

**Company Profile** 



# **Table of Contents**

AVEC	1
MISSION, VISIONS & AIMS	2
SERVICES	3
INTERNSHIP ABROAD	3
STUDY ABROAD	5
CONTACT INFORMATION	6



# AVEC.

Applied Value Education Consultancy Pvt. Ltd. (AVEC) is one of Nepal's leading internship consultancies since 2015. Our goal is to support every learning professional, education institutes and recruitment organizations through our work.

We have tried to dispel the myths associated with abroad internships by simplifying the procedures through technology resourcing and knowledge consulting with institutions and agencies alike. Till date many students have successfully gone to different countries through our consulting.

Our services begin with identifying the profile and needs of the students and guiding them to select a right course of action based on current market trends, needs, prospects, financial budget and other relevant important aspects. This is followed up with assisting students in making applications, practice interviews, advising them on acceptance of offer, visa processing, flights and accommodation arrangements, etc.

Currently, AVEC operates in liaison with partner companies in Malaysia and Australia. Applied Value Management (AVM) is a company based in Malaysia that overlooks the management of Nepali students' applications to Malaysian institutions. Malaysia has recently grown in stature with Nepali students as far as quality and affordability are concerned.

Student Navigation is a registered company in Australia, which guides students through its forum and direct-chat based web-platform. AVEC is the only consultancy that Student Navigation points to for students to approach after inter-web counselling.

In our quest to serve students in the Asian region in the years ahead, we have slowly but surely built a strong reputation as a provider of reliable support and expertise to students seeking guidance in abroad internships.

AVEC 1



# MISSION, VISION and AIMS.

#### Mission.

Our missions include:

- 1. To be the most reliable go-to consultancy for students seeking internships abroad.
- Creating paper free, streamlined and automated internship consultation office where counselors spend most of their time in building relationship by empathizing with the needs and expectations of their students, parents, involved institutes and partner agencies.
- 3. Educating and connecting students to make informed and wise career choices.
- 4. Represent partner institutions and partner agencies' best interest to recruit quality prospects rather than purely sheer volume.

## Vision.

Our vision is to be one of the leading educations and internship consultation service providers in Nepal by creating a robust environment where every learner experience success and has an opportunity to realize their potential.

#### Aims.

Our aims include:

- ✓ Create direct network with international education institutes and recruitment organizations to provide better options for the students.
- ✓ Engage every learner in challenging opportunities appropriate to their needs.
- ✓ Provide a tutoring network, which identifies current trends and disseminates information.
- ✓ Offer a forum which stimulates research in the discipline.
- ✓ Facilitate greater public awareness of our recruitment partners among prospective students, parents, academics and recruiters.



# **SERVICES**

## INTERNSHIP ABROAD



Our principle is to find a suitable company that best meets your needs.

We assist inspiring students and graduates to find great internships that offer fantastic experience and, possibly, lead to permanent jobs. We know it's tough out there, which is why we're dedicated to creating brilliant internship opportunities.

We provision students in their search for appropriate internships in order to either complete their academic studies or enhance their resume. Working with the largest network of recruitment/placement agencies in Thailand, Dubai, Maldives, Singapore and Australia, we are in perfect position to help students achieve their goals.

#### Internship Placement Guarantee

Your internship is guaranteed. If we are unable to place you in an internship that you accept you will have the option to receive a full refund. This is our Internship Placement Guarantee.

## Professional Revised Resume

You'll collaborate with one of our industry experts to learn business tips, perfect your resume and refine your interviewing skills.

## **Expert Interview Coaching**

AVEC shall assess your English-speaking proficiency and provide assistance as required, be it confidence boosting, speaking practice or mock interviewing.

To ensure everything is clear and the desired result is achieved, we make use of a step-by-step plan.

