

## Programme

# OPUS Paid Work and Study



### Emphasis

Improve your English skills during a 5, 6 or 9 month course and combine your studies with a part-time paid work placement. Our OPUS Paid Work and Study combines a Kaplan English language course with job placement assistance. Our dedicated OPUS Coordinators will pre-screen students, test their English language level and assess their approach to work to ensure that students are ready and well-suited for work in their chosen location. Students accepted onto the programme will benefit from group coaching and individual meeting preparation, application support and assistance with the official requirements to start work.

### This service can help you if:

- You want to live and work and have the opportunity to improve your language skills in an English-speaking country
- You would like to enhance your CV and gain basic work experience
- You would like to earn some money while in Australia or New Zealand
- You want to make new friends and immerse yourself in a different culture
- You do not want to pay a job placement fee! Our services are included in your tuition fees.
- You want to get training and tips from a local expert

### Course facts 2011

#### Start dates:

OPUS English: Jan 4 (Jan 10 in New Zealand), Mar 21, Apr 11, Jun 20, Sep 26, Oct 17

OPUS Working Holiday: Every Monday

#### Length:

OPUS English: 5 months (Brisbane only), 6 or 9 months + 3 job interviews\*

OPUS Working Holiday:

Australia: 12-17 weeks study + 3 job interviews\*

New Zealand: 12 weeks study + 3 job interviews\*

**Recommended ages:** 18-30

#### Minimum English level:

Intermediate - IELTS 5.0 (IELTS may be obtained after arrival, additional fees apply)

**Locations:** Brisbane and Auckland

**Hours of tuition per week:** 21 hours per week

#### Eligibility to Work:

OPUS students should have a valid student visa, a student visa with work right (New Zealand), or a working holiday visa prior to starting their job placement in Australia or New Zealand

\* Interviews can take the form of trials or casual meetings.

Students on OPUS Working Holiday must be prepared to travel to alternative locations for their job interviews/placements

## Programme OPUS Paid Work and Study Australia and New Zealand

### Job Placement Assistance:

Our dedicated OPUS Coordinators will provide you with guidance and support throughout your programme. Together you will aim to find a maximum of 3 job interviews\*. However it will be your responsibility to secure the job. In addition to supporting you with interview preparation and job applications, your OPUS Coordinator will assist you in applying for a tax number, required for all workers in Australia and New Zealand.

In New Zealand, your OPUS Coordinator will help you with your application to New Zealand Immigration to obtain 'work right' on your visa.

The paid work placements available are based on the demand of the current job market and are entry level positions with base pay. OPUS students must be prepared to work in any job and, in the case of working holiday visa students, to move to another city.

### What can you expect?

- On your first day you will have an Orientation with other new students and your OPUS Coordinator will welcome you to the school
- Job placement training commences within the first month of your arrival at Kaplan
- New Zealand: OPUS 6 & 9 students will be given assistance with applying for the IELTS exam (IELTS 5 required) and obtaining work right for Student Visa holders
- OPUS 5, 6 and 9 students: Your OPUS Coordinator will hold regular meetings to ensure that you are prepared and ready for employment. These will cover help with Job application forms, CV and Interview preparation and applying for a tax number
- OPUS Working Holiday Visa students: Your OPUS Coordinator will meet with you towards the end of your 12 week study period to go through these work preparation sessions

\* Interviews can take the form of trials or casual meetings.

### Example Jobs

- Wait Staff
- Café and Restaurant kitchen hands
- Hotel Staff
- Office/Hotel cleaning
- Fruit picking/Farm work

Previous experience maybe required for some roles

### Your Responsibilities

So that we can help you succeed in your goals we ask that all OPUS students fulfil the following commitments:

- To maintain 80% attendance in all English classes
- To work alongside your OPUS Coordinator to achieve maximum job placement success
- To attend all job training sessions and all arranged meetings
- To accept jobs where a position is available
- To be willing to work odd hours and in labour intensive jobs
- To comply with employer's specific employment conditions

### How to apply for OPUS Paid Work and Study:

1. Request and complete an application form from your Kaplan representative
2. You will then be sent a free English test and to let you know your current level of English
3. Send us an electronic version of your CV (in English) along with a covering letter and 2 references from previous employers
4. We will then arrange a telephone interview to test your spoken English
5. Once we have received payment of the programme and any accommodation, we will send you a booking confirmation and Letter of Acceptance so that you can apply for a student visa if necessary