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Internships & Career Skills

London • Dublin • Eastbourne • Valencia



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Trustpilot Utmerket 4.8/5



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A unique opportunity
to gain invaluable
international work
experience, improve
your CV and launch
your career.



Introduction

In a world faced with rapidly evolving technologies and innovations, Twin equips international students with the skills demanded by their future employers. We have been trusted by individuals and groups from all around the world for more than 30 years to help them gain a valuable experience and key career skills.

Awarded the Study Travel magazine's 'Superstar Work Experience Provider', we offer a wide range of internships, volunteering and work experience programmes, and specialised career skills programmes in a variety of countries and sectors. All of our programmes offer a great chance to improve your CV and boost your employability skills, whether you are completely new to work or just looking to learn new skills.

At Twin we maintain a large network of employers to secure placements for thousands of students each year. Our goal is to provide you with career enhancing and enjoyable internships or tailored skills programmes, whether it is for a few weeks or a few months.

We take care of everything, from accommodation and airport transfers to 24/7 access to our student support line. You are in safe and experienced hands at Twin.

A dedicated team

Our careers and placement team take the time to match you to the right internship and provide advice to organisations looking for tailored career skills and English programme

Our commitment

We always consider your CV, personality, and career goals when securing you a position to improve your skills for future roles.

Our locations

Making use of the growing economies in the UK, Ireland and Spain, we create inspiring, rewarding and enjoyable experiences for those who choose Twin.

As major hubs for international businesses, these countries provide opportunities for thousands of individuals seeking meaningful work experience. We offer a wide choice of industry sectors.

- Dublin, Ireland
- Eastbourne, Southeast England
- Greenwich, London
- Valencia, Spain



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Our industries

We work with you to understand your goals and needs to ensure we offer the best solution, whether that is an industry placement, internship, or tailored career skills programme.

We have an expanding network of over 2000 companies in various sectors throughout the UK, Ireland, and Spain, to provide you with a quality internship experience. While we offer internships in a wide range of industries, we also have a proven record of successfully helping those with more unique, and specialised placement requests. For example, we have successfully placed interns in bookbinders, set-builders and martial arts studios.

Some of the sectors we place in:

- Architecture
- Computing and IT
- Engineering
- Event management
- Finance
- Fashion
- General administration
- Hospitality
- Human resources (HR)
- Law
- Marketing
- Mechanical engineering
- PR and advertising
- Real Estate
- Retail
- Teaching English as a foreign language (TEFL)



Please contact us with your requirements if your preferred sector is not mentioned.

Gain the skills that genuinely impress employers

Improving your skills in a foreign job market is something employers find highly impressive and a great addition to your CV.

Improve your interaction skills

Increase your awareness of the world and your ability to interact confidently with colleagues on a day-to-day basis.

Develop an international professional network

Different cultures often have other ways of dealing with situations. You can learn from your global network of colleagues and mentors.

Improve your language skills

Being immersed in the local culture is a great way to kick-start your speaking abilities. And you can improve your English skills before your placement by combining your work experience with tuition in one of our Twin English Centres in London, Dublin or Eastbourne.

15 programmes, each giving you the chance to accelerate your career.



What's included

Different programmes may include additional services included

All our internships include:

- Placement matching service
- Induction/on-boarding
- 24/7 emergency support
- Twin contact for information and guidance
- Certificate on completion of the programme
- Reference from employer

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Internships in the UK



London Internship

Duration: 4-24 Weeks

Ranked as the sixth largest economy globally, the United Kingdom is now, more than ever, a premier destination for students looking to intern abroad at leading companies. Not to mention experiencing the rich history, diverse culture and various landmarks to explore.

Our award-winning experience team has over 25 years of experience in organising internships in London for students from around the world.

Our work experience team has over 25 years of experience in organising London-based internships.

Our internships last from four weeks to six months and are available in a wide range of sectors, so it's easy to see why this is such a popular internship programme.

Eligibility

- Age 18 years+
- Have work rights in the UK (University Student Visa, Pre-Settled Status, Youth Mobility Scheme Visa, or Government Authorised Exchange Visa)
- Graduate Visa
- Minimum English level: Intermediate (B1) or above

Please note: Some placements may require specific experience

Please contact us with your requirements or if you have any other questions



Interning in 25-26

Being able to join the UK work scene as an intern requires a visa, and there are various visas that give you access to the London Internship programme.

Visa types include:

Student Visa (formerly Tier 4 visa for university students)

- If you are studying in the UK as a university student, you can do summer internships with Twin because of the work rights you receive under the Student Visa. This visa allows you to work up to 20 hours per week during term time, or complete a full-time internship outside of term dates.

Graduate Visa:

- If you have completed your university studies in the UK, you have the option to apply for the Graduate Visa which allows you to work for up to 18 months after graduation in the UK.

Youth Mobility Scheme (YMS) visa.

