



EUROPEAN UNION PROGRAMMES AGENCY

Erasmus Sectoral Programme
Continental Business Centre
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HOST ORGANISATION/INSTITUTION	
Name of Organisation/Institution	Globalair Travel Ltd.
Address	110 Flat 5 San Michel, St. George's Road, St. Julians STJ 3203
Country	Malta
Contact Person/s Position, Name, Telephone, Fax, Email	Anne De Giorgio Secretary Tel: 23473123; Fax: 23473103; anne@globalairtravel.com

DETAILS OF STUDENT WORK PLACEMENTS	
Duration – Minimum (in weeks) ¹	12 weeks
Duration – Maximum (in weeks) ²	52 weeks
Department	Groups, Conferences & Incentives Dept.
Contact Person/s Position, Name, Telephone, Fax, Email	As above

AIMS & OBJECTIVES OF WORK PLACEMENT:– To enable trainee to work in an environment where he/she can learn by obtaining direct experience. This will result in the trainee gaining the necessary skills and abilities required for their future business.

MAIN TASKS TO BE COVERED BY THE TRAINEE:– Intensive training covering all aspects from receiving a request to the whole process of getting hotel rates, excursion prices, transportation charges etc. Also, trainees will be required to involve themselves in administrative work relating to different requests that are received from different worldwide markets and areas.

EXPECTED RESULTS:– The trainees will be working mainly in the Incoming Department, whilst gaining valuable hands-on experience which will be beneficial for both parties. The results will ensure better co-operation between the two countries represented within the E.U. framework.

COMMUNICATION LANGUAGE FOR THE WORK PLACEMENT:–	No particular language is necessary as long as the trainee has a good command of the English Language.
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REQUIRED SKILLS FOR THE PLACEMENT:– No particular skills required.

¹ The minimum duration is 12 weeks except in cases where a student has opted for a joint study/placement period of 12 weeks

² The maximum duration is 52 weeks