

British Council Language Assistants Programme



Tutor and Co-ordinator Briefing



Language Assistants programme

- An overview of the Language Assistants programme:
 - Online application process
 - Different conditions of appointment across our partner countries
- What's new and key information for 2017-18
- Ambassadors Initiative
- Opportunity to provide feedback
- Q&A Session





Tutor Documentation

- Key Messages for University Tutors 2017-18
- The Role of the Ambassador
- List of Ambassadors
- Flyers
- Application Guidance Notes
- Checklist
- PowerPoint presentation

<http://www.britishcouncil.org/language-assistants/support-for-unis>

Quiz Question

How many countries do we currently send assistants to?





Terms and Conditions

- 'Key messages for tutors' document
- China – graduates only!
- Native-level speakers of English
- Undergraduates get priority for some countries
- Shorter appointments in Argentina, Austria, and Germany

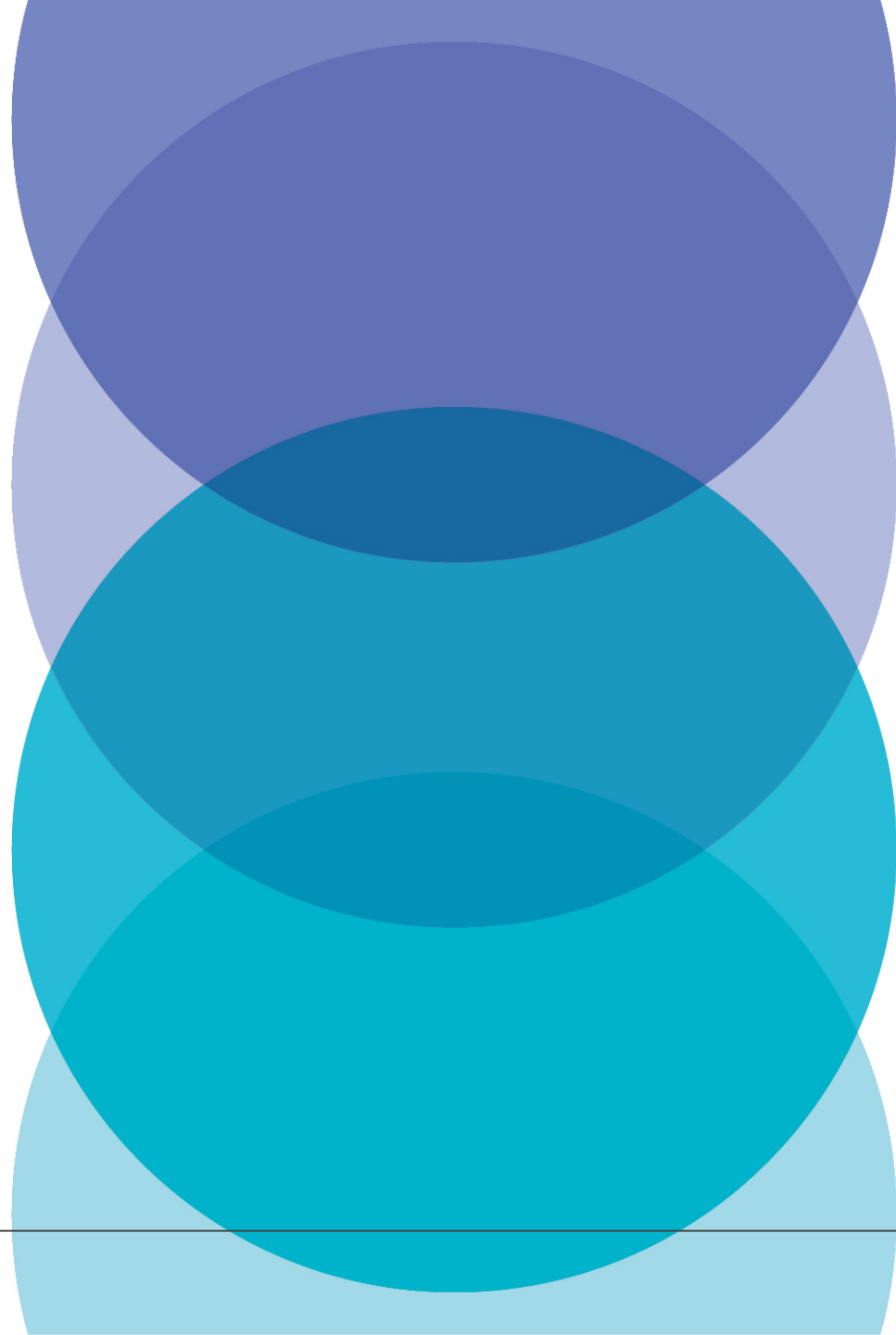
Application Procedure

- Register online
- Complete and submit online application
- Tutor's reference



Language Assistants

An overview of Grant Mobility Tool








Language Assistants Application 2016 /2017

Eligibility

[Print copy](#) [Spell Check](#) [Save](#) [Exit](#) [<< Back](#) [Next >>](#)

Items marked * must be completed


- Introduction
- Eligibility 
- About you 
- Background 
- Statement 
- Preferences 
- Marketing data
- Reference details
- Submit

Do you hold a valid UK passport? Yes No

Do you hold a valid EU passport? Yes No

You are eligible to apply for all countries except Canada, Colombia, Italy, Mexico. Please do not select these as options in the 'Preferences' section.

Are you a native-level speaker of English? Yes No

Will you have completed two years of Higher Education (university level) by the time you start your assistantship? Yes No 

Did you complete the entirety of your secondary / further education in the UK (ages 11/12-18)? Yes No

Were you educated in the Republic of Ireland and are currently studying at a UK university? Yes No

Language Assistants Application 2016 /2017

Ability in language

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Items marked * must be completed

- ✓ Introduction
- ✓ Eligibility
- About you ▾
 - Your details
 - Contact details
 - ✓ Languages
 - University
 - Education
 - Employment
 - Misc