This visa is available to the following nationalities:

- | | |
|---------------|---------------|
| • Hong Kong | • Iceland |
| • Japan | • Uruguay |
| • South Korea | • Canada |
| • Taiwan | • New Zealand |
| | • Australia |

GAE BUNAC/JENZA Visa. This visa is available to students that meet the following criteria:

- Any nationality with a valid passport
- 18 years+
- Be a full-time degree level student or have graduated within the last 24 months at the start of your internship
- Have an IELTS score 6.0 or above
- Be able to show a minimum proof of funds of £1,270 (UK immigration requirement)

“We have been working with Twin as a partner on their internship programmes. They provide an excellent service, which I would recommend.” - Five Fox srl, Italy

Explore London



It's easy to see why London is one of the most popular cities in the world. Everything from fine art, historic buildings, to fun nights out can be found in the city.

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Volunteering in the UK



Make a positive impact while gaining practical experience to boost your CV, and build your confidence.

Volunteering

Duration: 1-6 weeks

Volunteering is a great way to make a positive impact on the world at the same time as boosting your CV and gaining on-the-job training. The UK's standard visitor visa allows people of all nationalities travelling to the UK the right to volunteer with a registered charity for up to 30 working days (six weeks). We are happy to be able to share our connections with charity partners, and help you get a volunteer placement.

It is important to note that while students with a visitor visa can volunteer, they cannot do 'voluntary work'

Volunteering Sectors

We provide volunteering opportunities in retail settings, ideal for people just beginning their professional journey. Those looking for particular sector experience can volunteer in specialised sectors like Digital Marketing, Arts and Culture, Animal Care and Administration. If there is a particular industry you are interested in, please ask and we will do our best to match your requirements.

Boost your career prospects

Volunteering can have many benefits for your future career options, which make it well worth considering. It is a great way to gain practical experience and improve your CV, making you more attractive to future employers. Volunteering in a real working environment, you can make new friends and build your confidence.



You will also increase your communication, customer service, teamwork, and problem-solving skills.

All students holding a visitor visa can volunteer within a registered charity or voluntary sector organisation. It is a great opportunity if you want to improve your employability skills, meet local people, practice your English skills, and develop new professional skills and knowledge.

Volunteering sector visa

All students holding a standard visitor visa can volunteer within a registered charity or voluntary sector organisation.

“Twin has always been very quick and professional in managing our students. However, what we liked most was the level of flexibility they provided.

Isabella - Spain

Opportunity

Combine a General English language course with volunteering at a registered charity to improve your communication skills.

Our offering

Volunteering

Duration: 1-6 weeks

Available in London and Eastbourne, you get to improve your CV and boost your experience by volunteering at a local charity shop, business or

Special Sector Volunteering

Duration: 2-6 weeks

Available in London, volunteer with a registered in a specialised sector in order to build experience in a specific industry.

Eligibility

- 16+ for volunteering, and 18+ for special sector volunteering
- Minimum English level: Beginner for volunteering, and Intermediate (B1) for special sector volunteering

Please note: Some placements may require specific skills or experience.



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Graduate Internships in the UK



Graduate Internship Programme

Duration: 4 - 13 weeks

Launch your career in the UK with help from Twin, winners of the PIONEER International Employability Impact Award 2023. Our Graduate Internship Programme is tailored for current UK undergraduates, international graduates with 2-year work rights, and YMS visa holders. It guarantees an internship placement in a sector of your choice.

As a recent graduate, navigating the competitive UK job market can be challenging, but with our personalised programme, you'll gain the skills and insights needed to stand out. The programme is designed to provide you with the tools for success, including personalised career coaching, industry-specific workshops, and advanced CV development. With a focus on developing your employability, cultural fluency, and interview techniques, we ensure you are well-equipped to secure coveted placements in the UK job market. This includes a one hour CV development workshop and monthly catch-up sessions with a dedicated career coach.

Maximise your career opportunities in the UK, and make the most of your visa work rights.

Eligibility

- Students with existing work rights in the UK or;
- Pre-settled status holders, or;
- Youth Mobility Scheme (YMS) visa holders
- Graduate Visa

Please note: Some placements may require specific experience

Launch your career in the UK with help from Twin, winners of the PIONEER International Employability Impact Award 2023.







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Hospitality Training Programme

The Hospitality Training Programme in the UK provides the opportunity to anyone looking to improve their English through an English Language course at a British Council accredited school in Greenwich London, followed by an optional placement into a professional hospitality environment either in London, or outside of London. During the length of the optional placement, candidates will have the ability to practice their English language skills whilst gaining valuable work experience and earning at least the UK national minimum wage.

The UK has a huge shortfall of labour in the hospitality sector, especially in the more rural, naturally beautiful locations such as:

- Coastal Wales
 - Devon
 - Cornwall
- The Shetland Islands
 - The Lake District
 - The Scottish Highlands

This programme combines English lessons from 4 up to 20 weeks, a one-to-one CV Improvement session, and a one-to-one Interview Preparation session with a Twin Placement Officer. The course is delivered at our British Council accredited school in Greenwich, London with the option of taking on a complimentary service after completing the English course where we organise a paid work experience in the hospitality sector to complete your English Language development.

