

ALI - Internship Programs

Practice your English and French in the Canadian market place

- ✓ Gain invaluable preparation for a career in the globalized marketplace.
- ✓ Find out what it is like to work in a specific field and in a different culture.
- ✓ Learn about a country, its culture, its language, and how to use this knowledge for your future and strengthen your resume.

1. CDP – Career Development Program (Montreal)
2. SIP – Student Internship Program (Montreal)
3. CWE – DIY Casual Work Experience Do It Yourself (Montreal)
4. CWE – City Casual Work Experience (Montreal)
5. CPP – Combined Placement Program SIP + CWE DIY (Montreal)

CDP – Career Development Program (Montreal)

Program type: Internship (professional)

Minimum duration: 24 weeks of studies +24 weeks of work component

Compensation: Stipend rate CDN\$200 per week

Placements: Medium and small sized companies in Montreal area

Education requirement: University Degree or diploma sufficient to perform the duties expected at an entry level in the chosen internship field.

Experience requirement: 2 full years of recent related experience in the preferred field.

Language skills: Bilingual - English and French are mandatory (both level 7 - advanced)

Visa and program requirements: 50:50 program structure. Student permit and C30 visa required.

Certificate: ALI Internship certificate and Letter of Reference from their host company.

Cost: \$1600.00 cad. It includes the work permit, résumé and cover letter preparation, interview preparation and arranging your job interviews in professional positions according to your field and professional experience

Program Description:

In the CDP your students will be placed in a **stipend-paid** internship in one of the listed fields. Office admin interns will combine administrative support duties (in many cases), with a limited amount of field specific work. Students in the other fields will be placed in more technical positions. Most students will also work on a project during their placement, one related to their field and which can be completed in the allotted time.

They will work side-by-side with Canadian staff, practice their written and spoken English and French and learn important industry-related vocabulary.

Fields:

1. Culinary Arts

Culinary: Chef Interns are placed in junior chef positions at restaurants. They prepare dishes according to standards, maintain cleanliness and supervise kitchen helpers. After a training period, they may also help with purchasing, menu design, and restaurant bookkeeping.

Suitable Applicants: e.g. Chefs at all levels, hotel front office staff.

Unsuitable Applicants: e.g. Hotel back-office staff, housekeepers, tourism sector workers, pastry chefs, desert chefs, restaurant owners (unless formally trained).

2. Office Administration / Clerical and Administrative support

Office administration placements can also be termed general office, or office clerk placements. They are junior level administrative assistance internships. Students work at companies in the service or manufacturing sectors. They answer telephones, provide reception relief, provide executive assistance for senior staff, they do some filing, some data entry, as well as working on marketing materials, sales packages, preparing proposals, updating bookkeeping information and much more.

Suitable Applicants: e.g. Workers with past administrative experience in an office environment. Including: secretaries, marketers, bookkeepers, office managers, clerks, trade and freight forwarding staff, events planners, sales staff.

Unsuitable Applicants: e.g. Managers, people from technical professions (ex. Industrial engineers, quality control).

3. Information Technology

Streams: *Web design, web applications, network administration, and software engineering.*

IT Internships vary depending on field choice. In all cases though students are placed with IT companies, work as members of design or networking teams, and are closely supervised in their work. All students have a chance to do project work and get hands on experience.

Suitable Applicants: e.g. Web designers, web applications or mobile applications developers, network administrators, software engineers.

Unsuitable Applicants: e.g. Technical support staff, graphic designers, software specialists (e.g. SAP/CRM/ERP specialists), db engineers, information systems grads, telecom professionals, QA and software testing staff.

SIP – Student Internship Program (Montreal)

Program type: Internship (professional) - As this is an ESL/FSL internship, the primary focus is language practice.

Minimum duration: 8 weeks of studies +8 weeks of work component

Compensation: None

Placements: Medium and small sized companies in Montreal area

Education requirement: University Degree or diploma sufficient to perform the duties expected at an entry level in the chosen internship field.

Experience requirement: Preferred but not mandatory

Language skills: English and/or French (both level 6 – pre-advanced)

Visa and program requirements: 50:50 program structure. Student permit and C30 visa optional but recommended.

Certificate: ALI Internship certificate and Letter of Reference from their host company.

Cost: \$800.00 cad. It includes the work permit, résumé and cover letter preparation, interview preparation and arranging your job interviews in professional positions according to your field.

Program Description:

In the SIP your students will be placed in an unpaid internship in their chosen field. During this internship they will combine administrative support duties (in many cases), with field specific work. Most students will also work on a project during their placement, one related to their field and which can be completed in the allotted time. They will work side-by-side with Canadian staff, practice their written and spoken English and learn important industry-related vocabulary.

Placements are available for students at all language and skill levels from industry experts, to high schools grads. Students with limited experience and skills will be able to work in more junior administrative roles, those with advanced education, skills and experience, together with excellent Language skills, could find themselves doing a lot of hands-on independent work.

