



# Mobility of Students Traineeship in Palma de Mallorca

SPAIN



Instituto Cervantes

*Centro Acreditado*



VNiVERSiDAD  
D SALAMANCA

## Students' Traineeship: methodology and general objectives

Traineeship is a Work Based Learning (WBL) experience that provides students with real-life work experiences where they can apply theoretical and technical skills for boosting their CVs, learning new skills and gaining valuable experience which will help them in future career prospects. It is also a great chance to visit a new country, immerse themselves in a new culture and gain a unique perspective on working practices.

Doing an internship is a fantastic way to realize your potential and take the first steps on your career journey!



Travel to a  
new Country

Transition  
into a job

Gain  
confidence

Learn new skills  
& techniques

Improve your  
CV

Valuable  
work-experience

## Students' Traineeship: methodology and general objectives

Working field: Different fields

Duration: from 2 weeks - over

Working hours: max. 6 hours per day

Working languages: depending on the sector

Price: from 620€



**Methodology:** Each student will be supported by a corporate supervisor (at Host Organization) and a tutor (at the Intermediary Organization "ELE USAL Mallorca "). The role of the company supervisor is to manage the traineeship experience giving the students their weekly tasks and work instructions.

Only for groups of trainees, the experience will be enriched by 3 useful extra-activities led by ELE USAL Mallorca (your intermediary partner) to choose among the following ones:

- How to write a CV, Motivation Letter and how to fill up the Europass Language Passport
- Cuisine workshop on the importance of the Mediterranean Diet (UNESCO Heritage)
- Guided Tour or Treasure Hunt in Palma
- Visit at Palma Activa: <http://web.palmaactiva.com/es/>
- Cineforum in English or Spanish
- Visit at the Almudaina's palace (historical monument)
- Visit at Fundaci3n Juan March (museum)
- Other cultural activity according to the Event Calendar in Palma

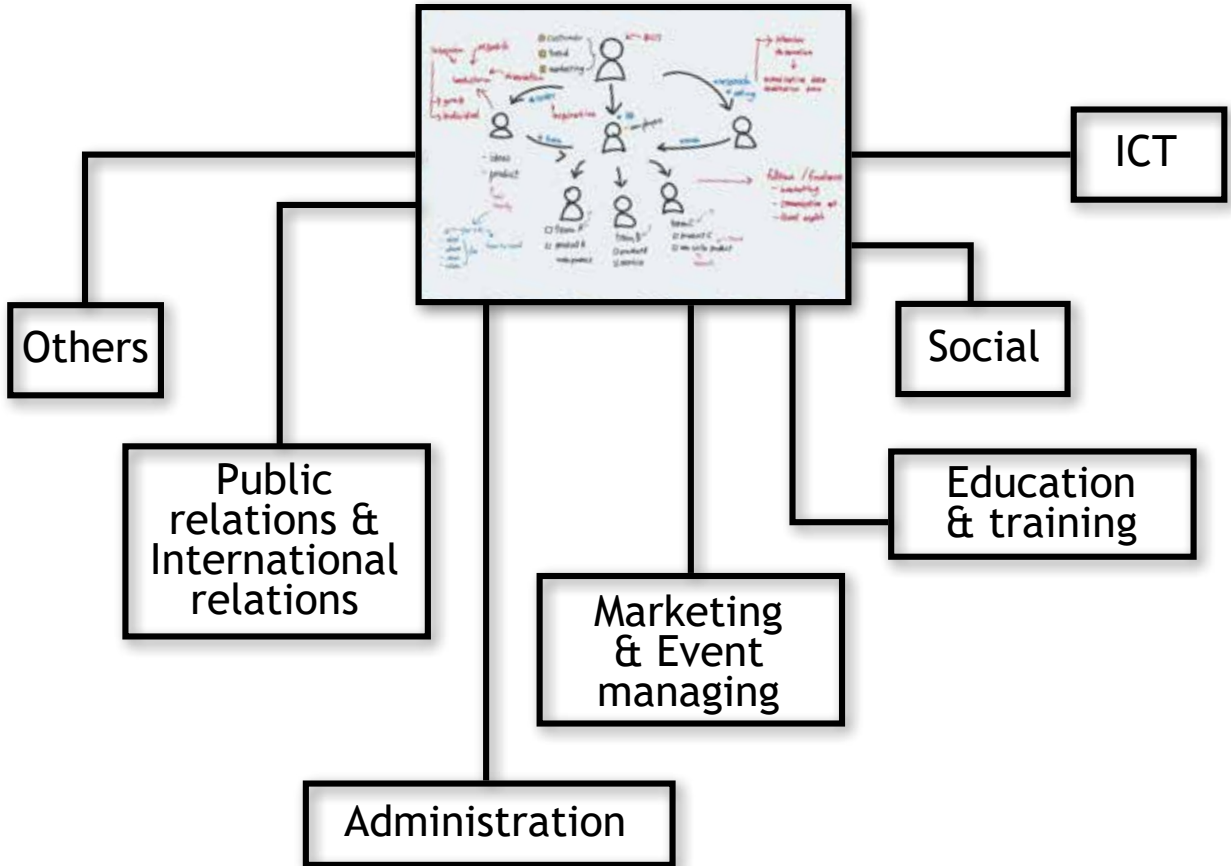
## Students' Traineeship: methodology and general objectives

