

LSI CANADA – LANGUAGE COOP PROGRAMMES

2013

Thank you for your enquiry regarding LSI Canada and our Language Coop Programmes. LSI Canada's Language Coop Programmes integrate a student's language studies with organized work experience. These programmes are for students at an Intermediate level of English or above who wish to have an opportunity to practice their English skills in a business environment and improve fluency.

Applicants must understand that all work placements through LSI are for the purpose of learning English in a business environment. The work placement is another step in the student's English studies and should not be considered as a job, vocational training, a way to fully fund studies or a stay in Canada, or a step towards immigration to Canada. If approved, work placements are made and monitored by a partner organization and LSI.

Students who complete all work placement reports and receive a favourable report from their host company will receive a Language Coop Certificate from LSI at the end of the placement.

PROGRAMME DESCRIPTION:

The Language Coop Programme consists of two components: an In-Class study component and a Work Practicum component. The purpose of the programme is to expose students to all language skills to provide an opportunity to develop balanced communicative competency.

1. IN-CLASS STUDY COMPONENT

During In-Class studies, Language Coop students will learn important grammar, vocabulary, and language learning strategies that will help them improve their English. Students will be enrolled in LSI's Intensive 30 Programme (30 lessons/25 hours a week, Monday to Friday).

Students must have a minimum of 80% attendance and a final mark of 80% (based on weekly tests and a final exam) in their language course before proceeding to the Work Practicum component of the programme.

Students may not proceed to the Work Practicum component of the Language Coop Programme until they have satisfactorily completed the Intermediate level of English.

2. WORK PRACTICUM COMPONENT

After successfully completing the in class study component, students may begin the Work Practicum component. Except for students holding International Experience (formerly Working Holiday) visas, work practicum placements cannot exceed, in hours or weeks, the length of the study component. The types of Work Practicum Placements are:

■ Specialized Language Practicum (Unpaid Business/Professional Internship)

Specialized Language Practicum placements are skilled/professional work placements that give students the opportunity to looking to gain valuable experience studying and practicing English in a work placement. The Specialized Language Practicum integrates a student's language studies with organized work experience, in which students practice their language skills in a work setting. The goal of this program is to help students build career-relevant vocabulary and improve fluency in a familiar social context.

Students do unpaid work placements arranged by our partner organisation for terms of 4-24 weeks. Interviews are arranged through our partner agency and students receive assistance in resume and interview preparation.

Host companies:

EE looks for host companies that can mentor students in a welcoming and supportive environment and view this as an opportunity to give back and learn. For many students, this experience will be their first job; for many more it will be their first job in Canada. For this reason, an important requirement for a company hosting an unpaid work placement is patience and willingness to give students time to acclimatize to the work environment.

Other requirements of unpaid internship hosts are:

- Minimum number of staff: 5
- The company must be located within 1.5 hours of LSI, in one of the following cities: In Ontario: Greater Toronto area. In British Columbia: Vancouver, North Vancouver, West Vancouver, Burnaby, New Westminster, or Richmond. Exceptions are made for engineering, biotech, film, forestry, and petro-chemical host companies, which can be located anywhere in BC or Alberta.
- The company is located in a commercial office. EE are not permitted to place interns at home offices.
- English must be the primary language spoken in the workplace.

Previous host companies include Air Transat, the Federal Department of Justice, the Bank of Montreal, the Ontario Parliament, the University of British Columbia, as well as numerous small and medium-sized private firms and non-profit organizations. Certain fields such as child care, healthcare delivery (including wellness and alternative medicine), public education, and environments with adult services or entertainment, and physical labour are not available.

All work placements are in Toronto or Vancouver, within 1.5 hours (via public transit) of the student's language school.

Requirements

- Intermediate English or above
- Minimum of 80% attendance and a final mark of 80% (based on weekly tests and a final exam) in their in-class studies before proceeding to the Work Practicum component of the programme.
- Completion of at least 6 weeks of full-time or intensive English studies; however 12+ weeks is highly recommended, (the maximum duration of the placement is the same as this period of English studies)
- Study and Work Permit
- Minimum age: 19
- Some fields may have special requirements (e.g., Architecture, Engineering).

Work Placement Process

To complete the period of In-Class studies and graduate to the Work Placement part of the programme, students must attend at least 80% of classes during the In-Class component and reach an English level of Intermediate. If students do not meet these requirements, they will not be able to do the Work Placement and must remain in class.