What's included

- 4-20 weeks of General English tuition (15 hours per week, 9am-12.30pm Monday/ Friday)
- One to One CV Improvement Session with a Twin Work Placement Officer
- One to One Interview Preparation Session with a Twin Work Placement Officer
- Paid work experience of 4-12 months (optional)
- Access to our multilingual student placement team for help and support
- Letter of Reference (on completion of work placement)
- Twin Certificate of Achievement (on completion of work placement)
- Arrangement of your accommodation at the host organization if placement is outside of London, but rent is still required to be paid (usually ranging from £120-£250 per week but this varies from company to company)



What's not included

- Flights (or any transit costs)
- Any Visas costs
- Accommodation during the duration of the English language course (4/12 weeks)
- Cost: £270 Half-board single room in homestay/student residence from £365 per week for single, with en-suite bathroom. (Students are free to book accommodation independently)
- Accommodation in London during your work placement if you choose to be placed in London
- If you choose a placement in hospitality outside of London, then the majority of students will be accommodated either in the hotel/ hostel/holiday park accommodation where they work.
- This housing is subsidised by your employer, and will usually cost £120 to £250 per week depending on your location.
- The provision of food is dependent on your employer; some employers will provide all meals throughout the week and weekend.



Student eligibility

- Age 18+ (Maximum recommended age due to visa limitations: 35)
- Youth Mobility Scheme Visa Holder (Japan, Republic of Korea, Taiwan and Hong Kong (SAR), Iceland and Uruguay)
- Minimum English Level: B1 (to also be assessed by Twin during interview)
- Must feel comfortable in English-speaking environment
- Placements based on skills, training, personality and dates of availability. Some vacancies may require specific qualifications or experience

The Placement


All candidates on the Hospitality Training Programme will be paid UK National minimum wage (at least £10 per hour for 18-20 year olds and £12.21 per hour for 21 years and over) and positions will be based on your level of experience.


Some of the types placement offered


Waiting/bar Staff • Housekeeping • Kitchen Porter • Dishwasher • General Assistant
Back of House barista / Coffee Assistant • Serving Staff


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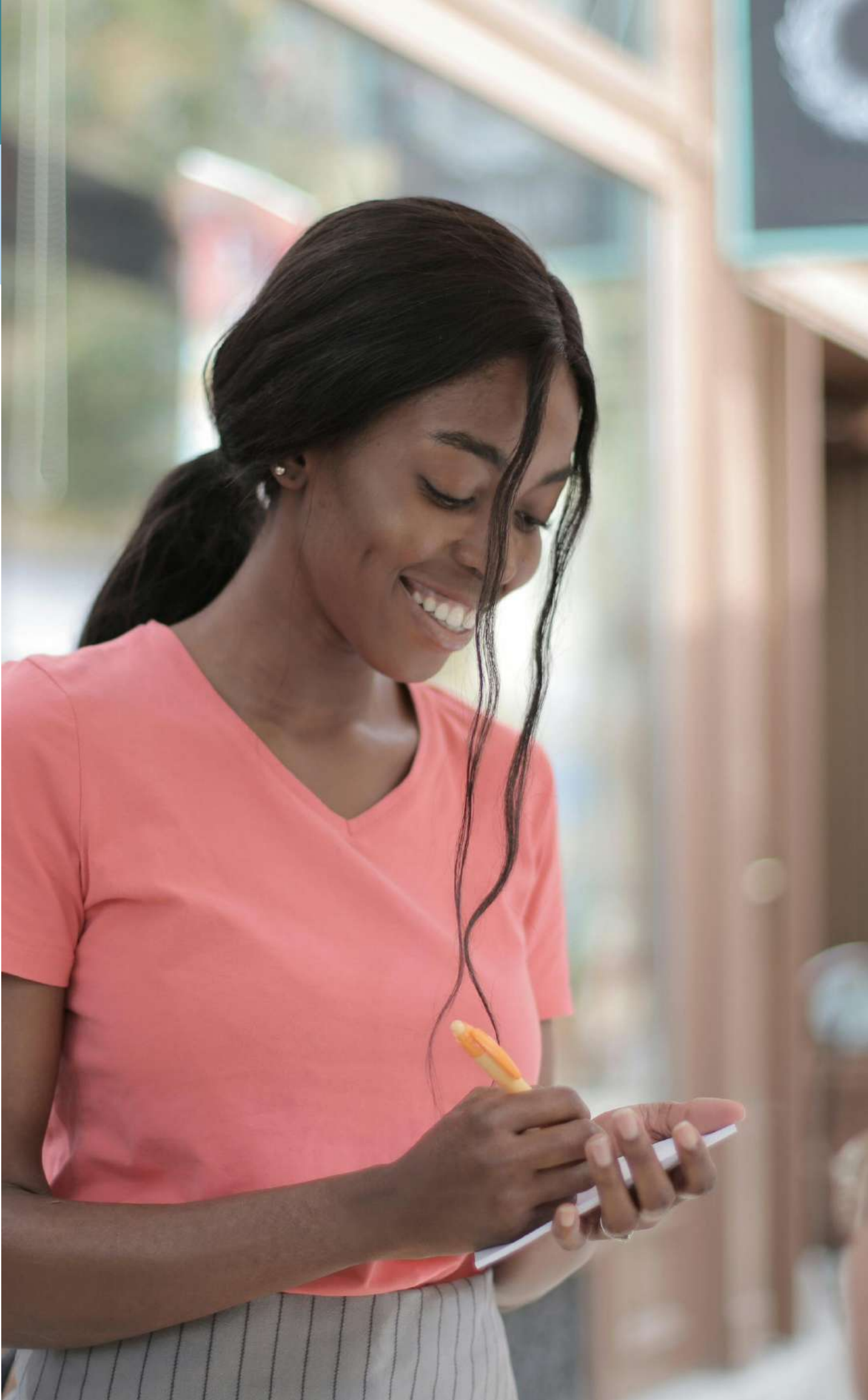
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How the programme works...