- **Accommodation:** Accommodation can be offered in self-catering houses or hostels (just with breakfast) or in host families with full board.
- **Will I be interviewed?:** Selected program candidates can be interviewed via Skype or telephone prior to departure.
- **What type of work will I do?:** This depends on the learning agreement signed and the needs of your hosting company, language skills and level of motivation/flexibility. Remember that this is a traineeship for candidates seeking to gain new skills and knowledge. Whilst you may want a management position in the future, this will not be possible on an internship. You are there to learn and develop your skills and should be given work which will enable you to do this.
- **What if I don't like the company?** The staff at ELE USAL Mallorca works hard to place you with the right company. You are however entitled to change employment once. However we would require a full written report from you detailing why you want to change. We would also require a report from your host company before making a decision.



**IMPORTANT:** trainees must follow the company's rules as an employee. He is expected to arrive on time, to deal correctly with the assigned tasks, to wear in a professional way and to behave in a respectful manner. A trainee works less hours than an employee (normally 6 hours per day and 5 days per week) The employer will set the working-hours according to the company's needs.

# SECTORS: Students' Traineeship





# COMPANY EXAMPLE - SECTOR



**ELE USAL MALLORCA** | **ELE** UNIVERSIDAD DE SALAMANCA

# Teaching, Public relations and European projects designing

## ELE USAL Mallorca

# ELE USAL MALLORCA | ELE UNIVERSIDAD DE SALAMANCA

### Company description

ELE USAL Mallorca is one of the first Spanish Language Schools of the University of Salamanca in Spain whose main objective is to disseminate the teaching of Spanish as a foreign language. The School welcomes all those who wish to learn or improve their level of Spanish and offers the guarantee and certification of excellence and quality that only the University of Salamanca can provide.

The School is located in the very centre of Palma, five minutes from the intermodal station (rail, metro, bus). This is a privileged location, just a few metres from the Plaza de España, “Parc de les estacions”, and El Corte Inglés Department Store, as well as the main offices of the most important banks in the Balearic Islands. Our students therefore have a wide range of leisure and cultural activities available nearby.

ELE MALLORCA USAL is an accredited and examination center of Instituto Cervantes (DELE, CCSE, SIELE); recognised center for Bildungsurlaub training courses; and training center of the Tripartite Foundation.



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### **3 Professional profiles available.**

#### **EU Project designer**

- Management of training activities (TCs; traineeship, Study Visits; etc.)
- Intercultural activity organization
- Networking management
- Looking for partnership abroad, i.e. Universities, schools, agencies, etc.
- Project designing

#### **Spanish teacher**

- Spanish Teacher's Assistant
- Examination supervisor (DELE, SIELE, etc.)
- Dealing with no-formal activities to teach Spanish (es. Mediterranean Diet workshop)
- Teaching methods and tools of Spanish language (listening, reading, writing and speaking)


#### **Assistente di marketing e receptionist**

- Customer Care
- Social Media Marketing (FB, LinkedIn, etc.)
- Looking for partnership abroad, i.e. Universities, schools, agencies, etc.
- Assisting with promotional activities
- Assisting with intercultural activities

**Nexus****NEXUS**  
ROBÓTICA EDUCATIVA

### Company description

Nexus Robótica Educativa is a novel educational concept, where students learn subjects such as mathematics, physics, computer science, technology, engineering, etc. enhancing creativity, teamwork and student motivation, through resources such as those provided by Lego Education among others, in a really interesting way for students. At Nexus, concepts that students live and see in their day-to-day life are practically applied (opening the doors of a supermarket, home vacuum cleaner, airplanes, pulleys, domestic robotics and domotics, etc.), bringing those abstract concepts, so that they can experiment with them and internalize them, to the point of being able to create their own developments.

