



INTERNSHIP IN LONDON
1.-14.12.2019

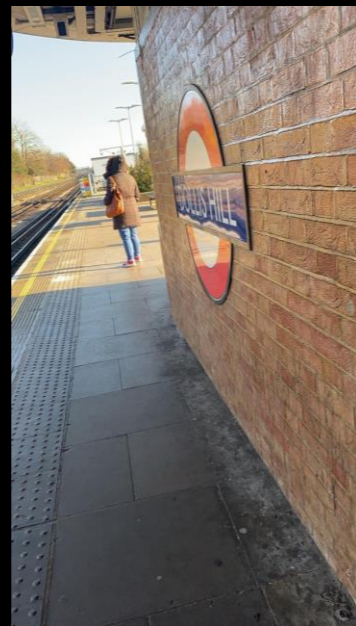


Funded by the
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BRNO - LONDON





TRANSPORT IN LONDON



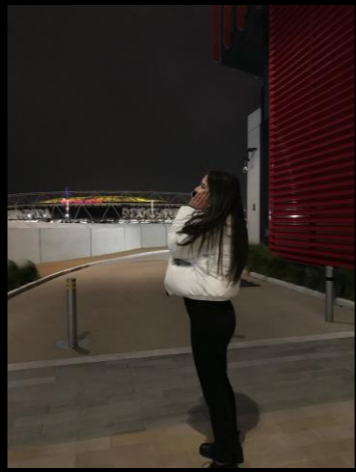


FOOD





FREE TIME



WEEKEND

Weekend programme

Saturday 7th December 2019

meeting point: 10.15 Big Ben (na chodníku co nejbliže Big Benu)

10.40 Parliament (tickets)

12.40 meeting at the Churchill statue

Parliament, Westminster Abbey

walking towards Trafalgar Square (Horse Guards, Whitehall)

13.40 Trafalgar Square

Leicester Square, China Town

Picadilly Circus (Eros)

15.00 Bakerloo line (Picadilly Circus)

15.30 Madame Tussaud's (tickets), free time

Sunday 8th December 2019

10.00 (Trafalgar Square – at the lion, the nearest one to the tube entrance)

Trafalgar Square (National Gallery) till 10.30

Mall 11.15

Buckingham Palace 12.00 (free time)

St James's Park

Trafalgar Square 13.15 (meeting point at the lion, the nearest one to the tube entrance)

bus towards St Paul's

14.00 St Paul's, Millenium Bridge (Globe Theatre, Tate Modern)

14.30 bus towards Tower

15.00 Tower (tickets)

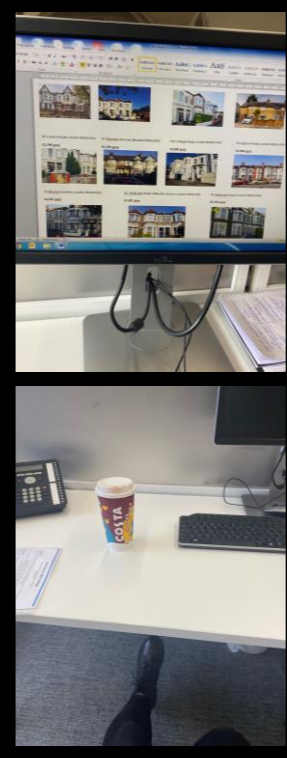
16.45 meeting at the entrance to Tower, 17.00 tube

17.30 London Eye (tickets)

18.00 free time



OUR JOBS



JOVANA BLAŽKOVÁ



Blue Ocean Homes

- Real estate agents company
- Working hours 9 - 17
- Working in Excel, sorting documents, showing flats to clients

LUCIE VYŠATOVÁ



The College of Haringey, Enfield and
North East London

- Health & Social care department
- Dealing with teachers and students, assisting with assignments, schedules, providing roasted toasts
- Improved skills: communication, knowledge, orientation, multiculturalism, my future vision



LUCIE JANÍČKOVÁ & NATÁLIE MAZÁNKOVÁ

JP Accountancy

- Working in QuickBooks, which is an accounting software, working in Excel
- Accounting company
- They also offered us a job and told us that they would like to stay in touch with us
- Working hours 9:30 - 17:00



