



EUROYOUTH DOCUMENTS

- **Incoming Manual** (*) EUROYOUTH Presentation, (*) Lisbon presentation (*) Services: info and prices; (*) EUROYOUTH's CV, including statistics about the incoming department, project listing, team, contacts.
- **Partner Info**: required info for LLP-ALV application (this document).
- **Internship Possibilities**: most required sectors and Portuguese language level required.
- **CVs of the EUROYOUTH team**: can be sent on request.

A.) GENERAL DESCRIPTION OF THE ORGANISATION

EUROYOUTH Portugal is a specialist training agency which works with a large number of other European training organizations. Our aim is to internationalize education by creating a Pan-European Network of Training and Learning without borders. EUROYOUTH is based in Lisbon and was founded in 2002.

EUROYOUTH incorporates a network of partners which implemented the TACTIC Project (Tools for managing and mentoring the international workplAcements to guarantee the reCognition of the compeTences acquired and the quality of the learning process - 135760-LLP-2007-IT-KA4MP), whose main objective was to create a manual of best practices for hosting and sending participants.

Since its foundation in 2002, EUROYOUTH has promoted and participated in numerous Projects. Between 2002 and 2009 we hosted more than 1,600 Participants, in a wide range of professional sectors. We receive an average of 400 participants per year.

With many years' consolidated experience in the field of professional training, educational projects and language teaching, EUROYOUTH Portugal offers a wide range of Programmes for Participants, both young Participants (18-30) as well as adult and senior Participants. EUROYOUTH mainly works within the European Community, but also has several partners and Programmes around the world.

We are consultants on all aspects of European Cooperation: initiatives and development projects, as well as labour market issues and new local vocational approaches (Lifelong learning programme, Youth in action etc.). We also carry out technical visit programmes in all sectors.

Incoming Team

- **Celina Santos**, 31 years old, graduated in International Relations from the University of Coimbra. She has worked for more than 10 years in social, educational and community development projects. She speaks Portuguese, English, French and Spanish.
- **Margarida Mesquita**, 35 years old, graduated in Organisational and Social Psychology from ISCTE - Instituto Superior das Ciências do Trabalho e da Educação – Technical University of Lisbon. She has experience in several development projects. She speaks Portuguese and English.
- **Susana Militão**, 29 years old, graduated in English and German studies from Classical University of Lisbon. She has several years' experience working in international programmes for young people. She speaks English, Portuguese and has some knowledge of German.
- **Marta Fernandes**, 29 years old, graduated in Social Politics from the Instituto Superior de Ciências Sociais e Políticas – Technical University of Lisboa. She has worked in public employment centres accompanying the personal and professional integration of the general public. She speaks Portuguese, French and English.

DETAILS FOR LLP APPLICATION FORM

- **Role**
Intermediary Partner
- **Full legal name**
EUROYOUTH Portugal
- **Type of organization**
EDU-VET
- **Economic Sector**
P85
- **Legal Status**
Private
- **Scope**
International
- **Commercial orientation**
For profit
- **Fiscal Number**
507669452
- **Size (staff)**
S1
- **Contact person**
Celina Santos
- **Legal Address**
Street – Number
Calçada do Garcia, 29, 1ºdto
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www.euroyouth.org

PROJECT PLANNING WITH PROMOTERS

It is important

- To have detailed info on the flows as soon as possible: number and sectors of participants, dates, services required, invoice details and requirements
- To receive participants' documents 1 and a half / 2 months before arrival of the group;
- That selection & preparation informs participants about language difficulties, realistic placement options and tasks/responsibilities involved.

B.) TASKS OF THIS ORGANISATION IN THE PROJECT

We work as consultants in career guidance, preparing tailor-made placement programmes for trainees **according to the Promoter's instructions and participants' needs and expectations, as well as fully respecting the ALV aims.**

Our main tasks and responsibilities are analysing participants' professional abilities, knowledge, skills and competencies in order to assure optimal professional training, language course, personal and intercultural development, as well as appropriate personal monitoring and evaluation.

To achieve this, after all the preparation work is carried out with the Promoters to clarify objectives and programme requirements, each group is assigned a coordinator who monitors and accompanies them throughout the whole programme.