- Four weeks before the end of In-Class studies, students meet with a Student Services representative of our partner agency, who will talk with them about their work placement goals, and, based on the student's education and work history, prepare a document with them called an Internship Plan
- After completing the Internship Plan, Student Services works with students to create a Canadian-style resume and help them prepare for an interview. About 2 weeks before the end of the In-Class studies, Student Services will arrange interviews. If the student passes an interview, the placement process will be complete. If not, Student Services will arrange another interview.
- The length of the work placement will be least 16 hours per week and will depend on the number of hours studied. The purpose of the work placement is to practice English. The goal is for the student to acquire vocabulary and improve English fluency in a work environment.

■ **General Language Practicum (Paid/unpaid internship)**

General Language Practicum work placements are typically unskilled/entry level positions, often in the service and hospitality field. The purpose of these work placements is to give students the opportunity to learn general language skills and develop fluency. These placements include: banquet serving or working in a restaurant/retail store.

These work practicum placements may be paid or unpaid positions. For paid positions, the minimum wage is \$10.25 in Ontario for LSI Toronto students and \$10.25 in British Columbia for LSI Vancouver students.

Requirements

- Intermediate English or above
- Minimum of 80% attendance and a final mark of 80% (based on weekly tests and a final exam) in In-Class studies before proceeding to the Work Practicum component of the programme.
- Completion of at least 6 weeks of full-time English studies; however, 12+ weeks is highly recommended. The maximum duration of the placement is the same as this period of English studies in hours and weeks)
- Study and Work Permit
Minimum age: 19

Work Placement Process

- To complete the period of In-Class studies and graduate to the Work Placement part of the programme, students must attend at least 80% of classes during the In-Class component and reach an English level of Intermediate. If students do not meet these requirements, they will not be able to do the Work Placement and must remain in class.
- Four weeks before the end of In-Class studies, students meet with an EE Student Services representative, who will talk with them about their work placement goals, and, based on the student's education and work history, prepare a document with them called an Internship Plan
- After completing the Internship Plan, EE student services work with students to create a Canadian-style resume and then help them prepare for an interview. About 2 weeks before the end of the In-Class studies, EE will arrange interviews. If the student passes an interview, the placement process will be complete. If not, EE will arrange another interview.
- The length of the work placement will be least 16 hours per week and will depend on the number of hours studied. The purpose of the work placement is to practice English. The

goal is for the student to acquire vocabulary and improve English fluency in a work environment.

■ **Self-Placement Option:**

The Self-Placement Option is ideal for students who wish to find their own work placements but need some assistance in creating an effective Canadian style resume and working on Canadian interview techniques. Students must have a Study Permit, and we highly recommend that the student also obtain a Work Permit before arrival in Canada.

Requirements

- Intermediate English or above
- Minimum of 80% attendance and a final mark of 80% (based on weekly tests and a final exam) in In-Class studies before proceeding to the Work Practicum component of the programme
- Completion of at least 6 weeks of full-time English studies; however, 12+ weeks is highly recommended. The maximum duration of this placement is the same as this period of English studies in hours and weeks.
- Study and Work Permit
- Minimum age: 19

Work Placement Process

- To complete the period of In-Class studies and graduate to the Work Placement part of the programme, students must attend at least 80% of classes during the In-Class component and receive a final mark of 80% in their In-Class studies and reach an English level of Intermediate. If students do not meet these requirements, they will not be able to do the Work Placement and must remain in class.
- Four weeks before the end of In-Class studies, students meet with an EE Student Services representative, who will talk with them about their work placement goals. LSI and EE student services work with students to create a Canadian-style resume and then help them prepare for an interview.
- The length of the work placement will be least 16 hours per week and will depend on the number of hours/weeks studied. The purpose of the work placement is to practice English. The goal is for the student to acquire vocabulary and improve English fluency in a work environment.

VISA REQUIREMENTS:

Students must have a valid study permit and work permit (or International Experience Visa) for the entire duration of their course and work placement. Please check with the Citizenship and Immigration Canada (CIC) website at www.cic.gc.ca for the most up to date information on requirements for studying and working in Canada.

■ **Study Permit**

The study permit is open to citizens of all countries and is usually only required if students intend to study for more than 6 months. However, for the Language Coop Programme, both a study permit and a work permit are required, regardless of the length of the programme.

Application for a Study Permit from within Canada can be done online directly through the CIC website: <http://www.cic.gc.ca/english/e-services/study.asp>. Students will need to create a MyCIC account to complete the application and should ensure that they have all of the required supporting documents before applying.

■ **Work permit ***Students must also have a Study Permit*****

The CIC guidelines require that the work placement does not exceed the 50/50 rule, meaning that the length of placement cannot exceed the length of study in hours. Full time study at LSI in our Intensive 30 Course is 30 lessons (25 hours) per week.