 - Interests
- Background ▾
- Statement ▾
- Preferences ▾
- Marketing data
- Reference details
- Submit

No formal language qualification is required to become a Language Assistant. In fact all you will need is language skills equivalent to the first year of A-level/Higher. These skills can be acquired through regular travel, private study or through a course at the University Language Centre. Candidates applying for China need no language skills at all. If we cannot see evidence from your application of how your language skills have been acquired, we may test your language skills through a telephone interview. We would contact you in advance to arrange this.

I have no language skills (candidates applying to China only)

Language	Level of proficiency

Add Row...

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Language Assistants Application 2016 /2017

Disability

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Items marked * must be completed

- ✓ Introduction
- ✓ Eligibility
- About you ▾
 - Background ▾
 - Background
 - Disability ▶
 - Criminal record
 - Monitoring
- Statement ▾
- Preferences ▾
- Marketing data
- Reference details
- Submit

The United Nations Convention on the Rights of Disabled People states that disabled people include those with long-term physical, mental, intellectual or sensory impairments, which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.

* Do you have a disability as defined above? Yes No

* Regardless of whether you have a disability, if you were selected to participate in an interview would you require any adjustments to be made in order to facilitate your participation? Yes No

* Some candidates may be invited to attend a British Council event at which catering will be provided. Do you have any allergies or intolerances to food? Yes No

* Are there any circumstances which may affect your ability to live independently abroad and/or to perform your contractual duties? Yes No

A formal medical certificate is not required by the British Council but may be required at a future date by the overseas partner agency or employing institution.

Specific requirements will be passed on to partners involved in the allocation process, however it is not possible for the British Council to guarantee a placement in an area close to a particular medical facility or at a school able to offer specific support.