All candidates that join this programme will experience the following process:

1. Submit your CV and application to your agency/Twin.
2. Twin will then organise an assessment call to discuss your objectives and assess your English level. Twin will then recommend a duration of English course for you, and outline what type of placement we can arrange. We also agree on whether you want a London placement, or a non-London placement.
3. Once your booking is agreed, you begin your English course upon arrival in the UK with Twin.
4. During the course, you will attend your two one-to-one workshops with the Twin Work Experience Team.
5. Twin will then organise an interview for you with a Hospitality business that matches the agreement from your assessment call.
 - a. If you pass the interview, you will start your placement at that company when you finish your English course.
 - b. If you fail the interview, Twin will collect feedback from the host company and we will arrange a second interview for you in the hospitality sector.
 - c. If you fail the second interview, Twin does not organise a third interview and your programme ends.
6. While on work placement, Twin supports you if needed.
7. When you complete your placement, you receive a Certificate of Completion from Twin and a reference from your employer.



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Internships in Ireland



Dublin Internship

Duration: 4-26 weeks

Based in Dublin, our internships are a fantastic opportunity to get the experience you need to move forward in your chosen field. By taking an internship in Dublin through Twin, you can gain experience, and improve your English, while living in a fascinating and culturally unique country. A great option for students, graduates, vocational college students, and mature applicants looking at a change of career.

Working successfully overseas can help you grow and mature as an independent and capable individual. Doing so in Ireland means coming to a country renowned for its hospitality and friendly environment.

Many companies who conduct business internationally use English as their chosen language of communication. Therefore, strong English skills are highly desirable in the worldwide job market, making Ireland an excellent choice for gaining work experience.

Work experience

We have a network of companies, ranging across a wide range of sectors, to find you the right internship for your career goals.

Opportunity

Want to improve your English before your placement? Take a look at the courses we have on offer at our Dublin English Centre.

Internships provide on-the-job training. This longer internship opportunity provides you with an increased understanding of dealing with real work responsibilities and deadlines. We will ensure you are placed with the most suitable position, allowing you to explore your chosen career path and sharpening your existing skills and knowledge. Most placements have a minimum duration of four weeks, so you can gain real value from your time in Ireland.

Eligibility

- Age 18 years+
- Minimum English level: Intermediate (B1) or above

Please note: Some placements may require specific experience



Dublin Taster Internship

Duration: 1-3 weeks

Our short-term internships have been designed for those looking to take on their first work experience placement in a low-pressure environment. Lasting for a maximum of three weeks, these placements are ideal for students aged 16-21.

Taster internships provide the perfect opportunity to improve your conversational skills and expand your vocabulary for the real world. We can place you in customer service positions in retail and hospitality and in administrative roles in a wide range of sectors.

“I really recommend spending some time abroad and gaining work experience in a foreign country!

Daniella - Germany



Accredited by the
BRITISH COUNCIL
for the teaching
of English in the UK



Work experience

Get your first taste of work with entry-level placements in general admin, hospitality and retail.

Opportunity

Before your placement, you can improve your English skills by combining work experience with tuition at the Dublin English Centre.

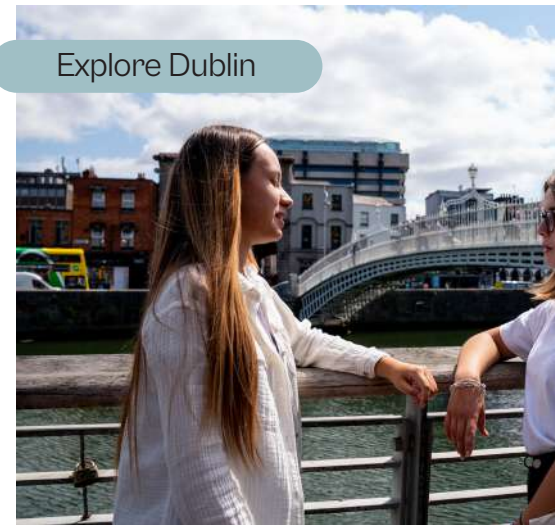
During a taster internship, you can enhance your business skills such as communication and time management. You could work alone or as part of a team, getting the chance to understand a real business environment. This short-term internship will give you a taste of international work experience and test your skills in various roles such as customer service or administration.

