



PAGODA PROJECTS

BEYOND WORK EXPERIENCE



ONLINE INTERNSHIP PROGRAMME OUTLINE

DETAILS

PROGRAMME DETAILS:

The world has changed and so has the way we work, but our core principles of going beyond work experience have stayed the same with our innovative and digitally delivered remote internship programme.

FORMAT OVERVIEW:

- ❖ 30-35 hours of internship placement per week
- ❖ 1 hour dedicated to onboarding activities, check-ins with Pagoda, reflection activities and Cultural Journal writing
- ❖ 30 minutes per week Cultural Mentor interaction
- ❖ 1-2 hours Mandatory Pagoda Events participation

PARTNERSHIP MANAGER:

- ❖ Ali Hashemi – UK and North American Partnerships Manager
- ❖ Email: Ali.Hashemi@pagodaprojects.com
- ❖ Tel: +44 161 8188 824



OVERVIEW VIDEO



CLICK TO VIEW

DESCRIPTION

AIMS

- ❖ Provide all students with a real-world work experience completing tasks valued by their host companies
- ❖ Develop a range of skills associated with employability linked to Pagoda's 8 Competencies that form 'Career Readiness'
- ❖ Gain exposure to the corporate and Non-profit environment
- ❖ Enhance cultural awareness
- ❖ Development of a network of professional contacts

8 PAGODA COMPETENCIES THAT FORM CAREER READINESS

CRITICAL THINKING / PROBLEM SOLVING

LEADERSHIP

ORAL / WRITTEN COMMUNICATION

CAREER MANAGEMENT

TEAMWORK / COLLABORATION

PROFESSIONALISM / WORK ETHIC

DIGITAL TECHNOLOGY

GLOBAL / INTERCULTURAL FLUENCY

SUPPORT AND STRUCTURE

SUPPORT FOR OUR PARTNERS

- ❖ All partners will speak to their Partnerships Manager at Pagoda Projects as the single point of contact
- ❖ Together the programme can be tailored to ensure suitability and bespoke online events can be arranged
- ❖ Dates and duration can be arranged and discussed to suit the nature of your academic calendar and course requirements
- ❖ Application process, application reporting, ongoing reporting and feedback for our partners can be flexible to suit their preferences
- ❖ Pagoda provides full support with any documentation or due diligence requirements
- ❖ Custom landing page on our website and student-facing information sessions included as standard



SUPPORT AND STRUCTURE

SUPPORT FOR OUR PARTICIPANTS

From the moment participants apply, they are in our care. The students will be introduced to a dedicated member of our team who will be their Pagoda Projects single point of contact for the full duration of the programme, from onboarding to reflection and offboarding.

APPLICATION - The placement process will be organic in that participants have flexibility in the company they approach and following successful interview, may then decide if they wish to commit to the programme or not.

ONBOARDING – An interactive and personal session with a member of the team to provide all the details need to successful begin their Pagoda programme

ONGOING – Weekly check ins for internship, cultural journals and mental wellbeing

OFFBOARDING – Skills learned, knowledge attained, competency data

FEEDBACK – A detailed and personalised report will be provided post programme



ASSESSMENT

In order to ascertain whether the participant has completed the programme to an acceptable standard, our team have developed a standardised criteria. Participants are made aware of the assessment criteria along with the minimum standards of expected engagement. All participants must also agree number of hours (minimum of 30 per week) with their host company, along with their agreed schedule and put this in writing as part of their onboarding and prior to internship commencement.

Participants are expected to pay a returnable deposit to help ensure accountability.

CRITERIA

- ❖ **ATTENDANCE** 10%
- ❖ **ENGAGEMENT** 30%
- ❖ **INTERNSHIP SPECIFIC** 60%

Following Internship completion:
Host Company reports no major engagement/communication issues

Supervisor Feedback score 60 (out of 100) or above
More than 50% of competencies evidenced (4 or more)

MERIT BASED CERTIFICATION

- ❖ **COMMENDATION** 30%
- ❖ **PASS** 70%



INTERNSHIPS

INTERNSHIPS

- + Students individually matched with an internship of their interest
- + Internship supervisor specifically assigned to supervise participant's project(s)
- + Exposure to relevant digital platforms and remote working practice
- + Progress is fully trackable via our integrated platform



COMPANIES

- + Multiple destinations to choose from
- + Over 500 internships, across a wide range of sectors available



STRUCTURE

- + Complete placement process and structured onboarding with dedicated Pagoda Projects staff
- + Weekly check in including workload, most important tasks and summarising new projects
- + Update personal profile with skills, resources, competencies demonstrated using real-life examples



TRACKING

WEEKLY CHECK INS

Our Participant Support team will maintain regular contact with participants based on their check-in content and ongoing feedback.

