

# Specialist

## Course Provision

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University placement  
 Tailored technical courses  
 Management courses  
 HNC/HND courses  
 In country courses  
 Contracts administration  
 Worldwide conference & seminars  
 Visa support  
 Provider quality register  
 Independent course assessment  
 Verification of qualifications  
 Impartial contract arbitration  
 Academic Support

Quality control of course  
 Progress reports  
 Attendance monitoring  
 CV Preparation  
 Application forms  
 English Language, Cambridge, IELTS & TOEFL  
 Visits to trainees on course  
 Course switching  
 Authentication of certificates  
 Assessment of qualifications

## Student Support

• Airport pickup & transfers  
 Hotel booking  
 Accommodation search & references/guarantees  
 Trainee Induction or personal greeting service  
 Emergency repatriation  
 English tuition for dependants  
 Enrolment of children in schools & transport  
 Medical treatment and Health Insurance  
 Air travel and transit visa assistance  
 Excess baggage vouchers  
 Emergency support  
 Full support for legal cases  
 Departure travel, hotel bookings & transit visas  
 Finance

Recovery of VAT Bank account setup & management  
 Per diem, allowance payments  
 Processing all eligible expenses  
 Worldwide payments  
 Cash advances  
 Invoice Processing - stage payments  
 Payment to Landlords on behalf of students  
 Reimbursement of Doctors & hospital charges  
 Reimbursement of books and computer charges  
 Council tax, compliance with local council legislation

VISA & Immigration  
 • Work & experience permits  
 Worldwide visa applications  
 Highly Skilled Migrant Programmes  
 Visa extensions

Home office liaison  
Baby registrations & translations  
Passport renewals and extensions  
Lost and stolen passport formalities  
Legalisation (Notary Public & Foreign Office) Certification & legalisation of documents  
Translations  
Entry visa, resolve problems, appeals

Recruitment  
Advertising UK/International  
Advertising on website  
Screening of CV's  
Interview setup  
New recruit admin/induction  
Verification of qualifications and references  
Translation of documents  
Pre-employment visa processing  
Legalisation of documents  
Pre-employment medicals  
Shipment of personal effects

Overseas HR liaison and ongoing support

Executive Services  
Business visa processing  
Medical screening  
Specialist medical care for Executives  
Chauffeur Service  
Worldwide travel administration  
Provision of mobile phones  
Central London/city apartments  
VIP hotel bookings  
Children's English language schooling  
Technical medical translation/interpretation  
Conference organisation & hospitality  
Meeting rooms with executive secretarial support  
Short Courses  
SMART will deliver specialist technical or management courses worldwide in the following subjects:  
Management  
Engineering  
Accountancy & Finance  
Petrochemicals  
NDT, Corrosion & Inspection  
Electrical Maintenance  
Materials Management  
Health & Safety Management  
English Language  
Geology  
Mechanical Maintenance

\* Premium services include: 24 Hour / 7 days a week emergency