



Dear Madam, dear Sir,

We are interested in becoming a partner with other European organisations working with Mobility projects (Leonardo da Vinci).

Agentura Educo has been organising unpaid work placements for international students and apprentices in the Czech Republic since 2006.

We have been on the market of education since 1990. We have been running the programme mentioned above with an excellent reputation together with language teaching, translating and interpreting services..

We are members of the *Association of language schools and agencies in the Czech Republic*. We are able to place your candidates according to a branch to the prestige firms and institutions at the Czech market as for example: big telecommunication operators, marketing, advertising, IT companies, but also ministries, museums, small firms and the like. Our friendly and helpful staff is experienced in operating Leonardo da Vinci, Erasmus practise and other mobility programmes.

We are searching for new partners for Leonardo mobility.

As the receiving organization we occupy primarily:

- Place individuals for the working experience to the companies at the Czech market
- Arrange internships for groups of students/apprentices tailored in the Czech Republic.

Internship for Individuals:

For individuals we can arrange following:

- Find you a suitable internship in your chosen field of expertise
- Transfer from and to the airport
- Accommodation
- Language courses,
- Supporting during the stay, to ensure that trainees never might feel alone should any problems arise.

Internship for groups of students / participants:

Together, we can create exciting programmes tailored to meet the needs of your students. You can choose from the following elements to create a student group package:

Professional Experience



Possibilities / Examples of the favourite internship programme for groups:

- **For groups of students:** Language course (English, Czech etc. On request: + cultural programme (visits of similar schools according to a branch in the Czech Republic, universities, Chambers of Commerce) + excursions (Skoda Auto or other) + leisure activities
- **For groups of apprentices:** 1 week of language course (Czech or English) + 2 weeks working experience (in similar schools or in companies) + additional programme depending on request (excursions, leisure activities.)
We have arranged stays for roofers, locksmiths, smiths, turners. We are able to arrange an internship stay for whatever profession.

We also arrange for your groups:

- Transfer from and to the airport
- Accommodation
- Meal programme
- Language courses
- We offer a variety of programmes as excursions to different schools, universities, companies, Chambers of Commerce etc.
- Professional seminars
- Leisure activities, city tours with guide, etc.
- Interpreting in the case that the group will not have their own interpreter and the communication language is another than English
- Provide support to your group for the duration of their stay. There is available a 24 hours emergency number. One of our managers is in charge for the programme and he is every day in touch with a group.

You can visit our **new website:** www.internship-in-prague.eu for more information or contact us on +420 233 312 187.

We look forward to hearing from you, and would be happy to answer any queries you might have.

Kind regards.

Alice Vondrackova
Managing Director
Agentura Educo s.r.o.
Dobrovského 28
170 00 Prague 7

Tel.: / Fax: + 420 233 312 187

Mob.: + 420 724 777 126

internship.educo@gmail.com

www.internship-in-prague.eu