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Language Assistants Application 2016 /2017

Criminal record

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Items marked * must be completed

- Introduction
- Eligibility
- About you ▾
- Background ▾
- Background
- Disability
- Criminal record ▶
- Monitoring
- Statement ▾
- Preferences ▾
- Marketing data
- Reference details
- Submit

* Have you ever been arrested, dealt with by way of Caution/Warning/Reprimand or been convicted of a criminal offence in England, Wales, Northern Ireland or Scotland?*

Yes No

*Please note you will be required to apply for a criminal record check as part of the application process and you will not be allowed to start your post until the British Council has received and approved the original version of your criminal record check. You should not travel or book travel to your destination country until the British Council has approved your criminal record check.

* Have you ever committed a criminal offence overseas? Yes No

* Are you the subject of any outstanding civil or criminal proceedings? Yes No

I declare that I have never been convicted of any offence involving any type of harm to a child or children, nor have I ever been warned, reprimanded or cautioned in relation to such a matter. I also declare that there are no civil or criminal proceedings of any nature pending against me at the date of this declaration relating to any allegation concerning any type of harm to a child or children. I understand that if I withhold any relevant information, or present false or inaccurate information relating to my criminal record, I may render myself liable to disqualification from the programme or, if already appointed to dismissal.

I have no objection if it is necessary for the British Council to disclose the information obtained from the criminal record check to the overseas partner agency and host school in order to assess the application.

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Language Assistants Application 2016 /2017

Countries

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Items marked * must be completed

- Introduction
- Eligibility
- About you ▾
- Background ▾
- Statement ▾
- Preferences ▾
 - Countries ▶
 - Environment
 - Age group
- Marketing data
- Reference details
- Submit

Please select your first, second and third choice country of application. Please note that you will initially be considered for your first choice country only but we may offer a transfer to another country at a later date. It is not possible to select Canada, China or countries in Latin America as your second or third choice countries. It is not possible to select regional preferences in Belgium, Canada, Switzerland and countries in Latin America as the location of the posts changes each year.

- * First choice country
- * Second choice country
- * Third choice country

* Please briefly state your reasons for selecting your country preferences.

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Language Assistants Application 2016 /2017

France

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Items marked * must be completed

- Introduction
- Eligibility
- About you ▾
- Background ▾
- Statement ▾
- Preferences ▾
 - Countries
 - Argentina
 - Belgium
 - France
 - Environment
 - Age group
- Marketing data
- Reference details
- Submit

I confirm that I have read the [France page](#) and I agree to the conditions set out within including the period of appointment, pay and number of hours.

I confirm that I am 35 years of age or under

Candidates for France have the following regions to choose from. Please consult the [France page](#) before selecting your regional preferences.

Regional selections

* Group A

* Group B

* Groups A, B and C

Preference

* 1st choice 2nd choice 3rd choice

* 1st choice 2nd choice 3rd choice

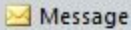
* 1st choice 2nd choice 3rd choice

Please note that the areas listed above refer to regions and not to towns or cities, although they may share the same name. Candidates who are placed in one of their three area preferences should expect to be allocated anywhere within the given region.

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Grant and Mobility Tool

From: applications@britishcouncil.org
To: Gallacher, Chris (Education and Society)
Cc:
Subject: Language Assistants application 2015 / 2016

 Message  LA-student-application_7_01.pdf (133 KB)

Message from British Council

Language Assistants application 2015 / 2016

Dear Mr Chris Gallacher

Thank you for applying for the Language Assistants programme for placements in Summer 2016. A copy of your application has been attached to this email for reference.

An automated reference request has been sent to your named referee Chris Tutor. It is your responsibility to ensure that a reference is submitted. **If the reference is not submitted by 29 Jan 2016, your application will be considered incomplete and you will not be put forward for assessment.**

You can check the status of your application at any time by logging into the portal and clicking 'Search'.

[Click on a photo to see social network updates and email messages from this person.](#)

Reference Request for Language Assistants



applications@britishcouncil.org (applications@britishcouncil.org) Add to contacts 14:01

To: cgallacher@hotmail.com ✉

Message from British Council

Reference Request for Language Assistants

Dear Chris Tutor,

You are receiving this email because you have been nominated as a referee in an application to an exchange programme run by the British Council.

