



ROTA JOVEM

DETAILED INFORMATION FOR PARTNERS

Rota Jovem is a Portuguese non-profit association. Since 2002 Rota Jovem have been sending and hosting several youngsters from / to Ireland, Sweden, Hungary, Germany within the Leonardo da Vinci and other programmes.

We would like to extend our network; therefore we look for new partnerships in the field of mobility all across Europe.

This document presents our association, general information about mobility and a description about our hosting procedures in order to develop transparency and coherence in our work.

Rota Jovem is an independent non-profit association, which is located in Cascais very close to Lisbon. We promote and support young people's projects.

The association began its' life on the 11th November 1992 and it's activities now involve hundreds of participants per year, for the most part between 16 and 30 years old.

All preparation and execution of the projects is carried out by volunteers and counts on the support of various entities, namely the European Union, The Town Hall of Cascais and the Portuguese Institute of Youth.

Rota Jovem is an open door for new, young and original projects. It's an opportunity for young people to make their ideas and dreams real, and to feel that they have support in doing so.

Rota Jovem's Activities

Leonardo da Vinci
ldv@rotajovem.com

Youth Exchanges

**European
Voluntary Services**

**International
Seminars**

**Local and National
Activities –
Volunteering**

Training Courses

The philosophy at the base of the association draws on the idea of volunteering. It is the unison of everybody's efforts and interests that shape and drive on Rota Jovem, and for this all of the members have an important role to play in the association. This philosophy is reflected in the organisation and implementation of the activities, which is undertaken by young volunteers. All participation is welcome!! It is the force behind the spirit of Rota.

In Leonardo da Vinci mobility projects there is always a sending organisation (promoters) but not always a hosting organisation. But it is very important to establish a relationship of trust and help with the trainees, because it will be easier to feel integrated in a new Culture and Society, as well the new training place. To have a hosting organization (intermediate partner) also can avoid a lot of troubles and waste of time, for example:

- Participants have no risks of renting accommodation from abroad: the reality can be different from what it has been described by phone or Internet.
- Participants are able to re-negotiate or change the work placement or accommodation if there is a problem.
- Participants don't feel alone in the city when there is a problem, an emergency or only when they don't know how and where to find things.

Rota Jovem started to work with Leonardo da Vinci programm in 2002. Since then we have already sent about 150 youngsters to several countries in Europe, for example to Ireland, United Kingdom, Germany, Sweden, Italy and Hungary. Furthermore we hosted a total about 100 participants in several working fields, so diversified such as sound engineer, video editor, architecture, anthropology, web design, languages, among others.

As you can see we have a lot of experience as Leonardo da Vinci hosting partner, as well in other kind of international projects. Therefore, we already have our network of work placements, landladies/landlords, apartments to rent, cultural places, etc. This network is growing every day because we are permanently searching for news contacts, trying to broaden our hosting possibilities.

Our responsibilities as hosting and sending organisation you can see in the following overview and especially the hosting process will be explained at the following site www.rotajovem.com

ROTA JOVENS RESPONSIBILITIES AS SENDING ORGANISATION	ROTA JOVENS RESPONSIBILITIES AS HOSTING ORGANISATION
Design of the project and application to National Agency	Organisation of Work Placements (regarding their CV and motivation letter)
Selection of participants	Accommodation (in fully equipped flats shared with other participants or host families)
Comprehensive preparation (intercultural and pedagogic)	Intercultural programs and language course
Supervision and Support (follow up the trainees in their work experiences)	Logistic aspects (like lodgement, transportation, pocket money and welcoming)
Project Management (general coordination, logistic organisation and management of the project, f.e. travelling tickets, insurance, evaluation etc...)	Supervision and Support in all phases of the process
	Project Management (Evaluation, Certificates, Europass, Final Report etc.)

CONDITIONS

- It is important, that a minimum of 4 people are coming at the same dates.
- This minimum required has some advantages regarding the budgets and prices, quality of organization and programme.

PERIOD

- Normally Rota Jovem hosts groups in March and again in September.
- If there's the necessity, we can adapt our calendar to host in another period.

