

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