Application reference: 7



Application Advice

Applicants should:

- Read the application guidance notes carefully
- Realise it's a job application
- Give detailed answers with pertinent examples
- Think about what they could offer a school – skills, hobbies, interests
- Meet deadlines
- Account for gaps



University Tutor Reference

- **Suitability**
- **Academic performance**



Key

Application Assessment	
Approval / Notification	
Pre-departure	
Assistantship	

1 November 2015 –17 January 2016
Application Submission

Submit your application online. The application system will guide you through our eligibility criteria and you will be asked to provide your educational and employment background (if applicable) and to complete competency based questions as well as providing referees. The British Council offers a free application service and all information must be submitted by the deadline

15 January –30 April
Quality Assessment

We will assess your application against the quality criteria. We will inform you of the outcome as soon as possible. This will be different for each candidate as we aim to let people know the outcome as soon as a decision has been made. Don't be alarmed if you don't hear from us until the end of April it can take several months to get through each application.

January -April
Interview

We may follow up on certain areas of your application with an interview, for example to test your language skills or your knowledge of UK culture. We would let you know well in advance should this be the case. Candidates who are shortlisted for non-EU countries will be invited to an assessment centre between February and April

By 30 April
British Council Approval

If your application meets the eligibility and quality criteria, we will let you know the country for which you are being proposed by 30 April

May -July
Criminal Record Check

Once you have been successfully allocated, you must apply for a criminal record check. The British Council will provide guidance on the type of check required and will give a deadline by which we must have received the results of your check. The check will cost approximately £60 and you will need to provide a number of signed documents by post to the organisation responsible for producing the certificates. You will not be allowed to start your post and you should not book travel or accommodation until the British Council has received and approved your check

By 30 June
Notification of allocation

You will receive the results of the 'matching' process by the end of June. If you have been successfully matched you will be given details of the country and region to which you have been allocated. In some cases where the number of applications exceeds the number of posts, we will operate a waiting list system and we will prioritise those who are undertaking a compulsory year abroad

April -May
Matching

We meet with our overseas partners in April and May, the exact date differs depending on which country you are being proposed for. During this meeting, our overseas partners tell us how many posts are available for UK assistants in their country and we try to match your preferences with the preferences of the host institutions. Given that the number of posts in each region and each country are limited, it is not always possible to meet your preferences

April -May
Overseas Partner Approval

We will propose your application to our overseas partner and if you meet their eligibility and quality criteria, your application will be put forward to the 'matching' stage

June -August
Notification of host institution

Over the summer, you will receive notification of the exact school or host institution to which you have been allocated. In most cases, this will come from either our overseas partners or the local educational authorities. The British Council is not involved in this stage of the process

June -August
Acceptance of assistantship

Once you receive notification of your allocated institution, you must write the local educational authority and/or host institution (depending on who provided the information) and confirm your acceptance of the post. You must also complete a survey which the British Council will send you in order to provide us with the exact location of your post

July -August
Pre-departure Information

All assistants will receive an information pack over the summer containing the contact details of previous assistants as well as the contact details of other UK assistants who have been allocated to the same region as you. You will also be given an updated version of our 'Country Notes' document which contains country specific information and top tips from previous assistants

June –August (depending on university)
Erasmus+

Assistants undertaking a compulsory year abroad as part of their degree may be eligible for Erasmus+ funding from their UK university. Please speak to the Erasmus+ coordinator at your university about this. Please note that the British Council is not the employer or traineeship provider of English Language Assistants. This means that we are unable to complete any Erasmus+ related documents and you should not put the British Council as the traineeship provider. You should put the name of your host institution once you receive these details. Our understanding is that there is a one month grace period following the start of your placement in which to submit any Erasmus+ documents, however individual universities and Erasmus+ coordinators will have their own internal deadlines. Please note that this might change. In some countries, such as Germany and Austria, the grant might not be able to be paid. The British Council is discussing the status of the Erasmus grants with our partners and will inform Universities as soon as we can.

June -August
End of year questionnaire

We will send a questionnaire at the end of your assistantship to gather information on how your experience went in order to make improvements to the programme in future years. We will also ask whether you would like to participate in our Ambassador initiative to share your experiences with future assistants.