Eligibility

- Age: 18 years +
- Minimum Spanish level: Elementary (A1)
- Have necessary work rights in Spain
- You must be enrolled in education at the point of attending the internship programme

Please note: Some placements may require specific experience

Explore Dublin



Famous for its welcoming and friendly people, as beautiful countryside, there are many reasons you should make Ireland your internship destination.

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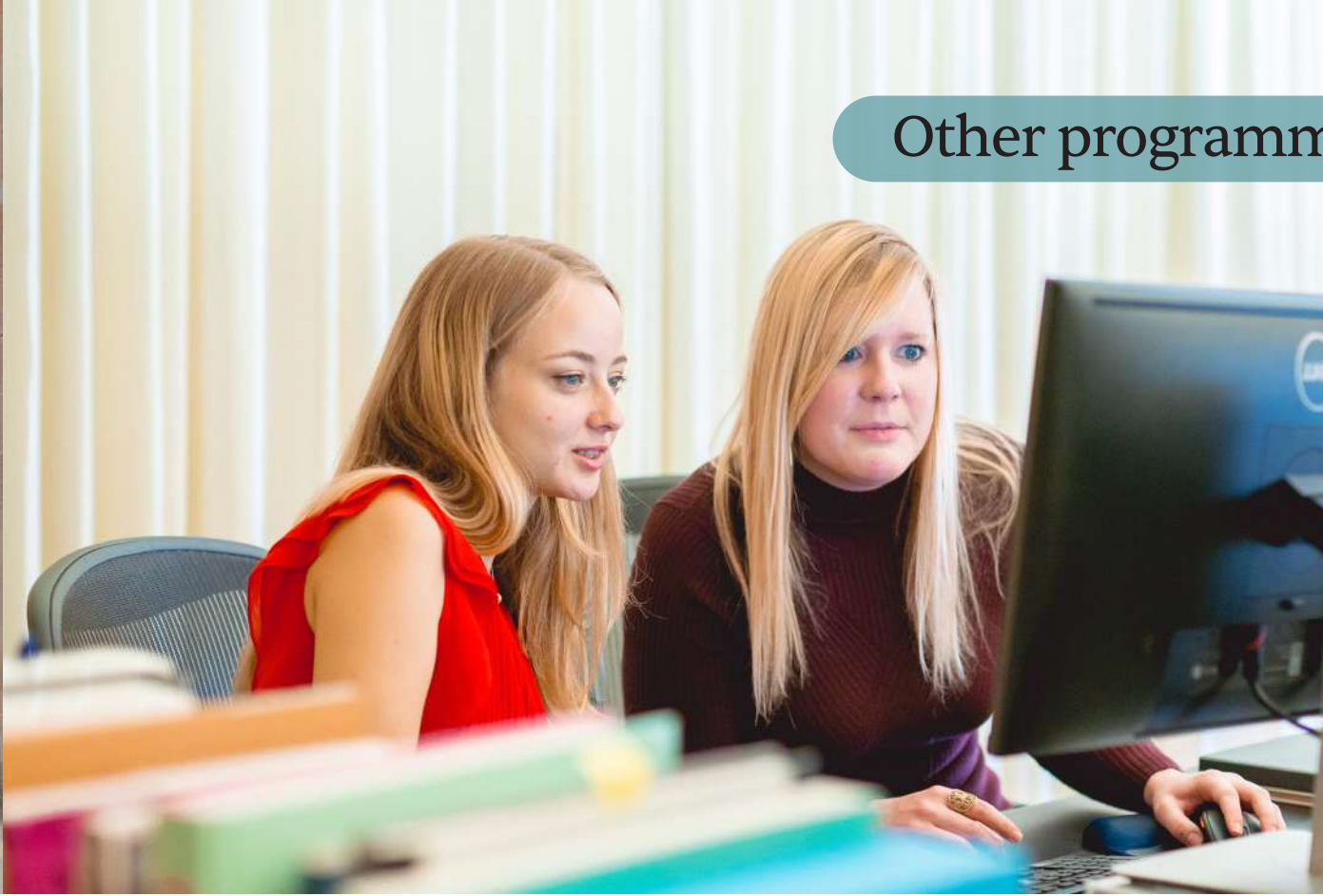
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Internships in Spain



Other programm



Valencia Internship

Duration: 4-26 weeks

Our long-term internships in Valencia are perfect if you don't have real-world experience but want to get on the career ladder. You can build your professional experience, make new friends, learn a new language, and discover a new culture.

With internships available across a wide range of sectors, including digital marketing and social media, administration, hospitality, customer service, tourism, and TEFL (Teaching English as a Foreign Language) there is an opportunity for everyone to kick-start their career.

Valencia is fast becoming a destination of choice for international students and professionals wanting to take advantage of the lifestyle, and affordable cost of living.

Sectors

Please let us know which sector you are hoping to intern within; it is likely we work with businesses from those sectors and can find you a quick placement.

Opportunity

As one of the most spoken languages of the world, improving your fluency and understanding of Spanish can really benefit your professional career, and Valencia is an ideal place to learn, as Spain's third-largest city after Madrid and Barcelona.

