



Internship for 3-6 months in United Kingdom

London

Dear Student

Don't Delay Cars Limited are pleased to offer you and recent graduates 3 and 6 months internships, giving you the opportunity to work and gain valued experience in marketing, law, television, administration and accounts.

Be the first and reach to success...

Excellent opportunity to improve your career prospect...

"Be successful in the labour market...Be the best in your chosen field by undertaking an internship in England"

"An Internship is an excellent opportunity to improve your language skills, knowledge, experience and international terminology, an asset to go along with your profile..."



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**Don't Delay Cars
Limited**

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**Dear Students /
Graduates**

Internships

Don't Delay Cars are pleased to offer you and recent graduates from your university an excellent opportunity to gain experience in the legal, accounting, administrative and marketing sectors.

This will be an un-paid position in the framework of the Lifelong Learning Program ERASMUS and Leonardo da Vinci Community Vocational Action Program to acquire additional skills and international experience to permanent employment supporting.

Dont Delay Cars Limited is based in the United Kingdom's capital - London.



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About the company

Don't Delay Cars Limited provides accident management and replacement cars within a few hours of the accident. The company is wide ranging providing various services. The team work closely together undertaking different rolls such as accounting, legal, marketing and administration.

The working environment is friendly and professional one.

The team is interactive and ensures that new comers feel welcome and comfortable.

Don't Delay Cars is a growing and interactive company, and marketing is one of its main ways of reaching potential clients. We largely advertise with many large work stations such as ITV. The company has many related companies such as TV Legal Limited and Claims Today Solicitors.

What we offer

During the period of internship, trainees will work close to experienced members of the team and participate in various areas including:

The areas of accounting, and the role of a successful accountant and the skills to go with it.

Finally the internship offers an insight into the essential skills in marketing, advertising and promotion.

We also aim to offer legal skills such as looking at the different stages of a case as it progresses such as, updating clients, investigating cases, preparing paper work for clients and much more.

By the end of the internship, the trainee will have obtained a full and comprehensive experience and insight into the working practices of a UK company. At the same time they will have significantly improved their communication skills and use of the English language which will enhance their long term job prospects and aspirations.

The internship also aims to offer you skills in administration, including essential office work, filing, client care, letter writing.

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Detailed description of the training programme in the **Administration** department:

This is the perfect opportunity to enhance your skills whilst working in an international firm, in a foreign language.

- Handling client queries
- Handling calls
- Letter writing
- Updating clients
- Managing the client's case
- Dealing with third party
- Daily administration

very friendly yet professional environment alongside supportive members of staff and other trainees who are also undertaking internships.

This is a unique opportunity to work with professionals alongside other internees; this opportunity is provided to you in London.

During the internship
Trainees will be involved in daily office management and learn numerous skills in a

Detailed description of the training programme in **Marketing:**

During his or her stay, the student will be involved in:

- The marketing department
- Assisting graphic designer
- Print buying and price negotiation
- Proof reading and copy checking
- Editing company's magazine

Our aim is to provide a learning experience in all aspects of marketing.

During the training you will have the opportunity to work with the marketing specialists. You will pick up the essential skills needed for a successful marketing professional.

At the end of the training period the trainee will have had the opportunity to gain a complete all round experience of working in a marketing environment.

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Detailed description of the training programme in the **Accounting** department:

This is ideal opportunity to gain an insight into the role of an accountant, and pick up the essential skills needed by an accountant in a professional environment. You will work closely with professional accountants and receive all the training essential for the role of an accountant such as:

- Book keeping role
- Preparing the cash book
- Creating sales ledgers
- Matching, batching and coding of purchase invoices
- Looking into the companies expenditures
- Looking closely at customer in credit and outstanding bills
- Looking into the company's debt management

During the training you will pick up on the essential roles of an accountant, whilst working closely with qualified professional accountants;

you will receive a fantastic insight into the day to day work of an accountant. This is the perfect opportunity to enhance your skills and improve your skills in a practical and professional based environment. We aim to perfect you in every aspect of accounting

By the end of this training you will be equipped with all the essential requirements of an accountant's role. This is the perfect opportunity the pick up the skills and it will look very good on you profile for potential employers.

This is a unique opportunity to grasp; it will look perfect on your profile and will be an attractive asset to potential employers. You will gain all the necessary skills, and have a very good opportunity to progress the skills in future employment prospects.

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Detailed description of the training programme in the **Legal** areas:

Our aim is to provide the perfect insight into the areas of law including the administrative and back office aspects to running a law firm. This is not just for Law students as you will see that you will gain access to the following categories:

- Client Care and communications
- Marketing
- Office administration
- Accounts, including regulatory compliance
- Information Technology,
- Telecommunications
- Human Resources

The training will provide you with the essential skills necessary for a professional working in an office environment.

During the period of internship, trainees will work close to experienced lawyers and participate in various

stages of cases such as, updating clients, investigating cases, preparing paper work for clients and much more, providing you with the opportunity of gaining significant skills.

