



Placement Offer Form

OFERTA PRAKTYK W RAMACH PROGRAMU ERASMUS+

EMPLOYER INFORMATION	
Name of organization	Training Vision Ltd
Address	Victory Business Centre Unit 114 - Victory House Somers Road North
Postal Code	PO1 1PJ
City	Portsmouth - Hampshire
Country	United Kingdom
Telephone	Tel: +44 (0)23 92814196
Fax	+44 (0)23 9229 1455
E-mail	info@trainingvision.co.uk
Website	www.trainingvision.co.uk
Size of enterprise [nr of employees]: small (≤ 50), medium (51-250), large (> 250)	small
Short Description of the Company	<p>TRAINING VISION is a British company which plans and manages international mobility projects in different sectors. We welcome students, teachers and people in the labour market from different European countries within the Leonardo da Vinci, Erasmus and Grundtvig programmes. Besides organising the work placements for students in a wide range of vocational areas, Training Vision also organises different professional visits, social-cultural events and seminars.</p> <p>TRAINING VISION is part of the ETN Group (European Training Network Group), with offices in Malaga (Spain), Sofia (Bulgaria), Berlin (Germany) and Rimini (Italy)</p> <p>http://www.educationtrainingnetwork.com/wordpress/</p> <p>ETN Group has more than 10 year of experience in the international mobility field.</p>

CONTACT PERSON DETAILS	
Name	Urszula Drejak
Department / Function	International Relations Department
Direct e-mail address	drejak@trainingvision.co.uk

PLACEMENT INFORMATION	
Department / Function	Groups Coordinator Assistant
Description of activities	<p>* Tasks associated with the Incoming Department:</p> <ul style="list-style-type: none">- assistance in organisation of groups' stay in Portsmouth (airport transfer, accommodation, training programme etc)- assistance in students and teachers care (organisation of meetings,

	<p>tutoring)</p> <ul style="list-style-type: none"> - organisation of free time activities for students and teachers (guided tours in Portsmouth and nearby locations) - preparation of specific documentation (contracts, certificates, final reports...) <p>* Creation of web/blog contents in English; Creation of documents for Marketing purposes; translations</p> <p>* Assistance to the secretary tasks (procedures with letters, fax...) Filling data bases.</p>
Duration	From 2 to 6 months
Working hours / Weekly working hours	40 hours per week
City	Portsmouth
Help with finding accommodation	Not guaranteed
Financial contribution	Not guaranteed
REQUIREMENTS	
Oral and written language skills	<p>Fluent in English.</p> <p>Other languages will be an advantage.</p>
Field of study	Tourism, Marketing and Management, English philology, Administration, Communication
Computer and other skills	<p>Good general knowledge of Microsoft Office packages.</p> <p>Good time management skills</p> <p>Team working capacity</p> <p>Good interpersonal relations</p> <p>Flexible</p>
Other	<p>Europass CV in English.</p> <p>Cover letter in English (please include the information on desired date of start and end of your internship).</p>

Więcej informacji CNBIWM UPJPII, p.207, II piętro
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