VERONIKA ZEMANOVÁ
&
MARTINA HORALÍKOVÁ



Focus English School

- Language school
- Working with databases, taking care of social media, creating leaflets, preparing teaching material in form of presentation, preparing quizzes, going to post office
- Working hours: Monday to Thursday 9 – 17, Friday 9 - 14:30



SÁRA VAŠÍČKOVÁ & BARBORA DOUPOVCOVÁ

Let's Talk Property

- Real estate agency
- Working with databases
- Finding addresses of properties
- Working in MS Office (Word, Excel, Outlook)
- Communication with customers



ANITA ECLEROVÁ

Whitefield School

- Secondary school
- Working in MS Word, Excel, Powerpoint, writing emails, helping with research, working with databases, correspondence, categorizing data
- Working hours 9 - 15



KRISTÝNA SMOLOVÁ & ADÉLA KULICHOVÁ

- English Studio Language School
- Courses for more than 800 students every week
- Supervisor: Mr Will Tichener
- Working hours: 9 a. m. to 4 p. m.
- 9 – 12: language course, 1 – 4: administrative tasks
- Really nice colleagues



TEREZA ŽÁKOVÁ

Birchwood - Care Home

- Care home for elderly people from different ethnic communities across North London
- The specialist care categories are for example Alzheimer's • Cancer Care • Challenging Behaviour • Colitis & Crohn's Disease • Epilepsy • Head/Brain Injury.....It is a huge care home with 150 rooms
- I worked there with three social workers
- The social work in London is quite different
- They do all the activities for residents, Christmas parties, go to the schools for shows..... I was very satisfied
- The employees do a great job! I learned a lot. I love their attitude to the all clients in the house even when there are many different cultures



GABRIELA KILIANOVÁ

- Outreach and Home Library
 - Central library of Brent libraries
 - 10:00 – 17:00
 - My supervisor was Kanta, the Willesden library's boss and Nala, volunteer's boss
 - Tasks: lending books, managing orders for hospitals and schools, working with library system, playing with children



ADÉLA MLČOCHOVÁ

Eleada Care

- Social care
- Supervisor: Ms. Modinot
- My work started at 10:00 a.m. and ended at 17:00 p.m.
- I went to work by bus, it lasted about 20 minutes.
Every day I had one hour for lunch from 12:00-14:00 p.m.
- My tasks were creating the clients files, I had to separate their criminal records, addresses and personal information which were printed on papers and I put them into the right files. At the end of the week I was working in Excel - I was making employees cards.
- I was also scanning documents, printing and I communicated with clients.



DENISA PLACAROVÁ & MATĚJ TOMAN

Hamlets Training Centre

- This company offers a wide range of high quality teaching and training
- Working hours: 9:30 - 17:00
- Main tasks : working In Excel, scanning, categorizing data, greeting customers
- Supervisor : Mr Jamal Ahmed



ANDREA SMEJKALOVÁ



- Redmond Community Centre
- Working hours: 10 - 17
- Main tasks: working in Excel and Word, picking up the telephone, cooking and preparing events

MARTIN ROZČINSKÝ

Central School of English

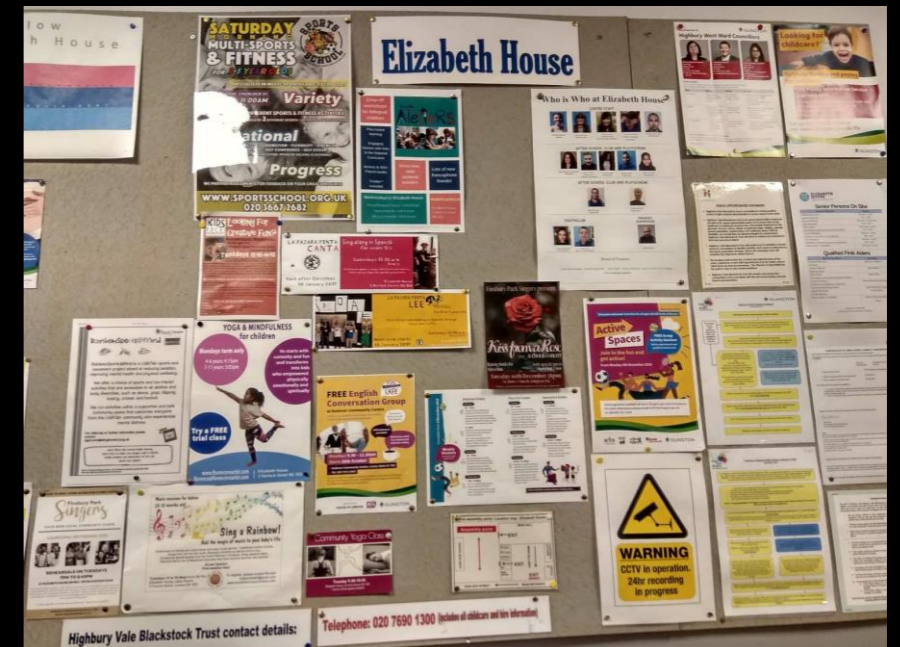
- Supervisor: Mr. David Mullany
- Tasks: sorting filling and organizing paper and electronic files, using office equipment, updating computer databases, working with text processing software