Eligibility

You must be enrolled in education at the point of participating in the internships programme

- Age: 18 years+
- Minimum Spanish Level: Elementary (A1)
- Have necessary work rights in Spain

This includes:

- EU citizens
- Iceland, Norway, Switzerland, and Liechtenstein citizens
- British citizens*

Please note: Some jobs may require specific experience, qualifications or more advanced language skills.

* can only enter Spain and the EU for periods up to 90 days in a 6-month period, after which you will need a visa.

Funded Programmes

We welcome students on funded programmes throughout the year, placing them in roles and sectors that will aid their career development and enhance their CVs. We have a wealth of experience in working to meet the requirements of funded projects, and our support can start from before the bidding stage. Past European schemes we have worked on include Tempus, Vyzva, Leonardo Da Vinci, PON, FCT Europa, PCTO, and more.



Erasmus+

Available in a range of industries, a 2-24 week Erasmus+ internship will help you gain valuable work experience, setting your CV apart from the competition. Erasmus+ internships are still possible in London through the Tier 5 GAE visa provided by Ecorys, the UK Erasmus+ national agency. Our Erasmus+ professional internships are available in the UK, Ireland and Spain, guaranteeing access to three of the most diverse job markets in the world. This will increase your chances of kick-starting your career.

Eligibility

- Age 18 years+
- Available in: London, Dublin and Valencia
- Duration: 2-24 weeks
- English / Spanish Level B1-C1

Please note: Some placements may require specific experience

The 2-24 week Erasmus+ Internship will help you gain valuable work experience, setting your CV apart from the competition.

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Other programmes



One-to-One CV Development Workshops

One hour sessions

Enhance your career potential with our exclusive one-to-one online CV development workshops, available for both international and UK students.

Our CV workshops support international students, offering insights into cultural nuances, language refinement, and industry expectations. We're committed to ensuring that your CV reflects not only your qualifications but also your adaptability and cross-cultural competencies.

For UK students, our workshops serve as a platform for refining your CV to meet the high standards of local employers. Gain a competitive edge by learning the intricacies of the UK job market and tailoring your CV to match the expectations of recruiters.

Our expert career coaches are here to provide you with individualised attention, tailoring each session to your unique strengths and aspirations.



How the course is delivered

- Sessions are 1 hour and delivered online at a time that suits you.



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Company Visits

Duration: on request

We organise group company visits in London and Dublin across a wide range of sectors.

Our tailored service offers exclusive access to a diverse range of industries, allowing groups to witness first-hand the strategies, and practices that drive success. Groups enjoy personalised itineraries, guided tours, and engaging Q&A (question and answer) sessions with industry professionals.

A tailored group service with exclusive access to a diverse range of industries.

Some of our sectors

Visits can be tailored to specific group requirements. We have previously arranged company visits in the following sectors:

- Business
- Finance
- Banking
- Hospitality
- Computing and IT
- Marketing
- PR and Advertising
- Engineering
- Human Resources
- Law
- Real Estate
- Retail
- Teaching English as a foreign language (TEFL)



Looking for different industry?

If you are looking for a specific industry, not listed above, please ask, as many more options are available.

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Career skills courses

Making English work for your career

Suite of career-building courses for international students

In a world where English language and business communication skills are keys to success, we now introduce our proven English career skills courses to a wider audience. These courses seamlessly integrate English language teaching with targeted business sector alignment, for an educational experience unique in the marketplace.

Why invest in career skills courses for your students?

- Holistic Language Development: Our courses go beyond conventional language teaching, focusing on the practical language skills necessary for success in specific business sectors. Students gain confidence and increase their skills in business conversation.
- Career-Ready Skillset: Equip your students with the tools they need to thrive in today's competitive job market. Our curriculum is designed to foster skills such as critical thinking, problem-solving, and effective collaboration—attributes that are highly valued by employers worldwide.
- Global Perspective: In an interconnected world, a global perspective is indispensable. Our courses expose students to diverse cultures, business practices, and communication styles, preparing them to navigate the complexities of the international business landscape.
- With up to 30 contact hours per week, these programmes provide an intensive study experience. By changing the afternoon sessions to a more business-scenario format, we transform the learning experience to keep engagement going!

How does it work?

Our courses are designed to help students become more effective communicators in business, and as such there are two learning experiences built into each course. In the mornings, students join an international General English class at a suitable level, along with students from other countries. In the afternoons, students are given a group career skills experience, learning and working together, often in teams or groups, to learn specific language skills for the world of work, placed in career scenarios and business sector contexts.

Students live with an English homestay host throughout their stay, travelling and shopping independently – true language immersion – in two of the world's greatest and most diverse English speaking cities London and Dublin.

Key course facts:

- Available for those aged 16+ years
- English level from Intermediate (B1) to advanced
- Typically, two week programmes
- Homestay accommodation
- Maximum class size of 15
- Course certificate on course completion

These courses are delivered face-to-face in London.