November (see website for approximate dates)
Mid-year survey

Once you are in post you will be the responsibility of your mentor teacher at the host institution, however we would like to know how you are settling into your assistantship. We will send a survey, usually in November, to gather this information

September-October
Assistantship

You will start your assistantship on the date specified in the letter from your school/host institution. For most countries, there is also an induction meeting held in the host country. The overseas partners or local educational authorities will provide the dates of each induction at the end of the summer. If you do not receive notification of an induction course then the information will most likely be waiting for you at your host institution

May
English Language Teaching training

The British Council has designed an online training course specifically for English Language Assistants. You will learn about practical ideas and resources for teaching English. You will also develop your understanding of learners of English and the principles of English language teaching. The course is optional and more information will be provided nearer the time



Next steps

28 February	Application deadline
February	Processing of applications
November - February	Applications acknowledged– With the new online system this will be done automatically by the system
February – April	Assessment
April	Candidates informed whether they have been shortlisted for matching
April/May	Matching of assistants to schools/regions
June	Confirmation of allocation
June – September	Further details of posts and information documents sent to candidates
June – October	Pre-departure briefings (for Canada, China, Italy and Latin America) and in country inductions organised by our overseas partners



Managing Expectations

“I do not think it is acceptable to let somebody know in June that they do not have a place which is meant to be starting in September and to say that I am on a waiting list and I could have to wait until December to find out if I have a job. What was I meant to do, sit around with the hope that someone drops out? I have had to redo all my paperwork and my Erasmus Grant administration.”

Thanks to you, I have had very upsetting and stressful beginning to my year abroad and I hate the thought that somebody else would have to go through that.”



Assessment of applications

- Assessment criteria
- Further assessment stage
- Phone interviews
- Feedback
- Unsuccessful applicants



Matching and Allocation

- Matching Meetings
- Pre-matching
- Allocation
- Candidates are informed of the outcome by e-mail

ICPC

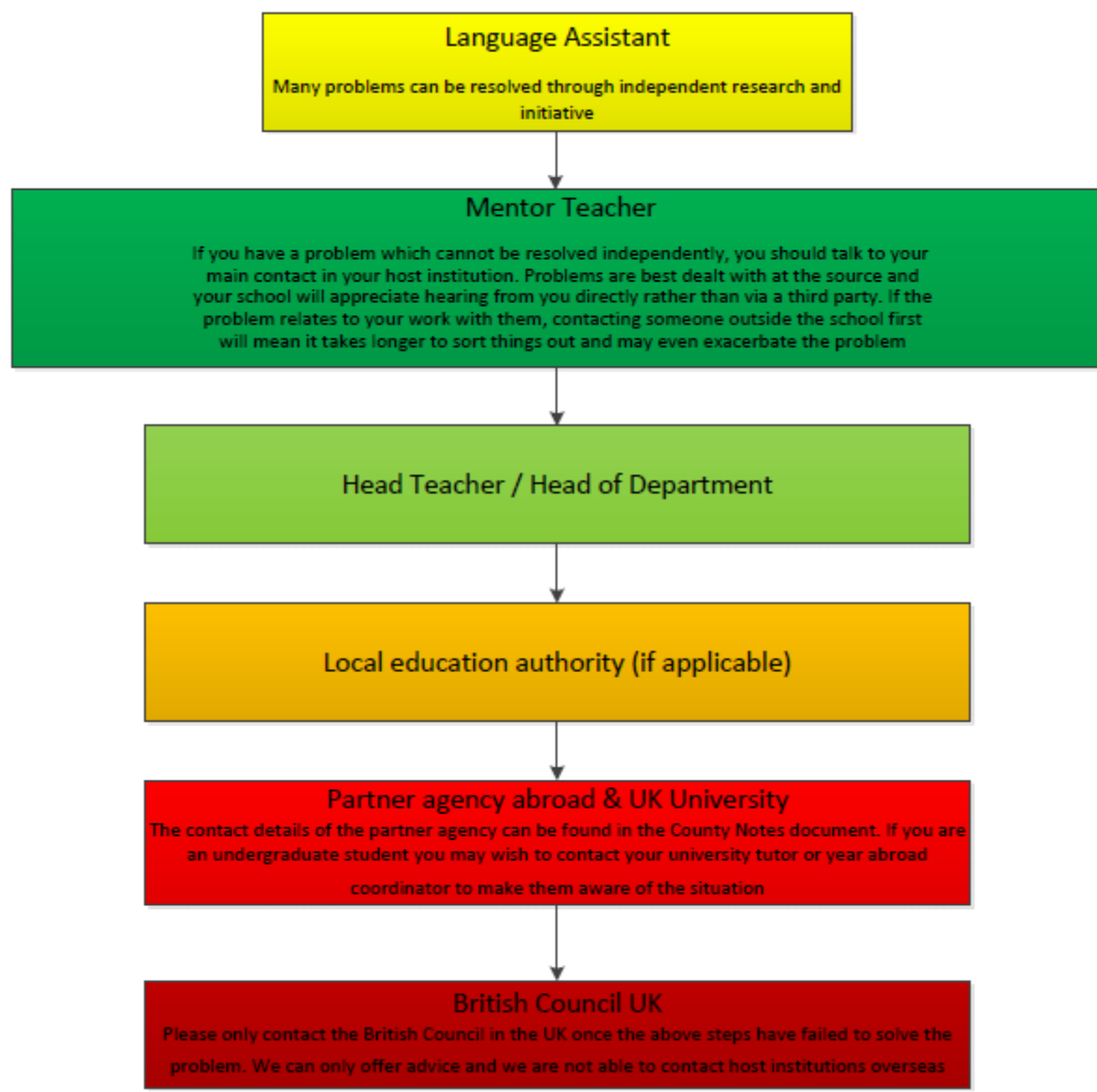
- Instructions email
- Deadlines
- Allocation details
- Copies





