



WORK PLACEMENTS IN
LONDON

K B M
G R O U P



- Introduction to Work Experience in London Programme
- Work Experience in Secretarial and Administration Sectors
- Work Experience in Information Technology (IT)
- Work Experience in Web Design and Development
- Work Experience in Social Media Marketing
- Work Experience in Marketing & Sales
- Work Experience in Human Resources
- Work Experience in Event Management
- Work Experience in Education



Introduction to Work Experience in London Programme

Work Experience in London is the traineeship agency of KBM Consultants, part of KBM Group of companies. KBM Group offers a range of services to students in areas like Education, Training and Recruitment, Accountancy through their different companies.

KBM Consultants specialises in Education and Immigration consultancy to ensure everyone gets a fair chance in broadening their horizons and have the ability and information to look for jobs anywhere in the European Union. The agency Work Experience in London has been created with a view to offer students and interns the chance to experience a professional training in London in different sectors, this will enhance their CV and career prospects and will help them in getting hands-on practical experience in a real British working environment.

What is the Work Experience in London Programme?

It is the time to test your skills and boundaries whilst having an opportunity to be in a different environment. This will mostly benefit young graduates, trainees and EU programmes beneficiaries that are willing to gain new skills and enhance their CV in the new and friendly atmosphere of London, one of the most famous financial capitals in the world. It will be a period of unpaid professional work in one of the companies of KBM Group. The work experience can last from a minimum of 2 weeks to a maximum of 6 weeks, interns can choose a part-time or a full-time work experience in London and if they choose a part-time work experience, they can combine this with a language course in the morning.

All interns must be 18 and EU Nationals. Younger interns are only accepted in groups and when applying through EU funded programmes.

Sectors available for the Work Experience in London Programme

- › Secretarial and Administration Sectors
- › Information Technology (IT)
- › Web Design and Development
- › Social Media Marketing
- › Marketing & Sales
- › Human Resources
- › Event Management
- › Education

If you are interested, please do not hesitate to contact us via phone: +44 (0) 20 8992 4506 or via email: info@workexperienceinlondon.com or visit our website at www.workexperienceinlondon.com to find more information about our programme.

WORK EXPERIENCE IN SECRETARIAL AND ADMINISTRATION SECTORS

- › Basic Introduction to KBM Group
- › Gain practical experience in office administration
- › Various secretarial duties (help and support to KBM Management activities and needs)
- › Coordinate with the team of KBM Group on different activities and tasks
- › Translations of written contents, if requested and if the candidate has an interest in foreign languages
- › Project Management supported by senior colleagues
- › Basic Bookkeeping and administration
- › Localising websites, and various Internet related tasks: posting articles, renewing links, updating content online, Social Media Management if applicable
- › Writing business letters and emails
- › Answer to phone calls
- › Update the managers' agenda
- › Participate to business meetings
- › Support events' management and/or other business events
- › Find information about London, excursions, accommodation and other information when requested for groups or students enquiring services through KBM Group of companies



WORK EXPERIENCE IN INFORMATION TECHNOLOGY (IT)

- › Basic Introduction to KBM Group
- › Demonstrate key skills of computing by creating documents
- › Understand and manipulate a database
- › Fix a broken computer and explain to others
- › Being able to buy the best and cheapest technology
- › Keep technology up to date
- › Familiarise yourself with CAD software
- › Create a new computer network for a company
- › Look over meetings, help with projectors
- › Test components so they work at their maximum capacity
- › Create IT training materials for new employees
- › Work with admin to see any improvements
- › Be able to replace physical body of computers
- › Explain key components to a member of staff
- › Provide and order units of IT systems, for example, a hard drive
- › Familiarise with the functionality of IT products, making sure they are reliable to use
- › With the Marketing department, help create programs and enhance the company's website
- › Help prepare a booklet with the IT administrator for troubleshoot problems
- › Develop and modernise IT equipment already in use with the least amount of money spent
- › Link systems together in one back up computer in case of emergency



WORK EXPERIENCE IN WEB DESIGN AND DEVELOPMENT

- › Basic introduction to KBM Group
- › Present their own web page with their own style
- › Present a web page on a client's request and requirements
- › Provide cost estimates and negotiate contracts with clients
- › Train client's employees on the web design
- › After creating their own web page, evaluate and analyse methods of improvement
- › Improve search engine results for their website
- › Create layout for a website with graphics and colour schemes for each department
- › Debug problems with a website, for example, a website being hacked
- › With the IT department, create a template for a website
- › Find methods of dealing with budgets and invoices
- › Optimise and modernise website and graphics
- › Introduction on advertising and clients' support for advertising purposes
- › Learn how to change your website into a mobile-friendly website or an app
- › Integrate social media on their website
- › Integrate marketing with their web design to ensure advertisement is at its maximum potential
- › Write a programming code for their software or website
- › Register their website with servers like Google
- › Analyse a website, find methods of improvement and possible changes
- › Brainstorm on communication skills to help write contents for a website