Accredited by the
BRITISH COUNCIL
for the teaching
of English in the UK



“There is a nice student community at Twin, a good mix of nationalities. I felt like every student matters.”
- Rosie, Brazil

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Career Start English

Duration: 2 weeks

A popular choice for those nearing the point of starting out on a career and needing to compete for the job they really want.

Many large international companies around the world use English as their corporate language, even if they are not headquartered in an English-speaking country. This course equips students with the tools and skills needed to succeed in applying for a job in English.

Course benefits:

- Attend with students from different countries and cultures
- Gain new skills in presenting yourself to employers
- Stand out from the crowd as a globally aware candidate
- Experience with simulated job interviews

Make English work for you in securing the employment you want

Course details

Lessons: 30 hours per week of General English and career-seeking skills

Week 1

| Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
|---------------------------------------|-----------------------------------------|------------------------|--------------------|--------------------|
| Introduction to employability project | Applying for jobs in a digitised market | What makes a strong CV | Interview skills 1 | Interview skills 2 |

Week 2

| Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
|-------------------|-------------------------------------------|-----------------|-------------------------------------|--------------------------------|
| Networking skills | Writing cover letters/personal statements | Mock interviews | Recording a self-presentation video | Interviews feedback and awards |



Young Entrepreneur

Duration: 2 weeks

Work on a project, start to finish, and develop key business skills.

The Young Entrepreneur course puts the shoes of a business professional, on branding, commercialising and pitching. You'll be working in a team to generate ideas, agree on your best team choice, develop a proposition, create its brand and promote it. You'll show how it could become a business and compete with other teams to see who has the winning ideas. This will involve you in teamwork, collaboration, problem-solving, persuasion, negotiation, and presenting.

Course benefits:

- Improve critical thinking and teamwork skills
- Develop persuasion and “negotiation” skills
- Develop proposition and commercial thinking
- Work to tight timescales, have fun!

Course details

30 hours per week of General English and Entrepreneur Project

Develop business interaction and business thinking.

Week 1

| Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
|--------------------------------------------------------------|----------------------------------------|-----------------------------------------------------|------------------------------------------------------|-------------------------------------------|
| Introduction. Portrait of an entrepreneur and elevator pitch | Business aims and objectives, branding | Company profile and business plan, plus telephoning | The case against self-employment. The candle problem | General English project work/ preparation |

Week 2

| Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
|---------------------------------------------------------|-------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------|
| Time to take a RISC Negotiations Shooting your ad | Sales pitch preparation | International business etiquette Sales pitch rehearsal 1 | Making proposals Networking and small talk Sales pitch rehearsal 2 | Sales pitch presentation and awards |

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Course benefits:

- Additional focus on workplace communication
- Real-life business scenarios, tailored to specific sectors
- Training in core and more advanced workplace skills

Course details
30 hour per week of General English and Business Scenario sessions

Career Skills - Business Scenarios

Duration: 2 weeks

Working life involves scenarios you don't encounter in education and this course prepares students for this, fostering confident decision-making about how to communicate – listening, explaining, challenging, persuading, and informing.

The Career Skills – Business Scenarios course places students in realistic business scenarios and is designed to equip them with vital communication skills and techniques in English. Scenarios include meetings, networking, presentations, all in-person and online.

At the end of the programme, you will be equipped to understand and use effective communication principles, methods, and techniques for a speedy transition from the world of learning to the world of business.

Week 1

| Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
|---------------------------------------------------------------------|-----------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------|
| Intro to the programme - Objectives, review current business skills | Business etiquette, professionalism, dos and don'ts | Business meetings – how they work, how to be effective in meetings | Networking: in person and online – with new people, behaviours and observations | Building relationships across cultures – business and personal |

Week 2

| Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Business emails – "etiquette", tips for successful practice, and peer reviews | Business Presentations. Audience, Objectives, planning, organising, using graphics | Daily office life. Induction, policies, safety, core office computing, systems, calling and messaging | Problem-solving approaches and techniques, Real-world examples across sectors and levels | Feedback and awards Review the course, progress and best examples from course exercises |



Custom course

Custom programme development for vocational colleges
Bespoke career skills courses for college students.

If you would like to go beyond what is offered in our career skills courses, we can work with you to design a tailor-made programme around your students' needs. We have expertise in delivering custom courses aimed at specific vocational streams for students in vocational colleges, and can customise length of stay, English language tuition, accommodation type, and combine these with additional internships.

What makes a custom offer different?

Whilst the learning objectives remain the same - to help increase student confidence in English in career-relevant situations - our custom provision tailors the offer more closely to specific sectors and/or individual requirements.

Targeted learning design

By deploying VAK (visual, audio, and kinaesthetic) learning in carefully considered time-distribution course structures, we seek to maximise engagement, allowing for more intensive exposure than students might otherwise find intolerable.

Customer college input

We can consult with your college staff to ensure the areas we use are relevant/interesting to your students. Our purpose is not to supplement your vocational curriculum, rather to use it as context for the English learning, to help your students to be effective business communicators in English.

Can we provide a course for you?

We're happy to arrange a consultation at no charge to explore the possibilities.

If you would like to go beyond what is offered in our career skills courses, then we can develop a solution with you.