We guarantee the **following services**:

- Accommodation;
- Arrival transfer (on request);
- Presentation meetings;
- Personal interviews with participants, followed by interviews at the companies
- Regular evaluation meetings with participants (1st, 3rd, 5th weeks and from then on every month the final evaluation);
- Regular contact with company tutors;
- Legal requirements of the Programme. Completing Training agreements;
- Intensive Language Course adapted to the participants' language level (20h/week), which include cultural and historical activities;
- Cultural Activities (on request);
- Informal Meetings – monthly gathering of all incoming participants hosted by EUROYOUTH in order to promote their social and intercultural integration;
- Health and liability insurance (on request);
- Local transport – monthly pass (on request);
- Emergency phone number, available 24/7;
- Certificates – Language course, Placement, Programme participation, Europass (on request) ;
- Evaluation – from participants, landlords, companies, EUROYOUTH
- Final report – containing all programme details and documents, as well as pictures.

SERVICES – further details

- **Intensive Language Course** – participants are placed in classes according to their level. Usually they are beginners and therefore go to initiate level. For the participants with some Portuguese, Spanish or Italian knowledge written test (before arrival) and oral test (on arrival) are made to confirm the adequate level.

PLACEMENTS MANAGEMENT

- After receiving the documents, EUROYOUTH makes an analysis of the CVs, motivation letters and application form and matches the participant's profile with the partner companies and institutions availability and requirements, making sure abilities, skills, and expectations will be satisfied.

GERENAL PROGRAMME LINES

Before arrival

- 1 week before: Information voucher and accommodation description are sent to promoters;
- Necessary documents and/or list sent by the promoters (Training agreements, Europasses,...)

Staying - During the whole programme, regular feedback to the promoter is giving at each step

- Arrival day - Transfer (if included): a folder with voucher, programme, accommodation description, terms and conditions, transport card (if included), Lisbon map, tips is given;
- Day 1: Language course in the morning or afternoon;
- Day 1: Presentation and personal interview: information about the programme, transports, medical centers; dates of the meetings; terms and conditions; importance of attendance, etc.,
- During the language course: interview with the company.
- Last day of language course: certificate, pocket money (if included) and contracts for the placements;
- Week 2 or 3 of the placement: meeting with the participant for evaluation, pocket money (if included);
- Every month: Informal Meeting;
- 1 week before departure: final evaluation with the participants and delivery of all the final documents;
- Departure day: transfer (if included);

After departure

- Final report.

NON-EU PARTICIPANTS

Should check with the Portuguese Consulate or Embassy in their country before departure.

NECESSARY DOCUMENTS

- **Europass CV**
(in Portuguese or English)
 - **Motivation letter**
(see "Motivation Letter")
 - **Application Form (*)**
 - **Accommodation Form (*)**
 - **Health Questionnaire (*)**
 - **Terms & Conditions**
(signed by the participant) (*)
 - **Photo**
(passport type, 150dpi min.) (**)
 - **Passport or Identity Card (**)**
 - **Medical Insurance (**)**
 - **Liability Insurance (**)**
 - **Study VISA**
(for Non-EU participants only)
 - **Portuguese Language Test**
(for participants with some knowledge of Portuguese) (*)
 - **English Language Test**
(for non-native speakers of English) (*)
 - **Portfolio**
(when applicable)
- (*) See EUROYOUTH's models.
(**) Scanned copy.

MOTIVATION LETTER

The motivation letter should be in Portuguese or English and include:

1st paragraph:

- Short presentation of the participant
- Programme in which he/she wants to participate (Work-Discover or Professional Internship)
- For Work-Discover: the participant should not include the city as this will depend on availability of the companies (which are mainly in the Algarve region or Madeira).
- For Professional Internship: the participants should describe the specific sector in which he/she would like to have the internship. The location is usually in Lisbon, however, Internship placements can be organized in other Portuguese cities.

2nd paragraph:

- What he/she expects from the practical training programme.

3rd paragraph:

- What he/she can contribute to the company.

The letter will eventually be sent to the company, so it should be written with care and attention. Your internship will depend in part on your motivation letter.