

Practical Arrangements

Travel arrangements

Practical arrangements to include travel, health insurance (EHIC), visa and social security that are required for the programme will be provided.

Allowance

The participants will receive due allowances on a weekly and monthly basis respectively to cover subsistence costs including meals.

Insurance

Adequate insurance cover is in place for our business activities and the level will be increased to cover the mobility programme.

Health and Safety

Our health and safety policy is in place to assess and minimise the health and safety risks to all those that come in direct contact with our services and to ensure their safety.

The participants will receive training as part of their induction activity on health and safety guidelines and their responsibilities.

Safeguarding

In addition, our safeguarding policy for adults and children is used to train and inform staff of our safeguarding responsibilities to support people who are classed as vulnerable.

Data Protection

We comply with the UK Data Protection Act 1998 on information systems and we will ensure that our partner abides by these rules and confidentiality guidelines.

Learning agreement

This document based on the principles of European Quality charter for mobility must be signed by the participant. It will be a 3 party agreement between the participant, the sending organisation and the host organisation.

Monitoring and mentoring

- A staff member will be assigned to provide regular monitoring and mentoring to the participants to provide advice to the participants.

- Participants will be expected to record any new learning that they have acquired in a participant log book and using the Europass CV

Preparation of Participants

To manage participants expectation of their mobility and to ensure they feel confident to achieve both their personal and programme aims, participants preparation will involve:

Pedagogical Preparation

The participants will receive work related training over a period of 6 weeks prior to their departure. An additional linguistic and intercultural preparation will take place in Portugal.

An individual assessment will be carried out to determine each participant's needs relating to technical production skills, employability skills, health and safety and general preparation for living outside UK.