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Accommodation



London

• Homestay

When you choose to stay in homestay accommodation in London, you have the opportunity to live in a friendly and welcoming environment with a local host. Your room options include single or twin rooms, and your accommodation will be within easy reach of your work placement.

• Residential

Residential accommodation in London is either single studio rooms or a single en-suite, where you will share communal facilities. Our residential accommodation is centrally located within easy reach of shops, restaurants, cafés and attractions. London has excellent transport links so your work placement will be within easy reach.

• Flatshare

Choose to mingle with other interns or share a flat with your friends while you work and explore London. Flats are in a residential area, centrally located. Your room options include a single or twin room, with a shared living area, bathroom and kitchen, or a single or twin en-suite room, with a shared living area and kitchen.

Dublin

• Homestay

Homestay accommodation is available in Dublin. We interview and carefully select hosts for the safe and welcoming environment they offer, to provide you with a relaxing place to come home to after a day's work. Your room options are either a single or twin room, with a shared bathroom, or a single or twin room with an en-suite bathroom.

• Residential

Located, in central Dublin, close to Trinity College, local supermarkets, parks and just a 5-minute walk to the nearest LUAS stop - great for local travel.

We offer campus-style residential accommodation with laundry, cinema, outdoor walking trail, and BBQ areas.

Bedrooms are all en-suite, and you'll share the very well-equipped kitchen diner (with a flat-screen TV) with eight others.

All utilities and WIFI are covered, and if you have any issues, there is 24-hour staff and maintenance onsite.

Eastbourne

• Homestay

When you choose to stay in homestay accommodation you have the opportunity to practise English outside of the classroom, while living in a welcoming environment. Rooms vary and include single and twin options.

• Residential

The Twin residential Eastbourne centre is a beautiful 18th century mansion set in private grounds, close to the town centre and seafront. The centre offers full board accommodation in a variety of room types.

We offer different accommodation types depending on your chosen internship location.



Valencia

Homestay, student residences, and flatshares are all available accommodation options in Valencia. All flats are self-catering apartments within 30 minutes walk from the old part of the town.

These flats are in a residential area where families and students live, giving you the opportunity to integrate with the local community. You will be close to all local amenities, supermarkets, shops, cafés, bars and restaurants. Here you will be able to find both traditional Spanish food and some international options.

You will be sharing an apartment with other interns. You could also share with other university students, so you will have a lot of opportunities to make new friends when you arrive in Valencia.

You will have a single bedroom with a shared living room, bathroom, and a well-equipped kitchen.

All flats have a washing machine, but you will need to bring your own bedding and a towel. All utilities and WIFI are included.



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Optional extras

Let us take the hassle out of...

At Twin we like to make sure we handle all of our customers’ requirements. In addition to our courses, accommodation, excursions, and attractions, we can also arrange:



• **Airport transfers meet & greet**

We can make sure students have a smooth arrival and departure by taking care of their travel to and from their airport and offer an unaccompanied minor service for students under the age of 18.



• **Meals and dining experiences**

From packed lunches to restaurant dining we can arrange meals for students, taking care of any special dietary requirements.

• **Blue badge guides**

These guides are available in London only and offer tours of exceptional quality.

• **Culture and entertainment**

We provide tickets to a number of cultural events in London, including ballets, musicals and concerts.



• **Travel and medical insurance**

Twin can provide travel and medical insurance through a licenced partner.

Quick reference guide

Internships in the UK

| Programme | Age | English Level | Duration |
|-------------------------------|-----|---------------|------------|
| London Internship | 18+ | B1 | 4-24 weeks |
| Volunteering | 16+ | A1 | 1-6 weeks |
| Special Sector Volunteering | 18+ | B1 | 2-6 weeks |
| Graduate Internship Programme | 21+ | B2 | 4-13 weeks |

Internships in Ireland

| Programme | Age | English Level | Duration |
|--------------------------|-----|---------------|------------|
| Dublin Internship | 18+ | B1+ | 4-26 weeks |
| Dublin Taster Internship | 16+ | A1+ | 1-3 weeks |

Internships in Spain

| Programme | Age | Spanish Level | Duration |
|---------------------|-----|---------------|------------|
| Valencia Internship | 18+ | A1+ | 4-26 weeks |

Other Services

| Programme | Age | English Level | Duration |
|---------------------------|-----|---------------|----------|
| One-to-One CV Development | 16+ | A2 | - |
| Company Visits | 16+ | A1 | - |

Career Skills

| Programme | Age | English Level | Duration |
|-----------------------------------------------|-----|---------------|----------|
| Career Start English | 16+ | B1 | 2 weeks |
| Young Entrepreneur | 16+ | B1 | 2 weeks |
| Young Entrepreneur for the Hospitality Sector | 16+ | B1 | 2 weeks |
| Career Skills - Business Scenarios | 16+ | B1 | 2 weeks |

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Please contact us at:

sales@twingroup.org

www.twininternships.com

or call on: +44 (0) 20 8269 5678



Twin Group, First Floor, The Greenwich Centre, 12 Lambarde Square, Greenwich, SE10 9GB

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