



# STAGE



September 2020

# Where strangers become **friends**



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## bridging the gap between education and employment

Since 2005, Stage Malta has brought together: educators and leading employers. The aim is to provide a work-based learning and job experience to students and fresh graduates; as well as job shadowing possibilities and sharing of good practices to academic and administrative staff on Mobility Programmes.

### Short-term mobility

Our short-term, high-impact programmes equip students with the skills and experience necessary to launch meaningful careers in today's competitive, globally connected and rapidly evolving world. Stagiaires should not expect to have detailed tasks but rather, they should focus on the soft-skills they will accomplish in such a short period of time in a Mediterranean Country.



### Pro-mobility

Most career-ready graduates or students choose longer-term mobility because they are aware of the benefits of such programmes. The quality and learning outcomes of each and every participant are a testament to our character-building and horizon expanding educational experiences.

At Stage Malta, we pride ourselves in being there every step of the way: through skype meetings prior to arrival, meeting and cultural immersion tips on arrival, weekly communication and coaching and support even when the programme has come to an end. Graduate-level internship programmes usually include a project to be presented in part fulfillment of their studies.



## “MERHBA”

... this is the way we welcome all those who choose Malta as their internship destination. It is a Maltese word (derived from Arabic) that means: to make welcome and receive graciously.

Maltese people have been renowned for their hospitality, friendliness and generosity. It is part of our culture to go out of our way to make guests feel at home. Over the years, the Stage Malta team, made up of a group of travellers, has become synonymous with friendly welcomes as well as very prestigious and progressive educational values. This proactive group of people, who I proudly lead, are very willing to lend a helping hand, should you or your students need assistance or require help of any kind.

Since its establishment, Stage Malta has hosted over 10,000 youths on Internship Programmes. We work very closely with over 5000 Universities, Colleges and other Educational Institutions from all over Europe. We also have a good network of local institutions, companies, NGOs, International firms and government departments. Being that Malta is very small, a common joke is that we are all

4<sup>th</sup> or 5<sup>th</sup> cousins. Maybe we are not, but we do know the people we work with very well and that is why we trust them to host our stagiaires in their institution.

Our aim at Stage Malta, has always been to create a ‘home away from home’ to all those who trust us with their internship journey and to guide each person on their individual journey. We believe that all the people we meet are different and all of them can contribute in their own way, which is why all our programmes are tailor made and based on a discussion (via Skype or Google Meet) that we have with each applicant.

The process is clearly explained in the coming pages. Take your time, go through the information we prepared for your institution, discuss it with your colleagues and let us discuss further during a virtual meeting, or even better during a Preparatory visit where you will get the opportunity to spend a few days with us in Malta, visit companies, accommodation and also historical landmarks.

I personally look forward to welcoming you in Malta and to share with you what Malta has to offer.



**Martha-Marie Gauci**  
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### 1.

Once an MOU is signed we would need to receive:

- a Europass CV, in English, that includes Date of Birth, M/F and picture (usually used for a badge where needed) for every candidate
- Motivation letter.



### 2.

A meeting via **Skype** or **Google Meets** is planned with each candidate.

During this meeting we discuss about expectations, tasks, accommodation and answer any questions.



### 3.

Once the candidate is accepted, a booking fee of 150 euro per person is paid to secure their place in the programme. This fee used as a damage deposit and refunded.

We suggest that this fee is paid by each candidate. It will help them realise that they hold a number of responsibilities.



### 4.

Training/Learning **Agreement** is then filled.

We require **flight details** at least **6 weeks** before arrival.

This is the time where each candidate needs to apply for a Bus Card. More information will also be sent to you/the candidate.



### 5.

**4 weeks** prior to arrival, a detailed **programme** is sent. It includes:

- Pick up from airport
- Accommodation address
- Password of free WIFI
- Work Placement address
- date & time of meetings
- Weekly monitoring



### 6.

Tips about Malta, what to pack, **dress code**, code of conduct will also be sent.

Full payment of the invoice, 4 weeks prior to arrival, is required.



### 7.

**3 weeks** prior to arrival, we usually create a virtual group info-session. This is an opportunity for the candidates, teachers and parents present to have their questions answered by a member of the Stage Malta team, whilst allowing parents to have a face to a name.



### 8.

Once in Malta, **stagiaires** will be in good hands. They will be sharing your house with like minded people going through this internship journey like them. It is a time to discover Malta and also themselves and we will be with them all along the way.





