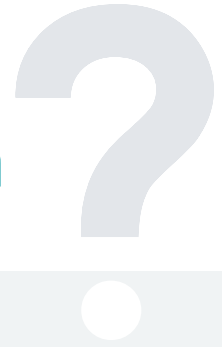




F.A.Q.

Internship Program

Frequently Asked questions

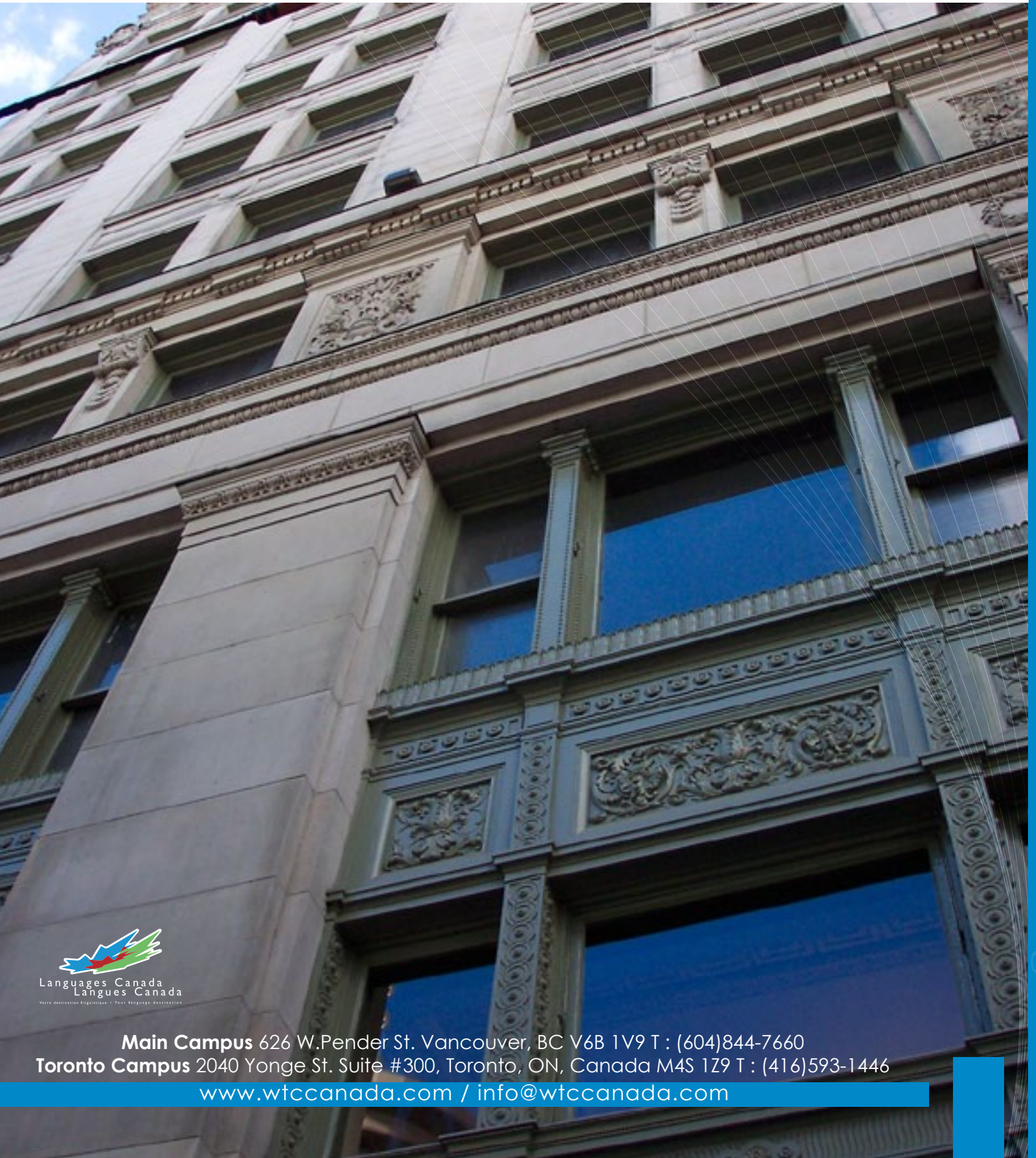


Western Town College Your Future | Your Success

W
e
s
t
e
r
n

T
o
w
n

C
o
l
l
e
g
e



Main Campus 626 W.Pender St. Vancouver, BC V6B 1V9 T : (604)844-7660
Toronto Campus 2040 Yonge St. Suite #300, Toronto, ON, Canada M4S 1Z9 T : (416)593-1446
www.wtccanada.com / info@wtccanada.com

F.A.Q. Internship Program ?