WORK EXPERIENCE IN SOCIAL MEDIA MARKETING

- › Basic introduction to KBM Group
- › Introduction of KBM Marketing and Social Media
- › Familiarise with different social media pages
- › Create groups and accounts on social media
- › Understand language and communication skills needed to broadcast company
- › Create own flyer and brochure for a company
- › Work with Web Design to make a company a website
- › Arrange meetings with TV companies to publicise company
- › Present their best brochures with marketing team
- › Develop social media strategy for each department
- › Work with web design to create an app or mobile page
- › With admin, use social media to answer queries
- › Create a blog for the company or for a client and update it regularly
- › Send emails and texts about offers and discounts
- › Familiarise with video and photo applications as a tool for marketing
- › Develop online contacts, so they advertise and link their brand
- › Contacts magazines and newspapers to help advertise their brand
- › Calculate expenses for marketing and knowing how to meet a budget



WORK EXPERIENCE IN MARKETING & SALES



- › Basic Introduction to KBM Group
- › Probing the possible options for advertising KBM Courses
- › Drafting leaflets for advertising/ E-flyers and media campaigns
- › Looking for other advertising option: business card exchange, social book marking, blogging
- › Analyzing KBM Social Networking presence (FB groups)
- › Campaign with university
- › Taking calls, messages and providing information about questions
- › Carry out admin tasks
- › Carry out competitor research
- › Update the CRM software
- › Create awareness of the brand through contacts and events
- › Make reports to the Senior Management
- › Deal with operational queries of the candidates
- › Work with the training team and make testimonials
- › Create any product that they think will sell the most, present to senior management
- › Analyse and give feedback of each other's products
- › Work with Social Media and Marketing team to create a media campaign
- › Contact magazines to advertise their company and why
- › Find improvements and analyse advertisements
- › Negotiate prices on advertisements Plan Marketing Online Campaigns (included Adwords Campaigns and Social Media Marketing Strategies)

WORK EXPERIENCE IN HUMAN RESOURCES

- › Basic Introduction to KBM Group
- › Upload job availability on KBM Group companies' website
- › Build a database of jobs
- › Contact and book appointments for presentation via email
- › Making sure KBM Group companies' website is highly ranked search on search engines
- › Add job availability on social media websites like Facebook or Gumtree
- › Go to universities or school to find people searching for a job
- › Scan and photocopy documents
- › Make job adverts for the IT, media, customer services and voluntary sectors
- › Create Straplines for different job sectors
- › Post job adverts via Vacancy Central
- › Contacting local newspapers for media coverage
- › Sorted Cvs into their relevant job sectors
- › CV Clinics
- › Make calls to clients promoting the recruitment services
- › E-flyer & Building Job database for KBM Group of companies
- › Create or contact people to advertise our job placements
- › Build database of potential employers
- › Update the CRM database
- › Record interns details
- › Check KBM Group positioning on internet
- › Selecting job-specific CVs from Reed & Total Jobs for different job sectors
- › Arranging CV's clinic for Junior Accountants & Bookkeeping into levels of experience
- › Create a database of volunteering associations and NGOs who might be willing to host students for language courses on volunteering based jobs in London



WORK EXPERIENCE IN EVENT MANAGEMENT

- › Basic Introduction to KBM Group
- › Overview of the marketing activities of KBM Group's sales team members
- › Assessment of the skills and delegation of tasks
- › Job Posting on KBM Group of companies' website
- › Database Compiling
- › Job Vacancy Searches
- › General Admin
- › Research to ensure KBM Group is on par with current market competitors
- › Assistance with interviewing
- › Create and plan an opening event for a business
- › Contacting student via calls and email for the KBM Group of companies' open days
- › Research on different recruitment bodies
- › Sorting less viewed jobs
- › Creating a database for students
- › Sorting candidates details
- › Group and sort out CVs according to qualifications and experience
- › Contact TV, newspapers and magazines to interview and publicise company
- › Calculate and reduce expenses in an event
- › Advertise the client's event through speeches and interviews
- › Create an agenda for the event such as timings of dinner or lunch



WORK EXPERIENCE IN EDUCATION



- › Basic Introduction to KBM Group
- › Handle internal and external enquiries from staff, students and others by acting on them efficiently
- › Provide administrative support including, but not limited to, booking meeting rooms, co-ordination of diaries meeting invites, preparation of papers
- › Support the gathering information and providing it to the project lead
- › Maintain an effective filing system for both paper and electronic documents
- › Support the monitoring of student attendance, record keeping and maintenance of student records
- › Formulate and implement regulations and policies in a classroom
- › Administer and co-ordinate student recruitment, examinations and assessment activities
- › Ensure the computers are available, updated and working for students in labs
- › Help with course approval and evaluation activities, make activities original and creative- ask feedback from students
- › Preparation of warning letters or other letters related to students. Follow up on troublesome students by calling/texting them or their guardians
- › Photocopies of handouts for teachers to use in class but ask teachers to provide at least a day in advance
- › Removing old notices from notice boards. Putting new notices on notice boards
- › Make sure resources are available for teachers such as laptops, board markers
- › Undertake health and safety responsibilities
- › Up-date the status of offers made and accepted or rejected on the students' database
- › Create a mock term curriculum and create a presentation which will be beneficial to students and teachers
- › Present a First Aid task in order to ensure the safety of students
- › Take one-to-one lesson with a student, describing carefully points that he does not understand
- › Familiarize yourself with projectors and smart boards for class presentations



CONTACT US

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