# Work placements

**Stage Malta** is synonymous with:

- ✓ Having exclusive internship agreements with Malta's major international companies, local and family-run businesses as well as Voluntary Organisations (whereby most companies have been hosting Stage Malta interns for more than 10 years);
- ✓ A certificate that is highly regarded due to the level of accreditation that all companies hold;
- ✓ Interns are insured;
- ✓ Stage Malta's **quality control** ensures that you are given tasks and responsibilities that are relevant to your field of study;
- ✓ Stage Malta's **key performance indicators** will ensure that you will be duly monitored, yet at the same time given the opportunity to work independently.
- ✓ You will have the opportunity to **enhance** your skillset, gain valuable work experience, familiarise yourself with the demanding labour environment, work and integrate with several colleagues as a team whilst getting to know the Maltese culture.
- ✓ Our ethos is based upon finding the best suited work placement where you will be able to perform daily, interesting and challenging tasks under careful supervision.
- ✓ All verbal and written communication at the work placement takes place in English.
- ✓ Your happiness and satisfaction is our priority!





## Standard Self Catering House

- We have sourced traditional houses, located in 8 principal yet very safe areas all over Malta, to ensure that you are living the Mediterranean vibe whilst being close to all amenities;
- All houses have a fully equipped kitchen (fridge-freezer, hob, oven, microwave, pots, pans, cutlery, plates, glasses, mugs, bowls, etc) and a dining area with table and chairs. Attention is given to quality materials;
- Bedrooms are simple yet comfortable, with 3-pin plugs for you to charge your electronic devices, simple storage space, mirror. (We do not provide bunk beds);
- You can book a private room or opt for a twin or shared room;
- Mattresses are semi orthopedic and changed every six months and the bed linen provided is hypoallergenic and dry cleaned with non-toxic chemicals;
- All houses have outdoor space where you can relax and enjoy your housemates' company;
- You will be picked up from the airport and taken to your house and presented with a Welcome Pack, house key and a welcome token;
- Self-service laundry services are available in each house;
- Water, Electricity and Gas included;
- WIFI is free;
- A team of people (plumber, electrician, handyman, housing support staff) are there for you. They will support you throughout your stay.
- NB: when choosing a single room common areas are shared.

	SINGLE	TWIN	SHARED
€/pp/day	38.00	31.00	22.50
After Student Discount	24.20	19.80	14.30
Early payment (2 months prior)	-10%	-10%	-10%
<b>TOTAL €/pp/day</b>	<b>22.00</b>	<b>18.00</b>	<b>13.00</b>



## Superior housing

Kindly have a look at specifications of the Standard accommodation. All those amenities are included in the superior housing, however this time round we have invested more in your comfort.

- Rooms and outside relaxing areas are more spacious;
- One major difference in the bedrooms is the presence of an air-condition (operated with a coin meter) to help you beat Malta's hot summers and chilly winter.
- We can provide a safety deposit box in your room at a cost of €25 per month;
- Should you wish to have a private mini-fridge in your bedroom, we will gladly provide one at a cost of €60 per month;
- Similar to the standard accommodation, you can choose between a single, twin or shared room. If you decide to go for private room you will still share the common areas, bathrooms and kitchen (including tableware, crockery and glassware).
- A few rooms have a private bathroom in the bedroom. Such rooms are in high demand and are booked on first come, first served basis and carry an additional cost;
- Extra pillows and blankets available upon request;
- All Superior Accommodation is self-catering and situated in the heart of Maltese towns and villages. Once a week we invite you to go to the market and savour local products at a really good price.
- Self-service laundry services are available in each accommodation;
- Unlimited WIFI, Water, Electricity and Gas is included;
- We are at your service through a 24/7 emergency helpline.