**nexus**  
**robótica**  
E D U C A T I V A **education**

# NEXUS

ROBÓTICA EDUCATIVA

## Professional profile

### No-formal educator

- Facilitating educational activities based on teaching maths, physics, robotic, etc. addressed to school students of every school and grades
- Working in an intercultural environment in a team
- Developing new technical skills and competences related to Robotics and Programming



**NexusRoboticaEducativa**

Web: <http://nexusrobotica.com/>

Adress: C/ Joan Palou i Coll 2, Palma de Mallorca, España

## Social and educational sectors

### Escull solidari

#### Company description

*ESCULL SOLIDARI is an NGO, which promotes intercultural dialogue, youth participation, active citizenship and democracy. It offers several educational and cultural activities addressed to children, young people and people with fewer opportunities (like, women victims of violence, immigrants, and more). It is specialized in no-formal educational projects at an international and intercultural level like EVS (European Voluntary Service), Work Camps, Youth exchanges both in hosting and sending. Projects focus on the empowerment of young people, enhancing their role for the creation of a better civil society and European citizenship through their active participation.*

*Escull organizes many intercultural activities, like youth exchanges at local, national and international level through the ERASMUS+ program involving many young people in international projects and hosting.*

*Escull's activities include events that take place also outside of the office and are organized as dynamic laboratories and workshops using non-formal education methods and proactive approach.*





## Professional profile

### Social worker

- Organizing educational activities addressed to children, young people and immigrants, i.e. language lessons, workshops, no-formal activities, summer camps, etc.
- Working in an intercultural environment in a team
- Supporting the facilitator during the implementation of the above mentioned activities
- Carrying out preparation activities for youngsters that are going to experience an international youth exchange

Web: <https://www.facebook.com/Escull-Solidari-121190231326404/>

Adress: Gabriel Maura, 9 · 07155 Palma De Mallorca, Spain



# Administration

## Ideas Consultora de Formación SL



### Company description

*Ideas Consultora de Formación SL is a training and vocational educational centre. Ideas was established in August of 2013, with the spirit of imparting quality and training and updated to the current times to respond to the needs of the current economic needs.*

*Our center is accredited by Servei de Ocupació de les Illes Balears (SOIB) and by the Ministry of Interior to provide several professional certificates in different sectors.*



FORMACIONES ESPECÍFICAS



APRENDE IDIOMAS

A BAJO COSTE CON IDEAS



ALQUILER DE AULAS -  
COWORKING



## Professional profile

### Accountant

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls.
- Reconciles financial discrepancies by collecting and analyzing account information

### Marketing Assistant & Receptionist

- Customer Care
- Social Media Marketing (FB, LinkedIn, etc.)
- Looking for partnership abroad, i.e. Universities, schools, agencies, etc.
- Arranging promotional events
- Writing online content



**IdeasConsultora.es**

Web: <http://http://ideasconsultora.es/>

Adress: C/ Vinyassa N° 4 A Bajos - (07005) - Palma de Mallorca , España

# Event management

## Nima Events

### Company description

*Nima Events is a professional Destination Management Company specialized in the MICE (Meetings, Incentives, Conferences, and Exhibitions) industry in the extraordinary Balearic Islands. As a full-service meeting and event management company we provide a comprehensive service in designing, producing and logistically coordinating programs.*

*We understand that each client has unique goals and measures their return on investment based on different outcomes and results. Therefore, we entirely customize our services and define the right strategy for each organization. Your aim turns into ours and we bring the WOW effect to differentiate ourselves by offering unique experiences and unforgettable emotions.*

# Nima

EVENTS

MICE • DMC • VIP







## Professional profile

### Assistant project manager

- Update of the database of suppliers and contact (restaurants, hotels, etc.)
- Social Media Marketing (FB, LinkedIn, etc.)
- Offers and services budgeting
- Correspondence with clients at the FIT, Leisure & MICE level
- Assistance in the coordination of events (on-site management)



**NimaEvents1**

Web: <http://www.nimaevents.com/>

Address: Calle Caulls 34 07141 Marratxí (Mallorca/España)



