

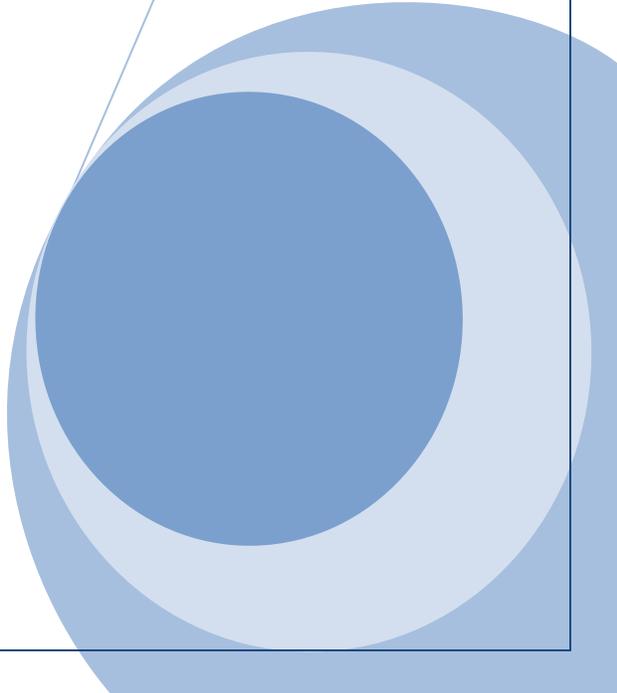
## **Improve your Job or Career Prospects...**

*"There is no better way to advance your career prospects, than undertaking an internship in England. Improve your language skills and knowledge of vocational terminology, while you work in your chosen field"*

*"International internship is a major asset on your profile. It demonstrates your commitment, determination and international aspirations. Future employers will be impressed"*

## **Dear Students, UK INTERNSHIPS**

**"DBS Law Limited and Claim Today Solicitors are pleased to offer you and recent graduates from your University internships lasting up to 6 months giving you the opportunity to work and gain experience of the Legal sectors in the UK."**



**Claim Today Solicitors**

**DBS Law Limited**

**3 Broadway, Broad Street, Birmingham, B15 1BQ, UK**

**Tel: 0121374 2338**

**Contact:**

**Katarina Smetankova**

**Email: [pa.dsb@dbslaw.co.uk](mailto:pa.dsb@dbslaw.co.uk)**

**Dear Students and Graduates,**

**INTERNSHIPS**

**DBS Law and Claim Today Solicitors are pleased to offer you and recent graduates from your University internships up to 6 months giving you the opportunity to work and gain experience of the Legal sectors in the UK.**

**The businesses are situated in the United Kingdom's Second City, Birmingham, which has a very diverse and vibrant population of 1.5 million people.**

**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.**

**Accommodation and Living Expenses**

**For all students, heavily subsidised accommodation is available, where we ask for a very modest contribution of £10 GBP per week. For students who are able to stay for 6 months, upon commencing their 4th month they will also receive retail vouchers of £50 per week and every week thereafter until they finish their 6 month internship. The vouchers can be used for food, clothing, electrical and many other items of their choice.**

**Detailed descriptions:**

**The Law Firm**

### **Detailed description of the training program in the Legal Office**

Our aim is to provide a comprehensive experience in many aspects of the legal industry, including the administrative and back office aspects to running a law firm. This is not just for Law students. All students are welcome especially administration, marketing, business, accountancy, IT 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

During the period of internship, trainees will work close to experienced officers and participate in various stages of office work. The area where the intern will have his training is usually close to his university faculty. These provide our interns the opportunity of gaining significant skills connected with their interests and background.

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

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 law firm. 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.

This is a unique opportunity of living and working in Britain's Second Largest City with its diverse and interesting population of 1.5 million people.

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

- choosing and preparing appropriate workplace for university students,
- provide full information to participant in professional training,
- meet all conditions connected with training before the student leaves his/her home country,
- provide subsidised accommodation for the trainee, the cost will be £40 per month
- issue the certificate of the training under the Erasmus / Leonardo da Vinci Program,
- care out the tutoring and assigning the mentor at the host organization
- for students who stay longer than 4 months we also offer additional financial support in form of Retail vouchers of the value of £50 per week (for students working at Claim Today Solicitors).

**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 take care that traineeship will get professional recognition;
- to do our best for successful execution of the placement project;
- evaluation of the placement and certification.
- to do our best to make the student feel comfortable while working and staying with us

**FEEDBACK BY CURRENT INTERNEES AT Claim Today Solicitors  
and DBS Law Limited**

**Silvia Gaplovska from Slovakia**

*"I`m working as an intern in the company Claim Today Solicitors, which is focused namely on the personal injury cases. I enjoy staying and working here. It`s great experience for my future job, as it`s the first time I work for the foreign law company. Working in CTS as well help me to improve my language skills mainly in the sphere of legal English. I have to appreciate all my colleagues, who always when it`s needed provide me a help and valued advices. Working here in CTS doesn`t mean just perfect job experience but also big life experience, which help you develop your personality. I believe that I`ll profit from this working experience in my future job."*

### **Zuzana Simkova from Slovakia**

*"My name is Zuzana and I study Marketing Management in Slovakia. I decided to do an internship in the UK at DBS Law, firstly to improve my English and secondly to earn some work experience. This will be useful in my future career and could help me to find a good job in Slovakia or in an international company. Working abroad has been a valuable experience. It has taught me to be more responsible, self-sufficient and confident. I have also had the opportunity to meet various people, some of which have become close friends that I will keep in contact with. I have thoroughly enjoyed my time here and have many unforgettable memories. I found that all the staff was extremely friendly and always willing to help.*

*Personally, I would recommend applying for an internship to all students, so Don't delay and try it. =)"*

### **Katarina Smetankova from Slovakia**

*"I came to work at CTS in order to improve my English and gain valuable experience. Despite the fact, that I am not a Law student and my studies are focused on English Language and Literature, I consider this internship as a perfect place to be. Not only I am able to practice my writing and speaking skills, but also I have the opportunity to be involved in all sorts of projects. Furthermore, I am able to enhance my vocabulary with useful legal terminology. Can you get bored at CTS? Impossible! People here are both friendly and busy at the same time and "intern aid" is always welcome."*

### **Andrea Rybarova from Slovakia**

*"I work in CTS as an intern and I have to say this is the good opportunity to obtain new skills. This is the best choice how to improve the language skills and gain new experiences. I am really glad to be here and meet new people who are very nice and helpful. I hope the internship can help me to find out what I want to do in the future. At this moment all I want to do is to recommend this good*

*environment to every student who interests in working abroad and taking challenges. Do not hesitate!"*

**Lucia Vrablcova from Slovakia**

*"My name is Lucy and I am undertaking an internship in DBS Law Ltd. I can say that this internship is a truly great opportunity for me to put what I have learnt at university into practice, deepen the knowledge of my study programme and improve my level of English. I really like the offer of quite a wide range of intern's spheres of competence in the company as there are several different departments where you can work. People are very nice, friendly here in DBS Law and I like the atmosphere in the workplace. It is an amazing experience that I would definitely recommend to others. Life is said to be the best school that is why there is nothing like experiences of your own."*

**If you have any question please do not hesitate to contact us, we will be pleased to answer any questions**

Katarina Smetankova

Personal Assistant

CTS Claim Today Solicitors

Tel.: 0121374 2338

e-mail.: pa.dsb@dbslaw.co.uk

Website.: www.dbslaw.co.uk