

# **Proposal**

**For the international practice firm trainee exchange program**

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**Submitted by  
China Central Office PENCIL  
Beijing China**

**July, 2007**

## **Background**

Since PENCIL introduced the practice firm concept in 2006, the concept was developed successfully and warmly welcomed by many organizations. At present there are 36 practice firms in China. We noticed during our promotion activities that many Chinese students who are applying for working in practice firms are interested in working in practice firms in other countries too and they are eager to know other countries and their culture, especially concerning business issues.

Considering this situation, on one hand, we would like the concept to be further promoted in China and on the other hand, we'd like to share mutual experience in operating practice firms. Therefore, we want to launch the Experience World Program, which is aimed at providing opportunities for students to learn from each other. Since our practice firms are still young, we would like to initiate this program by sending Chinese students abroad as a starting point.

We have contacted several EUROPEN/PEN International members already who have experience with practice firm trainee exchanges and some of them replied quickly stating their interest to do practice firm trainee exchanges with Chinese students. We would now like to involve more countries into this programme.

## **Introduction**

The program is called Experience World Program. That means, providing opportunities for Chinese students to visit and work in practice firms in other countries and of course providing foreign practice firms trainees with the opportunity to visit and work in practice firms in China. At this stage, we would like to send 1-2 Chinese students to a foreign practice firm.

## **Market Research**

We have made a comparatively deep investigation of the Chinese market. In general, the Experience World Program has been warmly applauded by the students. There are many students who wish to visit and work in several countries, for example in English speaking countries, German speaking countries, Spanish and Italian speaking countries etc.

All in all, there is a big group of Chinese students who would like to work in practice firms in other countries. However, this is a very initial stage, and we will start with a few countries first. As time goes on and with the development of the Program, we will expand the program partners.

EUROPEN/PEN International members who would like to work on this program with China should carry out an investigation in their domestic market to find out the number of practice firms which could possibly host Chinese students. The ideal case would be if the Chinese students could stay with families when being abroad but that's not mandatory, accommodation in boarding schools or hotels is also an option for the Chinese students. All these options can also be arranged for foreign practice firm trainees willing to come to China.

### **Training program & services**

Based on our market research, we would like to offer Chinese practice firms trainees the following foreign exchanges:

- a) 2 weeks exchange
- b) 3 weeks exchange
- c) 4 weeks exchanges

Accommodation	Private families (home stay), boarding houses, hotels.
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It would be very helpful if the trainer in each foreign practice firm which will host Chinese students could design a post for students and issue them job

descriptions when they arrive. This will be very helpful for Chinese trainees to know what will be expected of them work wise.

### **Signing a Memorandum of Understanding**

Any comments and suggestions are really very welcome for that is the only and efficient way of improvement.

EUROPEN/PEN International members wanting to take part in this programme with their practice firms will be asked to sign a Memorandum of Understanding with the China Central Office. The further and detailed items will be regulated in the MOU.

### **Profit - our proposal:**

- Each foreign practice firm will get a fixed amount (to be agreed upon by the foreign Central Office and GEC, depending on the amount of students that will be accepted in that foreign practice firm each year) for each Chinese student who will work in that practice firm.
- Each Central Office will get a fixed amount (to be agreed upon by the foreign Central Office and GEC, depending on the amount of students that will be accepted in foreign practice firms each year) for each Chinese student for whom they will find a working place in a national practice firm.

### **Action plan**

End of Aug.	Send the proposal to all EUROPEN/PEN International members
Mid of Oct.	Feedback from other interested central offices and practice firms
End of Oct.	Contact interested COs & PFs directly

Nov.	Publicity and recruitment in China
Oct	Signing MOU with interested COs
Jan.-Mar.	First group of Chinese students will go abroad to start working in a foreign practice firm.
If the practice firm and the Central Office agree, the program can be take place two to three times a year. This will depend on the specific situation of each practice firm.	

## Appendix I

Memorandum of Understanding between  
PENCIL and *(name of the foreign Central Office)*  
on Practice Firm Trainee Exchange Program



国际教育联盟

**Global Education Consortium**

*Logo of foreign Central Office*

## Memorandum of Understanding

between the (*name and address of foreign Central Office*)

and

**GEC** with its address of Room 1802, Block C, SP Tower, Tsinghua Science Park, Building 8, No. Zhongguancun East Road, Haidian District, Beijing, P. R. China, 100084 )

### **GEC & PENCIL**

PENCIL (Practice Enterprises Network China International Links), is the full name of China Central Office. It is financed by GEC which is committed to international education cooperation and exchanges.