WORK PLACEMENT

- The work placement is searched in accordance to the participant's profile and his / her objectives. The process starts when we receive some important documents such as the applicant CV and motivation letter. This document should be addressed to us 2 months previously to his/ her arrival.
- Once in Cascais, we have an individual meeting with the participants to talk about their expectations and present the possibilities of training placements. Before the training starts, they have the opportunity to visit their future placement and to get to know the tutor of their hosting body. We think that this procedure is fundamental to involve not only the trainee (taking in count that she / he is in a new country, facing new rules and ways of do things) but also it is important for the work placement responsible to get to know the trainee before.
- The training itself will start after the language course, and the trainees work five days a week, in a total of 20 to 35 hours. Social cultural integration and work experience will be discussed.
- As you can see at the following list, Rota Jovem has an extensive network of partners in different labour sectors. They are all informed about the Leonardo da Vinci projects' aims and conditions.

List of our network of partners

- Administration and Secretary
- Anthropology
- Architecture
- Art and Culture
- Design
- Crafts
- Education, Languages
- Environment
- IT, Computer science
- Marketing, Advertising
- Media, Communication
- Sports and Leisure
- Theatre, Dance, Music
- Tourism, Hospitality and Catering
- Transports, Logistics
- Travel agency, Tour operator
- Volunteering, Social care, NGOs
- Etc.

ACCOMMODATION

- Depending on the location of the work placement, the participant will be accommodated in Cascais council or in Lisbon.
- Accommodation possibilities are to stay in a host family or to rent an apartment and to share it probably with more participants of Leonardo da Vinci Program or European Service Volunteers
- Considering the importance of the independence and responsibility development, as well the intercultural skills, we think that this experience in sharing apartments during a certain period is a way to achieve it.

LANGUAGE COURSE

- The course will take place in Cascais and aims to teach grammatical issues, but also stress the speaking capacities – fundamental do understand and to be understood while the training period of the participants. It also promotes the integration in the Portuguese Culture, throughout interactive and dynamic methods. On the first day the

teachers will do an exam and will place the students in a respective level according to their results.

- The course occurs during one month, from Mondays to Fridays, four hours a day (9h30 to 13h30) and can take 80, 50 or 40 hours, depending on the budget.

SOCIOCULTURAL PROGRAMME

- The social cultural programme is an important tool to develop the trainee's integration in the Portuguese society. The programs designed are not only sightseeing, but there's also a component of comprehension of the culture. Here are some examples of the cultural programme:
 - ➔ Cultural afternoon in Rota Jovem – with a lot of games about Portuguese culture: History, music and famous personalities.
 - ➔ Fado night (typical Portuguese music can be heard in small typical bars), Belém (important historical place), Roca's Cape (most western point in Europe) and Sintra - where one can discover an amazing place with ancient castles and palaces, surrounded by Nature and
 - ➔ Intercultural Parties – It's a moment where everyone can bring some typical things from their countries and share it with others participants and Portuguese people in a relaxed and good mood environment. It is usual to have different kind of food, music, pictures and movies.

TUTORING AND EVALUATION

- Tutoring and evaluating is an important part of the process and is an important moment for trainee's professional and personal growth. There are several evaluations meetings to assure that we are always in touch with the trainee needs and opinion. The trainee will be followed by the tutor of the hosting organization (training place) and a tutor from Rota Jovem, in order to guarantee a positive experience for both sides.
- The main objective of these evaluations is to help the trainees to deal with any difficulties and support them.

TRANSPORT

- Every participant is entitled to month transport pass from his / her house to the language course / Rota Jovem / work placement.
- Rota Jovem also supports the transport from and to the airport.

POCKET MONEY

- Depends on the group and the contract made with the sending organization.
- Normally Rota Jovem manages the pocket money, and distributes a monthly amount (previously decided with the sending organization). It is an easy way to avoid that participant loose or spend the whole money on the first month.

HEALTH AND INSURANCE

- Every participant must have an European Health Insurance Card before they came to Portugal. This is really important, other wise they might have to pay high fee in the Hospital or Health Canters.
- In Portugal it is not compulsory to have an Insurance to work. Although it is compulsory to have insurance defined by Leonardo da Vinci program. The trainees must have it before they came.

OTHER

If there are others concepts you wish us to organize, we could define together the conditions.

CERTIFICATES

Every participant will get these certificates:

- language course
- cultural program
- participation on Leonardo da Vinci
- training place
- Europass

Each person in Rota Jovem is responsible for a specific project, although we always know what's happening in others sectors, due to the fact that we work as a team and have weekly meetings.

If you are interested in working with us, please contact:

ROTA JOVEM

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