Working from home can be isolating and challenging, so we make an extra effort to ensure that everyone is not only completing their programme-related responsibilities but are also comfortable with their workload and life in general.

Here you can see a selection of responses from a participant's weekly check-in along with the types of information we capture.

* Update your Cultural Journal

In the previous week's cultural meeting with Long, we were discussing the topic: "Famous Faces & Celebrities", our session has ended with a guessing game for me to find out what is Long's favourite K-Pop girl band that performed live in Ho Chi Minh City in 2018. The only hint that Long gave me of the name of the group was the starting letter "M". On my next cultural meeting with Long on Skype for this week, I soon came up the answer to Long's favourite K-Pop band was 'Mamamoo', which Long then laughingly admits it being true. I know nothing about Mamamoo, let alone K-Pop music as I only found that out after doing some research online, but I was glad that Long had a great time seeing his favourite band in person for the first time performing live in Ho Chi Minh City, bringing a sensational feeling of amazement.

From this week's session meeting with Long, at first, he was quite surprised to see my new look, after I have shaved my beard, trimmed my moustache, and had a haircut, which I normally do every 2-3 months. I was feeling flattered with the way Long commented in admiring my new appearance of being "neat" and "refreshed", really. I then asked Long of how he was feeling lately during week, if not feeling stressed or pressured with his everyday projects. Long had said he was feeling quite stressed-out actually, that he needs to revise and prepare for his upcoming English exam in November. Long then explains to me it's very important that he passes this English exam well to help with his qualification when applying

What went well this week?

- The first part of the project brief for [redacted] – Disabilities Wall graphics decoration concepts are finally completed, the same goes for the letterhead design template print.
- I am learning a new digital technique on how to effectively important Microsoft PowerPoint templates and Word templates with my custom design imagery and theme.
- The projects I did this week will be very useful to add towards my Graphic Design skillset and portfolio for digital print.

Today's Date	My Company is based	Current MIT (most important task)	How are you	How's the current workload?	What went well
03/08/2020	UK (Manchester / London)	My current MIT is to make more	Good	Busy, but manageable	I was able to do
03/08/2020	HCMC	I finished the last Facebook post	Good	Busy, but manageable	I have had the
02/08/2020	HCMC	Creating a model that alerts the c	Good	Ok - could take on more	I felt well intro
02/08/2020	HCMC	Working out a new basis for cost	Ok	I am extremely busy!	We are slowly r
02/08/2020	Mexico City	MAKING PROGRESS ON THE F	Good	Busy, but manageable	THE SUMMER
02/08/2020	Qingdao	I was not given a lot of things to c	Ok	Not enough - please giv	I was able to do
02/08/2020	HCMC	Starting the marketing plan and s	Good	I am extremely busy!	This week has
02/08/2020	HCMC	The Christmas social media cam	Good	Busy, but manageable	Great commun
02/08/2020	Mexico City	Social risk report on a mining pro	Ok	Ok - could take on more	Produced the r
02/08/2020	Mexico City	Maintaining social media account	Good	Busy, but manageable	Yamel sent me
02/08/2020	HCMC	Building website, making a clear	Excellent	I am extremely busy!	Actively buildi
02/08/2020	Zhuai	Construct Bill Of Material (BOM)	Good	Busy, but manageable	It was quite go

Current MIT (most important task)

[redacted] – Brand Guideline Identity

- Create at least 3 PowerPoint Template drafted designs for [redacted]
- Finalise the chosen letterhead design on Microsoft Word, ready for print.

Monopoly game about disability experience

- Correct any mistakes made on the Monopoly Game Board design.

[redacted] – Disabilities Brand Guidelines - Workplace Office Wall Communication / Decoration (POSM)

- Make minor design improvements for the treehouse concept image of 2 – PWD Inclusion Pathway, to finalise "Office Wall Decoration – Refined – A".
- Brainstorm ideas for the next brief: "Career Pathway" and "Motivation quote for PWDs (typography)".