MICHAELA RUSMANOVÁ

Elizabeth House Community Centre

- The community centre is for the local community and is used for everything from leisure classes and education to afterschool activities, holiday play-scheme and youth groups
- My supervisor's name was Nathalie, but I worked mostly in the office with Joanne
- The main task was mostly work on PC where I helped with documents.
- I was also shredding or cutting paper, laminating, helping with decoration or I was picking up children from school
- My working hours were from 9.30 a.m. to 5 p.m.





HOST FAMILIES



VERONIKA ZEMANOVÁ
&
BARBORA
DOUBOVCOVÁ

- We lived in Harrow with a married couple and their two children – Thomas and Tara
- We had one room for us and shared bathroom with the rest of the family
- Food was great and our room beautiful



ANITA ECLEROVÁ
&
ADÉLA KULICHOVÁ
&
DENISA PLACAROVÁ



- We lived in Northolt
- Our host mother was Arpi
- She was from Iran
- We shared one big room with three beds
- The flat was really clean but there was cold

LUCIE VYŠATOVÁ
&
TEREZIE ŽÁKOVÁ
&
MARTINA HORALÍKOVÁ



- Our osting family was in Harrow
- Ms Dawn was really nice and kind, she cooked dinner for us every day, We prepared our breakfast by ourselves, because she was working from early morning
- We shared one room, but because the room was quite big, it was very cold there
- In the whole house there weren't just us - three other student from Czech Republic lived there and Ms. Dawn have two sons who lived there too.

ADÉLA MLČOCHOVÁ & SARÁ VAŠÍČKOVÁ

- Our host's name was Annette, she was really nice to us
- We shared one room
- The room was really cozy
- We had our own bathroom



KRISTÝNA SMOLOVÁ
&
NATÁLIE MAZÁNKOVÁ



- Azra Saghir
- 3 children
- Hosting the ADC students for more than 2 years

LUCIE JANÍČKOVÁ
&
JOVANA BLAŽKOVÁ
&
GABRIELA KILIÁNOVÁ



- We lived in Stanmore
- We had one shared room for the two of us and one private room
- We lived with an older married couple in retirement and with one of their sons, Mr. S.
- We shared our bathroom with Mr. S
- Food was always very delicious

MATES TOMAN
&
MARTIN ROZČINSKÝ
&
MICHAELA ROSMANOVÁ
&
ANDREA SMEJKALOVÁ



- We lived in North Harrow at Claudio and Hansa Menon's
- They have had almost 20 years of experience in these services
- They were very friendly and nice, especially the food was delicious
- Their house was big and clean, and Claudio agreed we can have our dinner later or return home later - we just had to send her SMS.
- I shared a room with two beds, one toilet, mirror and a wash-basin. We could use their fridge, internet. The bus stop was only a few meters from our home and underground was near too.
- In the end I would say that our family was the best and we couldn't have wished better. I think we will visit them again.





ADC COLLEGE



Certificate

This is to certify that
Lucie Janickova
 born 13/09/2001
 has successfully gained international work experience at
**JP Accountancy,
 London, United Kingdom**
 as part an EU funded Erasmus+ initiative organised by
**Dobrodni akademie, Stredni odborná skola knihovnicka a Vyssi odborná skola
 Brno**
 undertaken from 01/12/2019 to 14/12/2019 in partnership with
 ADC College London.

MS

For the work placement company & ADC College
 Awarded in London on 14/12/2019.

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