	SINGLE	TWIN	SHARED
€/pp/day	66.50	54.25	39.35
After Student Discount	42.35	33.77	25.05
Early payment (2 months prior)	-10%	-10%	-10%
<b>TOTAL €/pp/day</b>	<b>38.50</b>	<b>31.50</b>	<b>22.75</b>



## Similar to a Student Hostel

- Vibrant cosmopolitan setting thus a great opportunity for you to connect with people from different walks of life, cultures and experiences;
- Rooms accommodate between 5 and 8 people;
- Towels, sheets and pillow cases are changed weekly;
- Rooms are cleaned once a week;
- Equipped with a communal kitchen where all residents can prepare their own snacks;
- En-suite toilet and shower or bath;
- Laundry service is at a cost of €4 per for every 5 kilos of clothing;
- WIFI is free in the common areas;
- Use of water, electricity and gas is included;
- Great access to public transport services;
- 10 minutes away from the sea;
- Breakfast can be provided at an extra charge;
- You can lounge in the TV area or soak the sun in the outdoor patio;
- Various activities to help you discover Malta;
- Morning Reception and 24/7 CCTV security system;
- This is a sociable, affordable yet comfortable option for the young independent traveller.

	SHARED ROOM
€/pp/day	75.00
After Student Discount	50.05
Early payment (2 months prior)	-10%
<b>TOTAL €/pp/day</b>	<b>45.50</b>



# Valletta

Valletta is more than just a Mediterranean capital city. It is a UNESCO World Heritage Site full of charming architectural and historical gems. Every step is a feast for the eyes and living there is a truly unique experience.

- We have managed to source a few prestigious properties that are exquisite, comfortable and not too expensive;
- The city is centrally located which means that the rest of the island is easily accessible. There is a centralized bus service that spans out from Valletta to all corners of the island;
- Moving into a Valletta property to call home is a true adventure where modern living mixes with historic beauty;
- Hundreds of shops, restaurants, bars and cafes dot the tiny streets of the small charming city;
- Although a city it is very safe and you will be provided with tips and discounts about the city;
- Valletta is the home to numerous offices and museums. If you plan to choose this option for your accommodation, kindly let us know immediately so that we can try our best to secure a work placement in Valletta. In that way you will have a maximum of 10 minutes walk from your house to your work placement;
- Living in Valletta is a truly unique opportunity to discover this small but magnificent cosmopolitan peninsular city steeped in history where everything is within walking distance.

	SINGLE	TWIN
€/pp/day	199.50	162.75
After Student Discount	127.05	101.31
Early payment (2 months prior)	-10%	-10%
<b>TOTAL €/pp/day</b>	<b>115.50</b>	<b>94.5</b>







## Eligibility criteria

Stage Malta's Internship Programmes are intended for students or graduates who at the time of application meet the following requirements:

- Able to communicate and correspond in English language;
- Open to a new culture and way of living;
- Be enrolled in a graduate school programme or have graduated (the latter must commence the internship within a one-year period of graduation);
- Possess a European passport or in the process of obtaining a Schengen Visa;
- Agree to inform Stage Malta of any medical conditions and allergies prior to the Work Placement interview. Able to provide relevant medical documentation should this be requested. This information will remain confidential and will not be deemed as a motive for discrimination.
- Agree to provide Stage Malta with a copy of a full travel insurance at least 1 week before travelling to Malta.

Internships are intended to promote a better understanding of labour market and provide insight into problems faced and solutions found. Internships are not remunerated. The acquisition of the necessary visas, travel costs and arrangements are the responsibility of the interns or their sponsoring institutions.



## Administration fees

Our fees are only payable if we have successfully found you an internship position in Malta.

Application Fee:	€0
Booking fee (refundable at the end of the internship)	€150
Administration fee for programmes longer than 56 days:	€0
Administration fee for programmes between 35-49 days:	€200
Administration fee for programmes between 14-30 days:	€350

## Additional costs

Transfers to and from the airport:	€48
Taxes:	18%
Gozo Trip: (optional)	€45
Mdina by night: (optional)	€22
Local Sim Card:	€0
Wifi on premises:	€0





## Jeep Safari

€ 48 per person

Includes transport in Malta & Gozo and speedboat to Comino



## Victoria Lines: Malta's great wall of China

€ 18 per person



## Mdina by night

€ 22 per person



## Valletta ghost tour

€ 22 per person

These are just the most popular activities. We organise a number of other events including: 3 cities, 3 villages, food tour ... etc etc.

All events include transport to and from the accommodation and insurance.