PLATFORM

BUILT FOR PURPOSE

Pagoda Projects have developed a bespoke APP to combine all aspects of our programmes.

The APP is a user-friendly and one-stop-shop for all items that relate to the management of the programme and resources available.

INCLUDES:

CALENDAR

CHAT

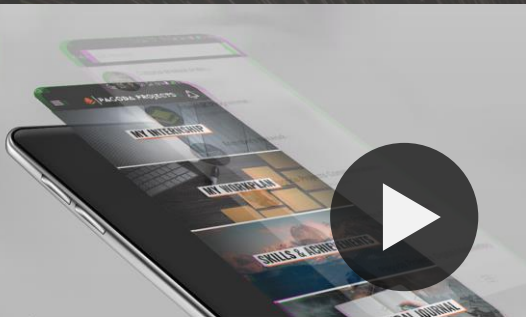
SKILLS COURSES

LEADERBOARD

LATEST NEWS & ANNOUNCEMENTS

AND MUCH MORE!

CHECK OUT OUR APP TRAILER FOR MORE DETAILS



PAGODA APP



CULTURAL MENTORS

AN INTERNATIONAL FRIEND

We feel that some of the most important benefits from an international internship relate to the interpersonal connections and cultural fluency developed during the programme.

We didn't want our remote internships to be any different. As a result, we offer every participant the opportunity to engage with an individual in the host company's location, specifically and exclusively to ensure they receive a valuable, rich cultural exchange

STRUCTURE

Interns and Cultural Mentor are matched based on internship location, interests and availability.

Participants must engage with their Cultural Mentors at least once per week via a mutually agreed platform.

Weekly themes and challenges are provided by Pagoda Projects to encourage engagement and keep it lighthearted and fun!

SUPPORT & TRACKING

Our expectations are clearly outlined as are the goals and benefits of the cultural aspects of their programme.

Onus is on the participant to briefly document their learnings in their Cultural Journal, with supporting media where possible, as part of their weekly check-ins.

Pagoda Projects will help to resolve any issues and ensure that support is available where needed

MEET A FEW OF OUR MENTORS



CULTURAL MENTORS



A SELECTION OF CONTENT SHARED BY INTERNS AND THEIR CULTURAL MENTORS

EVENTS

Pagoda Projects and our extensive network have developed a range of interesting and relevant events which makes for an involved and exciting schedule.

We deliver at least one quality online event each week. Participants will have access to **all events** which cover:

- ❖ Webinars and workshops
- ❖ Employability Sessions
- ❖ Fireside Chats with SMEs
- ❖ Health and Wellness
- ❖ Cultural Sessions
- ❖ Fun, Fitness and Quizzes

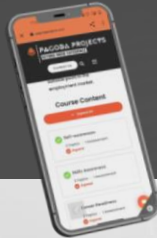
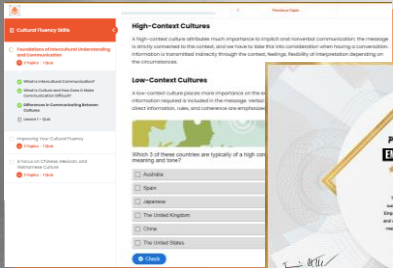
IT IS ALSO POSSIBLE TO SIGN UP FOR AN EVENTS ONLY 'SEASON PASS' CLICK THE IMAGE TO FIND OUT MORE.



PAGODA SKILLS COURSES

Pagoda Projects have developed a series of skills courses set to encourage the development of the learner's current skillset and improve their 'work readiness' for a post-pandemic career.

These courses prepare the learner with the knowledge required to communicate effectively within an international working-group or team, tackle the job market with confidence and have a strong understanding of 'digital' implications of work. As qualifications remain a vital measure of achievement, a certificate is provided following each completed Pagoda skills course.