Trainees can also be involved in daily office management and learn numerous skills in a very friendly yet professional environment alongside supportive members of staff and other trainees who are also undertaking internships.

This is a unique opportunity to enhance your skills in office work and gain skills in particular areas of law. This is also the perfect opportunity to improve your communication skills and the use of English language, this will in turn enhance your long term job prospects and aspirations.

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Detailed description of the training programme in TV:

During his or her stay, the student will be involved in:

- Producing and editing
- Camera and Sound
- Gallery and Vision Mixing
- Live and Pre Recorded
- Studio based and outdoor production and filming
- Market research
- Advertising and Script writing
- Coordination of presenters
- Programme scheduling

Our aim is to provide a learning experience in all aspects of broadcast production from pre to post

production.

During the training you will have the opportunity to work with the marketing specialists. You will pick up the essential skills needed for a successful marketing professional.

At the end of the training period the trainee will have had the opportunity to gain a complete all round experience of television production in an operational and highly sought after broadcasting environment.

Detailed description of the training programme in IT:

During his or her stay, the student will be involved in:

- Web development
- Web design and IT support
- Active directory
- Windows server 2008 / 2003
- Exchange server 2007
- Windows web server 2003
- Network support

Our aim is to provide a comprehensive learning experience in all aspects of IT including both technical, administrative, and creative roles in order to help the student to choose an area of

production or operations which best fits his or her aspirations.

During the training you will have the opportunity to work with the IT specialists. You will pick up the essential skills needed for a successful IT professional.

At the end of the training period the trainee will have had the opportunity to gain a complete all round experience of IT plus an idea of their likely aptitude toward a very specialist area.

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Feedback by current Internees at Don't Delay Cars Limited



Txema Falcon
- Spain

"I've been here for 5 months and I have learnt a lot of skills in accountancy, I feel that it is a comfortable and professional environment, and working at Don't Delay Cars is good, as there is a good environment and a lot of skills to benefit my career"



Marzena Lau
- Poland

"I have just recently started working at Don't Delay Cars, but what I can say is for sure that my colleagues are good, professional and always ready to give you a hand. I am sure it will be a great experience which will help me towards my career in the future"



Martina Kumaromioua
- Slovakia

"I have been here for a week, and I am working as a marketing assistant. I have never done work like this before. This is my first internship and I am so glad I can be here. The people working here are really kind. This will be a great experience for me and it will help me in the future in finding a job according to my ideas. Thank you so much for this opportunity."



Javier Benito
- Spain

I started working at CTS three months ago and it has been very good working here and the skills I have learnt are fantastic. I am gaining a lot of office management skills and I am also improving my use of grammar and the English language. I am very satisfied with my decision to work with CTS because all the staff at CTS are very helpful. This is the perfect opportunity to improve my skills"



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Maria Bennasar
- Spain

"I am working in Claim Today Solicitors and enjoying my experience. I am learning new skills and improving my competencies. CTS is very friendly, and I have had the opportunity to meet very polite and helpful people. It has allowed me to improve my English and will definitely improve my chances of getting an excellent job."



Veronika
- Slovakia

"I came to work at CTS to improve my English. During my six months I learnt a lot of skills and how the company works. It was perfect to work in an accounting department. and the best thing I could do after my studies. After completing my internship I was offered a professional role and I have been working here for over one year"



Spela Petrovic
- Slovenia

"I am Spela Petrovic a law student from Slovenia. Before finishing my studies I decided to gain some international experience. I found a DBS Law brochure, applied, was invited for the internship and have worked in DBS Immigration Department for two months. I am getting experience of UK law systems and how work is organized in a law firm. I am very satisfied with the internship and strongly recommend it."



Anna Kovpak
- Belarus

"I came to CTS for a 4 month internship. From the very first day I was very happy having a great opportunity to work within an English office environment. Interns are treated like normal employees. We participate in all the events and celebrations together with CTS team. Moreover, I have already learned a lot here. This is a great opportunity for a graduate to start working in business environment."



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As a hosting organization of the project we commit ourselves to:

- Creating a professional and working environment experience for university students,
- Issue the certificate of the training under the Erasmus / Leonardo da Vinci Program,
- Providing an accessible and helpful service to the students, with access to all information regarding the professional training
- Carry out the tutoring and assigning the mentor at the host organization
- Equip the student with all the skills essential to the training before the end of the training
- For students who stay longer than 5 months we also offer additional financial support in form of Retail vouchers of the value of £50 per week.
- Meet all conditions connected with training before the student leaves his/her home country,

Our task as a partner organization within the project will be:

- To enable the beneficiaries of the project to familiarize themselves with the structure, objectives;
- To do our best for successful execution of the placement project;
- To take care that traineeship will get professional recognition;
- Evaluation of the placement and certification.
- To do our best to make the student feel comfortable while working and staying with us

