

Spanish Course & Work Placement Program

The objective of this program is to offer our students the possibility to improve and extend their knowledge of Spanish by combining structured study with practical work experiences in their special field of interest or profession.

Program

1. 8 weeks of **General Spanish Course** with 4 classes per day at AIL Madrid Spanish Language School. If we have got doubts regarding the Spanish level of the student, we will recommend an Intensive Course Spanish instead of a General Course and a duration of more than 8 weeks. If necessary it will make an interview via telephone.
Price: 1290 €
2. This is followed by a **3 to 6 month work placement** (usually unpaid) in a company in Madrid.
Price: 660 €
The price includes:
 - Arranging the placement, administrative expenses
 - Supervision of the student by the program advisor
 - Participation in cultural and social activities program (10 classes per week)
 - Participation in an linguistic exchange program with Spanish students
 - Final Certificate

Conditions

The applicant has to:

- have a Spanish level equivalent to the “**Diploma Intermedio**” (**B1/B2**) of the “Instituto Cervantes”.
- be at least 18 years old.
- send her/his **application at least 3 months before the beginning of the work placement.**

Enrolment

1. The student sends a request for participating in the “Spanish Course & Work Placement Program” to spanish.courses@ailmadrid.com. The school confirms the possibility of participation.
The student completes the enrolment form for the **Spanish Course** in the enrol section.
2. For the final enrolment the AIL Madrid sends you a confirmation for the enrolment and requires a **deposit of 300 €**.
Students, who are not from the EU and who require study visas to enter Spain, will be required to pay all fees in full for immigration purposes.
3. Once the **payment** has been received AIL Madrid sends you all necessary **documents for your Spanish Course**.
Students from non EU countries should present these documents to their local **Spanish Embassy** in order to obtain the appropriate **study visa**.
4. The student then selects the area of specialism of the work placement.
5. When we have confirmed the placement in your specified area, please send us the following documentations:
 - a) CV + photo (as a document and an e-mail as well)
 - b) Copy of your passport or the national identity card (as a hard copy and a scanned image via e-mail if possible)
 - c) A convening letter specifying your experiences and work objectives and additional information which can help us to find an adequate company (as a document and via e-mail)
 - d) Copies of university diplomas, recommendations of teachers/professors, certificates for the Spanish Level or recommendations of former companies.
6. Once you have selected a suitable company and has accepted the position (confirmed via letter or e-mail), we draft a tripartite contract between yourself, the school and the employer.

7. It is very important that the students have adequate accident, medical and personal liability insurance to cover their stay in Madrid.
Since the **work placements are usually unpaid** the employer does not pay for the Social Insurance, so that the student has to be covered by a **security policy**.
This security policy can be arranged with **OCASO** and costs 30 € per month.
8. The remainder of the total fee amount for the work placement, the Spanish course and the accommodation has to be paid on the first day at AIL Madrid.
For further detail see the Balance of fees part in the [Payment Methods](#) section.
9. In the case of **cancellation** the AIL Madrid reserves the right to keep the whole deposit of 300 € to cover the administration costs.

AIL Madrid Spanish Language School reserves the right to refuse to a student for a work placement if during the 8 weeks of the Spanish course there appear doubts to the school regarding the student's capabilities.

Employers in Madrid for Students in Work Placements

Our program offers various possibilities for working and a broad selection of companies. Afterwards we give you a description of some of the areas in which work placements can be arranged. If you don't find any field of your interest, we will find a company or organization in the field of work you need.

The following categories are described afterwards:

- ADMINISTRATION
- INFORMATICS
- SERVICES
- EDUCATION
- FINANCE
- GRAPHIC DESIGN
- MARKETING AND SELLING
- PUBLIC RELATIONS
- PRESS
- TOURISM
- TRANSLATIONS