PENCIL's mission is to support, coordinate and develop services adding value to the activities carried out in its national network; to promote and enhance the concept of learning in and from a simulated business environment and to expand the number of practice firms in its national network.

### **Introduction of the foreign Central Office**

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### **The Cooperation**

Both PENCIL and (*name of foreign Central Office*) are members of the Worldwide Practice Firms Network EUROPEN/PEN-International. The PENCIL and (*name of foreign Central Office*) are convinced that the practice firm concept provides an essential contribution to the development of education in China and in \*\*\*\*, and it is beneficial to both parties to cooperate in the practice firm field.

PENCIL and (*name of foreign Central Office*) will co-operate in the international practice firm trainee exchange program providing students with the opportunity to work in foreign practice firms.

## Specific Items

### 1. Name of the Program

Experience World Program

### 2. Contents

Each side will work with their practice firms to provide opportunities for the exchange students.

### 3. Profit

- a) Each foreign practice firm will get a fixed amount (to be agreed upon by the foreign Central Office and GEC, depending on the amount of students that will be accepted in that foreign practice firm each year) for each Chinese student who will work in that practice firm.
- b) Each Central Office will get a fixed amount (to be agreed upon by the foreign Central Office and GEC, depending on the amount of students that will be accepted in foreign practice firms each year) for each Chinese student for whom they will find a working place in a national practice firm.

### 4. Contact

The contact details in PENCIL:

Phyllis HOU & Andy Qi

Tel: 0086-10-8215-1033/52

Fax: 0086-10-82151030

Email: [housongyan@consortium.org.cn](mailto:housongyan@consortium.org.cn)

[qixiaoming@consortium.org.cn](mailto:qixiaoming@consortium.org.cn)

The contact details in *(name of foreign Central Office)*

Both parties will work on this program jointly and provide opportunities and better services to their trainees.

Furthermore, the PENCIL and *(name of foreign Central Office)* recognize the importance of maintaining regular and effective communication in order to make the program operational. Contact persons at the PENCIL and those at the *(name of foreign Central Office)* will communicate on a regular basis in English.

This Memorandum will be effective from the signature and may be modified and refined by mutually agreed letters of amendment.

For GEC

For \*\*\*\*\*

Signature

Signature

Date

Date

**Appendix** □

Questions regarding practice firms wishing to host Chinese students

<b>For Central Office</b>		
1.	Country	
2.	Are you interested in hosting Chinese students?	
3.	If question 2 is yes, please specify the following questions	
4.	Can you provide a 1 day general introduction the central office for the Chinese students?	
5.	Number of practice firms that could and would host Chinese students	
6.	Other information you would like to add	

**For Practice Firms**

<b>For Practice Firms</b>		
1.	Name of the practice firm	
2.	Where is it located?	
3.	What is the main language being used in the practice firm ?	
4.	What kind of practice firm is it?	
5.	How long does the practice firm run?	
6.	Is there a mentor company?	
7.	What are the target groups?	
8.	How many Chinese students max. can they host at the same time?	
9.	Is there any fee for hosting? And if there is, how much?	
10.	What`s the max. period that the practice firm could host the Chinese students?	
11.	Can the practice firm trainers or trainees provide other services? Like home stay or other evening &	

	weekend programs?	
12.	If question 11 is yes, then please specify the program	
13.	Can the practice firm show Chinese students a real enterprise or a mentor company?	
14.	If question 13 is yes, please specify the name of the enterprise or company.	
15.	Are there any special cultural events that could be shown to the Chinese students?	
16.	How much is the fee for 2 weeks, 3 weeks and 4 weeks per student including accommodation & convenient travel?	
17.	In general, what is the amount for living in private families per student per night? (where possible)	
18.	Sending publicity materials to China Central Office please.	
19.	Other information about the practice firm	

Note: Address of China Central Office, PENCIL  
 Qi Xiaoming  
 Global Education Consortium

Address: Room 1802, Block C, SP Tower, Tinghua Science Park Building 8, No.1 Zhongguancun East Road, Haidian District,  
Beijing 100084, P. R. China

Chinese:

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国际教育联盟 戚小明 收