our trainees with a suitable position in their fields of study and valuable practical work experience in order to support their future career objectives
- and the clarity of the companies' job descriptions.



Programme Details	
Programme Start:	Any Monday (or as agreed between participants and Tellus)
English Level:	Intermediate and above preferred
Age Requirement:	17 and above (unless agreed otherwise)
Eligibility:	EU nationals only (if you are a non-EU national, you can apply for our Work Experience Programme for Non EU Citizens)
Length of Programme:	Minimum 3 weeks (unless agreed otherwise)
Locations:	Plymouth
Areas of Work:	Marketing & sales, engineering, travel & tourism, hotel & catering, finance & accounting, insurance, PR & advertising, law, international trade, human resources, administration & secretarial, media, it, website development, engineering, agriculture and horticulture, massage and other therapies, sports administration, building and other trades. Other options can also be considered
Accommodation:	Host family, bed and breakfast or budget hotel (please see our accommodation options)
Certification:	Tellus Work Experience Certificate EUROPASS

Why not combine the internship programme with a language course? We run English courses in our centre in Plymouth. For more information about our courses, please refer to our English courses section.



In More Detail - Work Experience Procedures and Programme Management

Work Experience, including Leonardo da Vinci and Erasmus

In partnership with companies in the below sectors Work Experience UK provides vocational training programmes, Accounting, Administration, Advertising, Construction, Catering, Coach Works, Electronics, Engineering, Economics, Finance, Hospitality, Horticulture, Hotel, Human Resources, Industrial, Insurance, International Trade, Information Technology (IT), Landscaping, Law, Marketing, Media & Communication, Medicine & related areas, PR, Reception, Restaurant (Waiters/Waitress), Retail, Sales, Science, Secretarial, Social Work, Software Programming, Theatre & Music, Teaching, Motor Vehicle Mechanics, Web Development, Wood Working etc.



The focus of WEUK is on being a part of a team. It is important for Promoters, Agents, Participants, the European Commission (for those on LdV ERASMUS programmes) and the work placement companies that programmes are run efficiently.

Before the participants arrive in the UK, WEUK review their CVs and Registration Forms. It is from this information that the WEUK team of Work Placement Officers find the best possible work placement.

We need Participant details a minimum of six weeks before they arrive in the UK, and will inform them about their work place, accommodation and language training (where required) before their arrival.

As an integral part of our service, WEUK staff meet Participants on arrival in Plymouth and take them to their accommodation. All participants attend a welcome meeting where they obtain a welcome pack with information related to their stay in Plymouth, timetable, itinerary, maps, travel details etc. The welcome meeting lasts most of the day and includes, such issues as what to expect from the work place and the host family and how to deal with problems and includes an orientation of the City centre and historical places of interest.

Every programme is rigorously monitored, initially at the end of the first week, mid-way through their programme and again one week before the Participant goes home. Copies of these evaluations can be sent to promoters and agents if required. Dependent on the length of stay Participants receive at least one visit from a Work Placement Officer to their place of employment during their stay. Every Tuesday evening participants are required to attend what we call our student evening sometime between 17:00 and 19:00 hrs. At this meeting each participant is given sufficient time with a member of staff who checks their timesheets and the other reports. Participants are asked what they are doing in their work placement, how they find their accommodation and about their general welfare. We find this meeting beneficial, as it enables us to identify potential problems before they arise.



Participants are supported in the completion of any reports they are required to complete including their EUROPASS.

For Leonardo da Vinci or Erasmus promoters WEUK prepare an end of programme report, which will help them to complete their final report for their National Agency.

Partners and agents are given a named Project Coordinator employed within WEUK, who will provide whatever assistance or information is needed during the Participant's stay.

Our evaluations to date have shown a high level of satisfaction from our Participants and Partners alike.



WEUK provide a variety of accommodation to suit different budgets. We have the following types of [accommodation](#) available:

- Self Catering in a single or double room
- English Family - Half Board (single or double room)
- English Family - Full Board (single or double room)
- Bed & Breakfast
- Hotel

Welfare Support - 24 hours, 7 days a week in the event of problems

In addition to the core programme elements listed above WEUK can help you to organize following services:

- Airport Transfer
- Local Transport Pass
- Insurance
- Cultural Activities

Social Programme

We run a regular, structured programme of social events designed to encourage all participants to mix with those from other countries.

Cultural Programme

€75 for three one day events. Events are timetabled throughout the year and occur on a Saturday.

Examples include:

- Tintagel Castle – Mythical home of King Arthur
- Newquay – including Fistral Beach (home of surf championships)
- Polperro and Looe – Polperro is a protected traditional Cornish fishing village; Looe is a traditional fishing village but with contemporary attractions
- Torquay – Torquay proclaims itself as the English Riviera
- Exeter followed by Dartmoor – Exeter was originally founded by the Romans and has historical places of interest and a modern shopping centre; Dartmoor is a National Park (we drive through the park with two of three stops as places of interest including the Dartmoor Information centre and museum)
- National Marine Aquarium – not just a look at fish but an entertaining day out including a walk under the shark tank

Certificate of Attendance

Work Experience participants are issued with a certificate stating their work placement tasks and sector. They also receive a final evaluation from their work place supervisor, and references on request.



Accommodation

All our accommodation is carefully chosen and monitored to ensure that high standards are maintained and that you will be comfortable and happy. We keep in close touch with all our accommodation providers and students, and deal with any problems, which might arise (although, as our families are so nice, there are very few).

We recommend home stay accommodation for those who wish to benefit from home comforts and a family atmosphere. Staying with a host family is probably also the best way to practice your English and generally learn about the British way of life. If two applicants are placed with the same host family, we try to ensure they are not of the same nationality, and, therefore, English is spoken at all times! All host families are a maximum of 30 minutes' from the school or work place.

The accommodation is selected before you arrive. If you book a programme at short notice, the accommodation officers will naturally do their best to find the accommodation type you require, but we would advise you to book accommodation at least four weeks before the date of your arrival to guarantee the type you require.

Our Accommodation Manager will be pleased to arrange accommodation for you in Plymouth. You can choose from:

HomeStay (host family)

There are two types of HomeStay:

- Full Board: This is where you have a bed, breakfast, packed lunch (sandwich, chocolate bar and fruit), and evening meal. You live in a house as though you are part of family. You have your own key and come and go as you please paying respect to the family. We recommend HomeStay as it gives a student insight into English family life and all your needs are met. It's a safe and secure environment.
- Half Board: This is the same as above but without the packed lunch. You may choose this option if you want to buy your own lunch. Popular with our more senior students who want to try out a restaurant or cafe.

Self-Catering

There are three types of self-catering:

- Home Stay: This is where you live with a family or property owner. You will be responsible for buying all your own food and cooking. You have use of all the facilities within the house. e.g. kitchen, washing facilities etc, subject to the house rules.
- Student House: This is the same as Home Stay but you will be living with other students.
- University Student Residence: This is the same as the above but the accommodation is only available in the summer when the University students have gone home.

Note: Self catering is very basic. You may need to bring your own bedding, towels, cooking items etc. Please consult us.

Bed & Breakfast Guesthouse

This is generally a large house or small hotel. You get a bedroom to yourself and you have a choice of traditional English or Continental breakfast in the hotel.

Hotel

There are different hotel options available dependent on your budget.