Once accepted into LSI's Language Coop Programme, students receive a 'Language Coop Letter of Acceptance' from LSI, which they must present with the visa application form. Students will receive a letter from the Canadian Consulate or Embassy stating whether or not they have been approved. Students must present this letter to Canada Customs at the Point of Entry to Canada to get the proper documents. This visa is only available to students who have a Work Placement component to their programme. Students can apply from your home countries for both the study permit and work permit at the same time by using the same application form. If a student has a valid study permit, they can also apply for the work permit from within Canada.

■ **International Experience Visa**

The International Experience visa is intended for young travelers, 18-35 years of age. This visa permits students to work for up to one year in Canada. Currently, this visa is available to citizens of the following countries:

Australia, Austria, Belgium, Chile, Croatia, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hong Kong, Ireland, Italy, Japan, Korea, Latvia, Lithuania, Mexico, Netherlands, New Zealand, Norway, Poland, Slovakia, Slovenia, Spain, Sweden, Switzerland, Taiwan, Ukraine and the United Kingdom. Students should apply from their home countries.

For the most up-to-date information, please check with the CIC at: http://www.international.gc.ca/experience/intro_incoming-intro_entrant.aspx?lang=eng

APPLICATION PROCESS:

Once a student has sent in an enrolment form and applicable fees, LSI will send the appropriate application form. These forms are to be completed and returned to the school with a copy of your CV or resume in English. Applications for work placements can be made from the student's home country or on arrival in Canada. Upon starting the course at LSI, you will have meetings with a counsellor, who will take the student through the entire application process from visa application to the interview. A work placement takes up to 6 weeks to organize. Each of the work placements has specific requirements, so students should ensure that they are able to take these programmes before applying.

All registration packets and all fees, including the placement fee, course tuition fee, work placement fee, homestay fees, and any other services booked are to be sent to LSI.

HEALTH INSURANCE:

Health insurance is required for all students and is necessary in order to receive a work permit. Students can purchase insurance through LSI at the time of registration for CD\$15/week. Details of this coverage are available at: <http://www.guard.me>.

ACCOMMODATION:

Accommodation is optional and not a requirement for LSI or the Language Coop Programme. If requested, LSI can organize accommodation in Toronto and Vancouver.

REFUND POLICY:

Please note that this Refund Policy refers only to the Work Placement Fee and not to other services provided by LSI (tuition, accommodation, transfer, etc.). Please refer to the LSI Refund Policy for more information on cancellation fees applicable to tuition, accommodation, and other services booked.

1. Visa Denial:

If a Visa is denied for entry into Canada, a full refund of the Work Placement fee will be given.

2. Program Cancellation:

If a student needs to cancel a work placement booking before it has started, we can guarantee a refund of the total placement fee only if LSI is informed in writing a minimum of 8 full weeks before the placement start date and only if we have not begun working on the student's file.

3. Failure to reach the appropriate language level for the placement

Students who fail to reach the appropriate language level for the work placement will be removed from the Language Coop Programme, with a full refund minus a \$300 non-refundable administrative fee.

4. Failure to arrange an interview:

If we are not able to arrange an interview for a student by their work placement start date (as stated on the Language Coop Programme application form), depending on the circumstances that have caused the delay, we will discuss alternatives with the student until the placement can be secured. This is rare (delay in receiving work visa, etc.) and may result in providing a refund in kind (i.e. another type of placement or continued studies).

5. Significant change in conditions of work placement:

- If our partner organization determines that the placement environment has changed within the host company and it is difficult for the student to continue, they will offer the student a new or different type of placement, as long as sufficient time remains in the student's programme
- If a student is officially 'laid-off' due to insufficient workload by a host company, our partner organization will offer the student a new or different type of placement, as long as sufficient time remains in the internship.

No refunds of the work placement fee will be given if:

- the student refuses placement offers from companies because of the size of the organization or because you have requested a specific company;
- the student cancels the work placement after the application has been processed or the information session has begun;
- the student refuses an appropriate placement after attending the interview;
- the student decides to leave the placement voluntarily;
- misconduct or failure to comply with any of the terms of the work placement practicum agreement occurs;
- the student fails to submit work placement practicum reports;
- the company curtails the placement due to the student's poor work performance
- The company curtails the placement due to the student's poor work attendance.

If a student cancels or withdraws from the Language Coop Programme or is expelled from the programme, the student must surrender their work permit to Citizenship and Immigration Canada (CIC), and CIC will be notified that the student is no longer eligible.

POSTPONEMENTS:

Postponements may only be considered under exceptional circumstances and must be agreed to by LSI, with plenty of notice before the work placement start date.



CONTACT:

For further information, please contact LSI Toronto or LSI Vancouver directly.

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