■ Frequently Asked questions

• **What does the Business Internship Program offer?**

The Business Internship Program offers students the opportunity to learn Business English and gain work experience in the North American business environment. The Business English classes offered at WTC will train students in preparation for the work program.

• **Who can participate in the Business Internship Program?**

Anyone who has the appropriate education and experience (based on WTBC admission criteria) in the business environment, and who is looking to experience the North American business culture, is eligible to enroll in this program.

• **What is the minimum age to participate in the Business Internship Program?**

Students must be at least 18 years of age to be admitted to the program.

• **What are the required documents?**

Students must obtain a Study and Work Permit (Co-op Permit), or apply for a Working Holiday Visa. Students will then obtain a Canadian Social Insurance Number after their arrival in Canada.

• **How can I apply for the Study and Work Permit?**

Some students may apply for both permits (Study and Work Permit) in their home country. Other students may need to apply for the Study Permit in their home country and then apply for the Work Permit after arriving in Canada. WTC will assist students in obtaining post-arrival documents.

• **What are the minimum and maximum lengths of the program?**

The minimum length is 24 weeks (12 weeks of study and 12 weeks of work). The maximum length is 48 weeks (24 weeks of study and 24 weeks of work). Students cannot work for a period longer than the study portion, and the work period will only begin upon completion of the study period. This means that the work period has to be equal to or shorter than the study period in length. For example, if the study program is 12 weeks in length, then the number of weeks for the work program must not exceed 12 weeks.

• **What is the difference between the Business Internship and the Co-op Program?**

The difference is that positions for the Business Internship Program are generally unpaid, and they are related to the business environment or to the student's work experience. The Co-op Program focuses on the service industry, and students will receive a minimum wage.

Positions for the Business Internship Program are designed to give students the opportunity to develop new skills related to their field of interest, with the purpose of achieving their career objectives.

Positions for the Co-op Program are recommended for those who wish to develop English skills in a real Canadian work environment while getting paid.

• **What English courses do students have to take?**

Students must take our Full-Time Business Programs in order to participate in the Business Internship Program. Program details can be found on the Business Internship Program section of the college's website (<http://business.wtccanada.com>) or in the college brochure.

F.A.Q. Internship Program



■ Frequently Asked questions

• **Can students work while studying?**

No, students cannot work while they are studying. Students must complete the study period before beginning the work period.

• **Will WTBC prepare me for and help me obtain a work placement?**

Yes; included in the program are workshops designed to help the student with job-hunting, resume-writing, and interview skills. WTBC will also arrange for students to work with its business partners by arranging interviews with potential employers.

• **What types of jobs will students obtain through this program?**

Students will have the opportunity to obtain job positions that are related to their field or work experience. For example, if the student has studied or has experience in the field of marketing, then the student will be placed in a position related to marketing.

• **What is the required level of English to participate in the Business Internship Program?**

Students must successfully complete ESL level 6 or higher or achieve the equivalent TOEFL/TOEIC score in order to participate in this program. See the WTBC website or the college brochure for further Business Internship Program details and for program requirements.

• **What type of accommodation does WTBC provide?**

WTBC provides homestays with Canadian families in the Vancouver area. Other types of accommodations are available. Please contact us for more information.

• **Is this Program offered year-round?**

Yes, our Business Internship Program is offered year-round; students can start the program on any Monday.

• **How much does it cost to participate in the Business Internship Program?**

The Placement Fee is CAD\$800, which includes visa documentation, Social Insurance Number application, workshops, job placement, and Business Internship Program support. This fee does not include the Study Program. Please refer to our current tuition fee schedule for further details.

• **Can students do a Self-Placement?**

Yes, students can find their own positions. However there is a Self-Placement fee of CAD\$500. This fee includes Visa application support, application for the Social Insurance Number, and the Business Internship Program support.

• **How many hours per week are students likely to work?**

Students will work Monday to Friday, office/business hours.

• **What happens if students quit the program?**

Students who quit the program will not be eligible to graduate, because successful completion of the program is necessary in order to obtain the WTBC Business Internship Programs Diploma. The placement fee is also non-refundable should students decide to discontinue the program prior to its successful completion.