Information packs

- Country Notes (administrative)
- Information on induction courses abroad
- Line of referral
- Teaching English resources
- Personal Safety leaflet
- Former ELA details
- Information is available for tutors:
<http://www.britishcouncil.org/language-assistants/support-for-unis>



Teaching Support

- Language Assistants website
www.britishcouncil.org/languageassistants
- Language Assistant teaching page
<http://www.teachingenglish.org.uk/language-assistant>
- Essential UK <https://www.teachingenglish.org.uk/language-assistant/essential-uk>
- [Learn English](#) website includes links to resources for all ages, whilst [Learn English Teens](#) has resources designed for adolescent learners such as online videos and an online magazine, and [Learn English Kids](#) has resources for younger learners including online games, songs and stories.
- Stay in touch with the British Council's Learn English Team via their [Facebook page](#)
- <http://www.teachingenglish.org.uk> – Starting Teaching course is an online course that has been developed for ELAs.



Ambassador Initiative

Which, if any, of the below are former Language Assistants?

- A. JK Rowling
- B. Gérard Houllier
- C. Fiona Bruce

<http://www.britishcouncil.org/sites/britishcouncil.uk2/files/language-assistants-role-of-the-ambassador.pdf>



Why choose ELA?

Confidence, Independence, Social skills, Cultural awareness, Communication skills, Planning skills, **Organisational skills**, Patience, Adaptability, Public speaking experience, Ability to live abroad, **Improved language skills**, Self-sufficiency, Self-reliance, Budgeting skills, Ability to live alone, Maturity, Resilience, Initiative, Teamwork skills, Open-mindedness, **Time management skills**, Assertion, Self-Knowledge, Resourcefulness, Presentation skills, Perseverance, Ability to cope in a wide range of situations, Tolerance, Problem-solving, Self-motivation, Diplomacy, **Leadership**, Creativity, **Professional work experience**, Listening skills, Negotiation skills, Research skills, Ability to improvise

Modern Language Assistants





Contact

languageassistants.uk@britishcouncil.org

Questions and Feedback