Sample available fields: Placements available in all fields except childcare, senior care, agriculture, and health care delivery

Accounting	Graphic Design
Architecture	Green Technology
Arts and Culture / Film	Hotels
Biology / Biotechnology	Human Resources
Business Administration	International Trade
Communications	IT
Computer Science	Law
Culinary Arts	Marketing / Events
Engineering	Project Management
Fashion	Social Media
Finance	Sport Management

CWE – DIY Casual Work Experience Do It Yourself (Montreal)

Program type: Casual work Experience (self placement) - As this is an ESL/FSL internship, the primary focus is language practice.

Minimum duration: 12 weeks of studies +12 weeks of work component

Compensation: Minimum wage in the province

Placements: Student will look and arrange their own jobs

Education requirement: 1 year of post secondary education

Experience requirement: In general, none

Language skills: Bilingual - English and French are mandatory (both level 5 – high intermediate)

Visa and program requirements: 50:50 program structure. 50:50 program structure. Student permit and C30 visa required.

Certificate: ALI Internship certificate

Cost: \$400.00 cad. It includes the work permit, résumé and cover letter preparation, interview preparation – students are required to participate in our 5 sessions seminars.

Program Description:

You will look for and arrange your own job. This program is ideal for young students and flexible participants willing to practice their English and French with workmates or clients.

Sample jobs:

Students are usually able to find jobs in cafés, coffee shops, restaurants, supermarkets, retail shops or labour and seasonal positions.

CWE – City Casual Work Experience (Montreal)

Program type: Casual work Experience - As this is an ESL/FSL internship, the primary focus is language practice.

Minimum duration: 24 weeks of studies +24 weeks of work component

Compensation: Minimum wage in the province

Placements: Montreal area

Education requirement: 1 year of post secondary education

Experience requirement: In general, none

Language skills: Bilingual - English and French are mandatory (both level 6 – pre-advanced)

Visa and program requirements: 50:50 program structure. Student permit and C30 visa required.

Certificate: ALI Internship certificate

Cost: \$1000.00 cad. It includes the work permit, résumé and cover letter preparation, interview preparation and arranging your job interviews in casual work positions (described below)

Program description:

This program is designed for flexible participants willing to practice their English and French in unskilled casual positions on the Island of Montreal. You will be typically placed in back-of-house positions in order to maximize the chances for speaking practice with your coworkers.

Casual Work Placements (city) are done based on workplace rather than job. i.e. students can choose to work at a 'restaurant', but they don't select the job they will do at the restaurant.

Work Places samples:

Restaurant: dishwasher, buzzer, expediter, kitchen helper, server's assistant. Restaurant placements can be at family or destination restaurants. All types of cuisine are covered, and students must be open to working in restaurants serving typical Canadian cuisine, as well as ethnic cuisine.

Server jobs are exceedingly rare. Fewer than a dozen students have ever passed a server interview.

Café: barista, buzzer, kitchen helper. Cafe placements are of two types. First there are the regular Starbucks-style cafes, which require students to work very early in the morning. Then there are the café-restaurants. Most placements are in the latter due to transport issues.

Fast Food: counter attendant, kitchen helper, and cook. Fast food placements are done principally at shopping mall food courts. Students in these jobs are the most likely to have direct customer contact. All types of cuisine are covered, and students must be open to working in restaurants serving typical Canadian cuisine as well as ethnic cuisine.

Supermarket: shelf stocker, deli clerk, produce clerk, cashier. Most supermarket placements are at small to mid-sized markets such as Whole Foods, and Kim's Farm Market.

Retail: shop clerk, shelf stocker. Retail positions can be done at tourist gift shops, department stores, and clothing shops.

Labour: labourer. Labour positions include jobs such as painter, gardener, assistance with certain film industry positions, janitorial positions, and other similar. Students must be physically fit to do labour positions, and should be at least 172cm (5'8") tall.

Seasonal Positions: (winter) lift attendant, ski rentals clerk (summer) concession stand staff, cashier at tourist attractions.

CPP – Combined Placement Program SIP + CWE DIY (Montreal)

Program type: SIP Internship (professional) + CWE-DIY

Minimum duration: 12 weeks of studies +12 weeks of work component

Compensation: None

Placements: SIP - Medium and small sized companies in Montreal area + CWE Student will look and arrange their own jobs

Education requirement: University Degree or diploma sufficient to perform the duties expected at an entry level in the chosen internship field.

Experience requirement: Preferred but not mandatory

Language skills: Bilingual - English and French are mandatory (both level 5 – high intermediate)

Visa and program requirements: 50:50 program structure. Student permit and C30 visa required.

Certificate: ALI Internship certificate and Letter of Reference from their host company for SIP.

Cost: \$1100.00 cad. It includes the work permit, résumé and cover letter preparation, interview preparation and arranging your job interviews in professional positions according to your field for the SIP.

Program Description:

The Combined Placement Program (CPP) is a unique combination of unpaid professional internship and paid casual work. This program gives students the opportunity to practice their English in a career-related internship, while also earning money in the evenings and weekends to help support their stay in Canada.

Placements are available for students at all language and skill levels provided they are able-bodied and flexible about the work they will do. Students must also have flexible schedules.

Sample jobs:

*Please see SIP and CWE-DIY