Stage Malta is always eager to welcome colleagues from partner institutions to Malta. **Staff Mobility Programmes** are open to Academic and Administrative staff. Most come to Malta prior to sending their students to Malta. During this **Prep-visit**, you will get to visit companies, accommodations and also understand the Maltese way of life. You can also choose to come to Malta on a **Monitoring-visit**. This allows your students in Malta to showcase their projects and creates a better understanding of the companies' expectations for future projects. **Job-shadowing** has become rather popular over the past years. A well planned programme support your professional development in the form of a work placement or a job shadowing/observation in Malta. Seeing how people in a similar position deal with similar daily challenges is a very interesting and assuring experience. Staff mobility also involves **sharing of best practices** and interesting discussions with experienced peers. Such mobilities, that usually include discussions about the differences between Educational Systems and Curricula, have been known to

motivate and instill an international way of presenting the curriculum in the class. This visit is also a great opportunity for you to discuss or come up with future projects thus a great initiative in the pursuit of collaboration with other international organisations. In turn, such initiatives foster growth and internationalisation.

#### **Trade Visits:**

Throughout the years, decision makers involved in the sectors of Financial Services, ICT, Manufacturing, Agro-food, Tourism, Transport, Retail, Engineering, Electronics, Renewable Energy, Life Sciences and Education have embarked on a journey of discussion meeting stakeholders discussing best practices. A detailed programme for the administrative and academic Staff on such visits includes discussion on various trends, bottlenecks etc. with experts in the field. This programme is set based on the background or the field in which members of staff work and/or research.





Malta may be just a small rock in the middle of the Mediterranean Sea, but it is the home to high profile organisations that specialise in various fields. These organisations are always willing to welcome young people for a presentation and a tour and inspire these young people to broaden their international and educational horizons. That is why Study Tours are so in demand. Such short visits, of between 5 and 15 days, are a 'taster' of what a longer mobility, internship or traineeship, can be.



## Educational & fun

These programmes are open to groups of between 15 and 60 people who have a detailed programme of events based on a subject of interest or field of study.

## Various topics

Subjects include: history, culture, tourism, gastronomy, maritime, sustainability and renewable energy, communications, IT, manufacturing, financial services and much more.



## Gozo

Apart from visiting national and international organisations associated to the chosen topic in Malta, we will spend day in Gozo visiting other stakeholders and enjoying beautiful scenery.

## Sicily

Spice up the study tour with day in Sicily (just 90 minutes ferry ride away) and compare what takes place in a similar yet different island. This is optional and can be included in the quotation at your request.

As previously stated, the Maltese are known for their hospitality and sociable nature with a very enthusiastic and outgoing character. This is a characteristic that has been embedded for several years in the Maltese culture and can even be seen being mentioned in the Bible itself!

Smack in the middle of the Mediterranean, this English-speaking island has been colonised for thousands of years and has been under the British rule for over a 160 years. This led to a lot of cultural influences: starting with tea with milk up to having English as one of the Malta's official languages.

Visitors are always happy to discover that the Maltese islands are dotted with several historical sights, museums, cathedrals, catacombs and monuments including the second oldest temple in the entire world. The capital city is Valletta and is a UNESCO world heritage site.

Malta is a desirable destination for a multitude of reasons, but for many people its weather likely tops the list. It clocks 3,000 hours of sunshine per year. But beware: winters are dry yet chilly. Being a small island, Malta is also known for its beaches with crystal clear waters that are reachable from every single location due to its small size.

Malta is also a very safe country to live in. It has been using the Euro currency since 2004 and all major credit cards are widely accepted in main shops and restaurants. Malta has been part of the Schengen zone since 2007. Medical services, public and private hospitals are of a very high standard. Living standards in Malta are good and compare well with those of continental Europe. Malta is in fact considered to be amongst the best countries for expatriates to settle. The World Happiness Report 2018 shows Malta to be the 22nd happiest country in the world, beating Germany, France, Spain and Italy (156 countries ranked).



The Maltese lifestyle is a very unique one, but it is very laid-back and pretty easy to adjust to. People are very hard working, but they also like to celebrate. If you want to mingle with the locals, there is nowhere better than at the Maltese village *festa* (or feast). These colorful celebrations that take place over a week, are primarily a religious celebration however characterised by music, cheap alcohol, decorations and fireworks.

Malta has been the island of choice for many international DJs. No wonder that Malta hosts so many international festivals such as MTV festival, Glitch, Lost & Found, Summer Daze, Earth garden and much much more.

Stage Malta will put you in the heart of it all by introducing you to a vibrant, and historical island that is unique and full of charm.

# STAGE

GET IN TOUCH WITH US!

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