2020 SUMMER FEEDBACK

IMPROVED CONSIDERABLY (%) IMPROVED (%) STAYED THE SAME (%)

TEAMWORK



CULTURAL
FLUENCY



WORK ETHIC/
PROFESSIONALISM



WRITTEN & ORAL
COMMUNICATIONS



CRITICAL THINKING
& PROBLEM SOLVING



CAREER
DEVELOPMENT



DIGITAL TECHNOLOGY
COMPETENCY



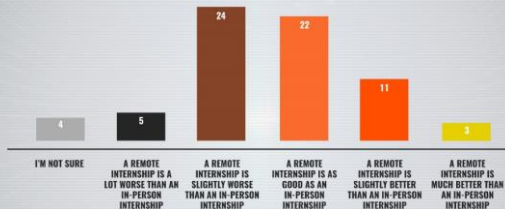
LEADERSHIP SKILLS



HOW DID THE PROGRAMME COMPARE TO YOUR EXPECTATIONS?



HOW DOES A REMOTE INTERNSHIP COMPARE TO AN IN-PERSON INTERNSHIP

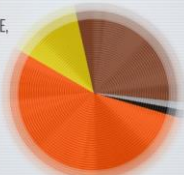


OUTCOMES & FEEDBACK

RATE YOUR OVERALL PROGRAMME EXPERIENCE

13% OFF THE SCALE,
LIFE CHANGING!

54% EXCELLENT



30% GOOD

1.5% SATISFACTORY

1.5% POOR

DO YOU CONSIDER THE CULTURAL MENTORSHIP PROGRAMME IS VALUABLE PART OF THE PROGRAMME?

91% YES



7% NOT SURE

2% NO

ARE THE EVENTS A VALUABLE

PART OF THE PROGRAMME?

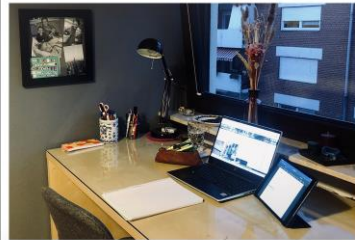
90% YES

1% NO

CALL WITH THE COMPANY



WORKSPACE



PARTICIPANT COMMENTS



“The remote internship made me realize how much I would like to work abroad, in a different context and cultural environment. I also learnt a lot about what skills make the difference and how to value myself during an interview.”

“I felt the pagoda team were a great support - always provided enough information; amazing events and always caring and quick in responding to issues. Great management always knew what's going on. I loved the motivation and positive vibes of all the pagoda team members.”

“All the members have been very useful and are easy to contact. They have also been very good at engaging us in other activities, both educational and social activities! My mentor has been very friendly and engaging- she made great efforts to create powerpoint slides every week, despite her busy schedule. We'd also always end up discussing other things which has made our sessions more fun!”

“This internship helped me a lot with learning new things. I worked on data management, blogging, industrial visits, SEO's, Web page development, Promotional mails, Sales Navigation and so many other things. These things would be really helpful in the future.”

“Vicki (Vietnam Programme Manager) was very nice and gave me a lot of advice when I had experienced a bad time. Moreover, her analysis and problem solving skills were very fabulous and that really inspired me to improve my weaknesses.”



WHAT OUR PARTNERS SAY ABOUT US

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**PROFESSOR
BILL RUSSELL**

UNIVERSITY
OF DUNDEE



“Pagoda Projects is spectacular in terms of the care and enthusiasm they exude for looking after our students while on their internships and giving them a series of truly life broadening experiences is magnificent. Jamie Bettles (Managing Director) is special in that he set up Pagoda with a vision that true understanding of cultural differences comes from immersing oneself in a local culture in an everyday work environment – i.e. internships. And this leads to greater tolerance and generosity to different ways of life. Jamie lives by this ethos and it is reflected in all the Pagoda team. It is a great pleasure to work with Jamie and all the ‘team’ at Pagoda.”

SALLY RODRICK

SWINBURNE
UNIVERSITY OF
TECHNOLOGY



“The students gain valuable industry experience throughout their internship, in an international context. Pagoda Projects are timely, efficient and organised. They are supportive of our administrative processes and make the entire process very easy for the students and the university.”

PAUL ROWE

UNIVERSITY OF
CENTRAL
LANCASHIRE



“Working with Pagoda Projects is an extremely collaborative experience. The core programmes are obviously about providing an amazing, value-added student experience but the team also put a lot of their efforts in listening to partners and making the collaboration as straightforward as possible. Our students have loved their placements provided through InternVietnam and gained life-changing experiences which will benefit them both personally and professionally well beyond their graduation. Pagoda Projects are a fantastic team to work with and it’s easy to see why their products and projects are multi-award winning.”

CLICK HERE TO SEE A FULL LIST OF OUR PARTNERS AND REFERENCES