



## **Gecko Programmes Ltd Erasmus+ Programme Mobility Information Pack**

### **Who are we?**

Gecko Programmes Ltd. is a Vocational Education and Training organisation based in Wolverhampton and with facilities in Birmingham. The West Midlands is the centre of operations, but we have activities throughout England.

With a history of engaging with the creative and third sectors to establish new projects and provide skills advice, the company was established in 2009. Gecko develops organisations and people in the UK and Europe.

We are experts in securing funds and managing European and International projects.

### **What is the Erasmus+ Programme?**

Erasmus+ is the European Union programme for education, training, youth and sport. It runs for seven years, from 2014 to 2020, with organisations invited to apply for funding each year to undertake creative and worthwhile activities.

We have been in receipt of funding from Erasmus+ since 2014 and have established a consortium partnership with local colleges, whose learners we can send on funded work experience placements in Italy, Spain and Germany for up to 60 days. These placements are known as KA1 mobilities, and participants are placed in a role that is relevant to their own qualifications/experience.

### **Where can you go?**

Currently we are focusing on our West Midlands Mobility Consortium project for which we have mobilities planned for 2018/2019. We can send on-programme learners on mobilities that have been planned with **half/mid-terms** in mind for **15 – 22-days**, and college leavers are able to go on placements for up to 60 days. The placement destinations are Lanciano in Italy, Seville and La Coruna in Spain and Berlin in Germany. We have partners in all of these locations that are experienced in facilitating accommodation and work placements for students.

**2019**

<b>Work Experience Destinations:</b>	<b>Duration</b>	<b>Start dates</b>
Seville, Spain	61 days	22 <sup>nd</sup> January – 21 <sup>st</sup> March 2019
Lanciano, Italy	59 days	20 <sup>th</sup> January – 17 <sup>th</sup> March 2019
Berlin, Germany	60 days	13 <sup>th</sup> January – 11 <sup>th</sup> March 2019
La Coruna, Spain	60 days	13 <sup>th</sup> January – 11 <sup>th</sup> March 2019
La Coruna, Spain	20 days	14 <sup>th</sup> February – 5 <sup>th</sup> March 2019
Lanciano, Italy	20 days	14 <sup>th</sup> February – 5 <sup>th</sup> March 2019
Seville, Spain	20 days	14 <sup>th</sup> February – 5 <sup>th</sup> March 2019
Seville, Spain	20 days	16 <sup>th</sup> May – 4 <sup>th</sup> June 2019
Lanciano, Italy	17 days	19 <sup>th</sup> May – 4 <sup>th</sup> June 2019
La Coruna, Spain	17 days	19 <sup>th</sup> May – 4 <sup>th</sup> June 2019
Berlin, Germany	60 days	27 <sup>th</sup> April – 23 <sup>rd</sup> June 2019
La Coruna, Spain	60 days	27 <sup>th</sup> April – 23 <sup>rd</sup> June 2019

## **What does the funding cover?**

**The Erasmus+ funding allows us to provide:**

- Flights (outbound and return) & airport transfers
- Accommodation (arranged by receiving partner organisation)
- Work placement
- Spending money (food and local travel to/from work)

## **How can I apply?**

### **Initial Application**

To apply to participate in the Erasmus+ programme you need to:

- complete and submit an Application form (can be requested by email)
- submit a CV (this is sent to our partner organisation in destination city to help arrange a suitable work experience programme)
- send us a copy of your passport, so that we can check you are able to travel

To be eligible for the Erasmus+ programme participant must:

- be currently studying a level 2-5 vocational qualification, or have completed one in the last 12 months with us or with one of our partner colleges (Dudley College, Walsall College, City of Wolverhampton College, South and City College, Bournville College, Birmingham Metropolitan College, Solihull College)
- Be aged 17 or above (parental consent required if 17)
- Be living in the West Midlands

- Hold a valid British/EU passport or valid National Identity Card
- For on-programme applicants, we must verify with the individual's college tutor and college that the applicant has approval to join a placement that could potentially interfere with the course curriculum. Contact details should be provided on the application form.
- Evidence of Enrolment onto current course (awarding body/course receipt, official college confirmation)
- Overview of course units being studied (optional and mandatory)

### **Interview Stage**

Potential participants will be required to attend an interview with Gecko Programmes (Wolverhampton or Birmingham office) to discuss the programme. Gecko will answer any participant queries, and this is also an opportunity to discuss preferred work experience. Gecko Programmes will endeavour to source work experience preferred or similar.

#### **Applicants invited in for an interview will need to provide:**

- Valid British/EU passport
- Up to date CV
- EHC (European Health Insurance Card). This is free and can be applied for online at <https://www.nhs.uk/NHSEngland/Healthcareabroad/EHC/Pages/about-the-ehic.aspx>
- Evidence of enrolment with one of the college partners
- A list of the course units being completed on their current course

#### **Candidates accepted onto the Erasmus+ Programme will need to provide:**

- Travel insurance\* – candidates arrange this themselves. Banks can be helpful in arranging this or it can be done online. This should be arranged after we confirm the flights are booked.
- Appropriate clothing – this includes casual clothes and work clothes. Guidance will be provided regarding specific work clothing once work placement organisation confirmed (may be business wear)
- 1 x suitcase – maximum 20kgs + 1 piece of hand luggage (usual airline conditions apply regarding size and weight)
- Additional spending money for social activities (entertainment)
- An online report (EU evaluation survey) at the end of their mobility experience

\*Candidates will need to keep valuable items to a minimum and only take items covered by their own travel insurance

## **What happens next?**

### **Information/Preparation Session**

After a participant is accepted onto the Erasmus+ Programme, we send their CV along with a summary of the desired placement to our partner in the receiving organisation. They will then secure work placements and accommodation based on the information provided and send the information to us some weeks before departure.

Prior to departure (approx. 1 week before start date), candidates will be required to attend a Preparation Meeting at a Gecko office. During this meeting Gecko will discuss all details of the trip

with candidates including their individual work placements and what is expected of them (includes details of the placements, travel, accommodation, behaviours in/out work place, dress code and timekeeping at work).

During the meeting Gecko will go over the following with participants:

- What to expect in that country/city
- Cultural differences
- An overview of contacts for duration of trip (including in case of emergency)
- General cost guidance when living in a different European city
- Information on destination (Including a pre-arrival guide if available – Gecko rely on receiving partner to provide this)
- Specific flight information
- Specific accommodation information/outline
- Specific work placement information
- Budgeting tips
- Tips on catering for participants perhaps not used to living independently
- Guidance on types of clothing required (for climate and for work placement)

#### **Vaccinations?**

Candidates DO NOT require any vaccinations for the countries currently included in the Erasmus+ Programme.

#### **Deposit**

NB: Gecko Programmes require participants to pay £35 deposit at the Preparation Meeting. This is to ensure that participants understand the requirement to complete:

- their work experience (not treat the trip like a holiday)
- evaluation forms and EU survey upon return to the UK

Gecko meet with the participants upon their return to the UK and there is a mandatory requirement for participants to complete an online evaluation survey regarding their experience. Participants are even given the opportunity to complete the survey at the meeting. Upon completion of the survey, participants are given back their £35 deposit. The purpose for the deposit is to ensure participants complete the survey promptly. Compliance regulations require that Gecko have 100% completion rate for the evaluation survey.

Many thanks,  
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