

ARTICLE ABOUT A WORK PLACEMENT

As a teacher in a vocational school, I have had the opportunity with other teachers from (Versailles Academy) to go to England, Plymouth (Devon area) and I spent there two weeks during my last winter holidays. I first attended English classes during 4 days to keep up my English level then, the chosen partnership by our “Centre Europe – DAREIC”, named TELLUS GROUP actually based in Plymouth, found us a work placement in varied companies depending on what kind of work experience we wanted.

I wanted to work as an administrative assistant in a company and I have been working for a week within a company named



Postal Address 2 Queen Anne Terrace, North Hill, Plymouth, Devon, PL4 8EG

Telephone +44 1752 500 511



which is a fresh company (which runs accomodation for students) that has enjoyed rapid growth due to making sure they not only understand students but work with them as well. Their solid foundations mean that students can rely on them to perform.

The team is made up of a mix of backgrounds and experience to offer a full service to every tenant and landlord. Every member of the cleverstudentlets team has an overall job to deliver fantastic service and make sure clever students are happy students!

With this as their focus, they aim to constantly strive to deliver a higher quality of service and property.

With the rare mix of personable and professional, cleverstudentlets work with the city of Plymouth, a range of University partners and accommodation providers to offer a unique and exceptional experience.

Student Services

They provide student services (individual tenancies, fully furnished rooms, monthly clean in all properties 3 bedrooms and above, 24 hour emergency maintenance service).

Rents includes all utility bills and most properties can include broadband and a tv licence

Their advert is : no deposit, no bills, no fees

It means that once you sign the agreement with Cleverstudentlets, you sign for a complete service and you can pop in the agency whenever you need for any question, they will take into account your request.

Landlord Services

Cleverstudentlets fill rooms and their key focus is working with landlords that not only want to get “heads on beds” but also want to keep them there. They are constantly striving to achieve higher retention rates and see it as their job to make sure their property is easily manageable through low student turnover and a reputation that brings new students directly to their doors.

Their landlord program is constantly evolving to keep them current and guarantee a fuller service.

My first day was a good one to get to know people and to understand what the team was up to.

I first visited 2 or 3 rooms to see what kind of service Cleverstudentlets offers the students. That was interesting because at least I could see students with their requests and needs. Once they are in touch with the agency, they fill in a formular in order to give an idea of what they like.



Friday, Feb 26th 2016

Check on student's file

- Deed of guarantee (check on 2 softwares re students' details and accountancy)
- Make sure prices are ok (rental fees) if there is a guarantor (the international students do not have a guarantor so they pay the whole amount of money for the whole year (From September to August) the agreement lasts a year.
- Parents or other would have to sign to make sure the tenant will pay the landlord on time.
- If there is no amount indicated you calculate : week rent x 50 weeks and / 3 = annual rent
- Deed of guarantee = DOG

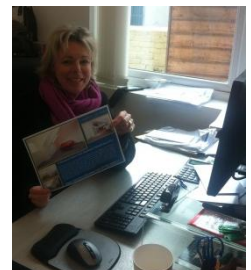
Updated or chased with the day's date

Then you get the deed of guarantee ready to be printed out and sent.

Monday, Feb 29th 2016

Filing the invoices per street and number

Tuesday, March 1st 2016



Viewing the flats with the students, paying attention to their need

Explanations given by Anita in charge then of answering the tenants by emails

She has a list of available houses and she first make sure about the budget they may invest for their accommodation and the kind of rooms they like + location.

When I asked questions to Anita re the way the students can pay university and accommodation, she told me that they usually get loans from the government.

Wednesday, March 2nd 2016

Thursday, March 3rd, Friday, March 4th, and Friday 5th (last day)

I worked mostly with the accountancy to check bills and to send letters to the guarantor and the students to make sure they pay their rent on time.



I really enjoyed this great experience as we are totally involved in the reality of English working life.