## Step 1. Application

When you are ready to embark on your adventure abroad, you can find us on the website and fill in an application form. At this moment you have not made any commitments with us and, therefore, there is no need to worry about any payment obligations. We will get in touch with you about how to continue with the rest of the registration process. You will receive an email with the following documents:

- Registration Form
- Step-by-step guide
- Cover letter template

- Resume template
- Resume sample

When you are finished filling out all the components necessary, just send them back to: avec.np@gmail.com



#### Step 2. Review

Upon receiving your details, we will peruse and polish the information, where required. If any changes are made, we will get in direct contact with you for your approval. We will also verify if your skill-set matches our requirements, check whether the start date is realistic or not and if the desired placement can be delivered in the country of your choice.

#### Step 3. Interview

We provide your information to our recruiting partners, who will arrange an interview directly with you or through our office. This is a preliminary interview where our partners review your information and assess your skill.

# Step 4. Deposit and Service Charge

When we have a green light from our partners that we can place you, you need to pay a deposit, after which we officially start arranging the internship program. If for some reason we cannot deliver the program, the deposit will be refunded.

# Step 5. Search for Internship

In this phase, we will select companies that fit your profile and needs. If there is a match, we'll send your documentations to the HR manager, after which we often engage in communicating with companies on your behalf and matching your request to assignments offered by companies.

# Step 6. Internship Proposals

During the placement process, we will send you e-mail invitations for interviews. So please check your e-mail regularly and respond as quickly as possible. Apart from the loss of time, responding promptly is often considered as an indication of how motivated and organized you are.

Failure to accept two internship placements voids our contract and deem the deposit non-refundable.

## Step 7. Follow-up Tests and Interviews

Once a company is interested in your profile, there usually is a follow-up interview over the phone or via skype. The purpose of this interview can be to get more certainty about your skill set, how you would fit in the team or just to introduce themselves to you.

**This is your moment to shine!!** So, make a good first impression, and try and make the most of it. Do some preparation by searching relevant information about the company via the web, do some interview rehearsals, etc.

## Step 8. Contract Signing

After you receive the placement offer, consult with your school to make sure they approve the assignment. If you have already graduated, read all fine lines of the agreement.

If everything is in order, we send a confirmation to the company.

## Step 9. Final Invoice

Finally, you will receive a final invoice for the services you have booked. Of course, the deposit you had paid earlier will be deducted. After you have submitted the payment, you will receive a receipt of payment followed by a signed internship contract.

## Step 10. Bon Voyage!

Finally, the remaining communication is focused on preparing you for your internship abroad. This could include details about your visa process, accommodation, insurances, etc.



## **INTERNSHIP ABROAD**

It is difficult to select the right college or university for any student. That is why our expert counsellors provide all the necessary information about colleges, universities and cultures. We also ease you into the lengthy visa processing with various embassies by assisting you every step of the way. Our belief is that above all, an expert advice can really make a difference!



## Our expertise,

#### **Course Selection**

Choosing a suitable course of study is a springboard to your career. Once you have made a decision on the type of study, you will have to start researching about the different courses at different institutes. Our counselors shall help you enlist the courses which are most applicable to your needs and ambitions.

#### Institute Selection

Once the decision is made on the course of studies, it is time to list the different institutions that offer these courses. Our expert counselors can help you define the key criteria, such as finances, personal preferences, location, accommodation, campus facilities and academic credentials.

## Offers and Admissions

Congratulations, you are one step closer to starting a program at an institute of your choice. It is now important to complete the application in time for the deadline to register for the relevant program. It is now in the institute's discretion to offer you admission. In case of multiple offers, our counselors can help you discuss the key criteria again before a final decision.

# Scholarship Assistance

Studying abroad is a high financial investment and getting all the information about getting financial aid is wise. Our counselors can provide you all the necessary information about the institute funding, the types of scholarships available, how to find and apply for one.

## Visa Assistance

We shall provide each prospective student a list of documents required to maximize visa approvals. The counsellors go through the documents with the students and revise them before sending in for the final application. Our counsellors also help with visa interview preparations, should it be required.

Services: Study Abroad 5



# **CONTACT INFORMATION**

Applied Value Education Consultancy Pvt. Ltd.

13 Ekantakuna, Lalitpur

Nepal

Phone: +977 – 1 – 5534478

Email: <a href="mailto:avec.np@gmail.com">avec.np@gmail.com</a>

Skype ID: avec.np

Website: avec.com.np

Contact Information 6