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| **Bi-Component Application Form****2019****SHADOWS PROFESSIONAL****DEVELOPMENT LTD** | Erasmus+Structured Training Course Language & Practical Methodology2 to 8 weeks in Bournemouth, Brighton & Eastbourne, Torquay, Margate |

#

**Course Programme 1: 1 week Language Component , followed by 1-7 weeks school attachment Component.**

**Course Programme 2: 2 weeks Language Component, followed by 1-6 weeks school attachment Component.**

**IMPORTANT ! The TOTAL number of course weeks (Language Component plus School Attachment)**

 **MUST equal the number of weeks in the “FLOW” in your Erasmus+ application.**

**Please return to the sender’s email address as an attachment - Pages 1 & 2 must be a Word Document - Page 3 must be sent as a PDF with colour photograph and your original signature. Teachers are allocated to make the best “match” with their needs; the course may take place in Bournemouth, Poole, Margate, Brighton or Eastbourne.**

 Please attach photo

**PERSONAL DETAILS**

Last Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Passport **or** ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**YOUR LANGUAGE LEVEL Now :** Written: A1 A2 B1 B2 C1 C2 Oral: A1 A2 B1 B2 C1 C2 **At Course commencement (if different)** Written: A1 A2 B1 B2 C1 C2 Oral: A1 A2 B1 B2 C1 C2  ***A1 Elementary - A2 Pre-intermediate - B1 Intermediate - B2 Upper Intermediate - C1 Pre-Advanced - C2 Advanced***

**I TEACH subject(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** In my class students are \_\_\_ years to \_\_\_ years.

**MY SCHOOL** is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(type of school). S*tudents are aged \_\_\_ years to \_\_\_ years.

For the **SHADOWING SCHOOL** you wish to observe in, please put a ranking:

**1** for your preferred option(s), **2 / 3 /** **…** for acceptable, N for not accepted.

**Please note that there must be a correlation between the age range you teach**

**or the age range of your school and the age range of your UK attachment school.**

|  |  |  |
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| **Nursery School** (Pre-5 years) …… | **Primary School**(5-11 years) …… | **Secondary School** (11-16 years) …… |
| **Secondary School**(11-18 years) …… | **School for Special Needs** (Learning / Physical Needs) …… | **School for Special Needs** (Behaviour) …… |
| **Special Needs in Mainstream Schools** Primary(5-11 years) ……Secondary(11-16 years) …… |
| **English Language School for Adults** …… | **Vocational School** (16-18) …… |

*Please note: Most* ***Bournemouth*** *Secondary Schools are single sex.*

**Please carefully complete the attached Needs Analysis Form and send with this application. Page 2 must be completed in detail and be as persuasive as possible. This form is needed to encourage the UK attachment school to accept you.**

Page 1

**Jan 2019 to Dec 2019 - Please choose Programme 1 or 2, one age range and your preferred start date:**

 **□ Programme 1: 1 wk language component + 1-7 wks school attachment component, min duration 2 wks**

 **□ Programme 2: 2 wks language component + 1-6 wks school attachment component, min duration 3 wks**

✓ = please **tick** your start date **x** = not available

|  |  |  |  |
| --- | --- | --- | --- |
| **Start Date** | **UK Secondary 11-16/18** | **UK Primary 4-11** | **Adults** |
| **2019** | **2 weeks** | **3 weeks** | **2 weeks** | **3 weeks** | **4 weeks** | **5 weeks** | **6 weeks** | **7 weeks** | **8 weeks** | **2 weeks** |
| **07 January** |  |  |  |  |  |  |  | **x** | **x** |  |
| **14 January** |  |  |  |  |  |  | **x** | **x** | **x** |  |
| **21 January** |  |  |  |  |  | **x** | **x** | **x** | **x** |  |
| **28 January** |  |  |  |  | **x** | **x** | **x** | **x** | **x** |  |
| **04 February** |  | **x** |  | **x** | **x** | **x** | **x** | **x** | **x** |  |
| **11 February** | **x** | **x** | **x** | **x** | **x** | **x**  | **x** | **x** | **x** | **x** |
| **18 February** |  | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |  |
| **25 February** |  |  |  |  |  |  |  | **x** | **X** |  |
| **04 March** |  |  |  |  |  |  | **x** | **x** | **x** |  |
| **11 March** |  |  |  |  |  | **x** | **x** | **x** | **x** |  |
| **18 March** |  |  |  |  | **x** | **x** | **x** | **x** | **x** |  |
| **25 March** |  | **x** |  | **x** | **x** | **x** | **x** | **x** | **x** |  |
| **01 April** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| **22 April** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| **29 April** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| **13 May** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| **20 May** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| **27 May** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| **03 June** |  |  |  |  |  |  |  |  | **x** |  |
| **10 June** |  |  |  |  |  |  |  | **x** | **x** |  |
| **17 June** |  |  |  |  |  |  | **x** | **x** | **x** |  |
| **24 June** |  |  |  |  |  | **x** | **x** | **x** | **x** |  |
| **01 July** |  |  |  |  | **x** | **x** | **x** | **x** | **x** |  |
| **08 July** |  | **x** |  | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| **26 August** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| **02 September** |  |  |  |  |  |  |  |  | **x** |  |
| **09 September** |  |  |  |  |  |  |  | **x** | **x** |  |
| **16 September** |  |  |  |  |  |  |  | **x** | **x** |  |
| **23 September** |  |  |  |  |  |  | **x** | **x** | **x** |  |
| **30 September** |  |  |  |  |  | **x** | **x** | **x** | **x** |  |
| **07 October** |  |  |  |  | **x** | **x** | **x** | **x** | **x** |  |
| **14 October** |  | **x**  | **x** | **x** | **x**  | **x** | **x** | **x** | **x** |  |
| **21 October** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |  |
| **28 October** |  |  |  |  | **x** | **x** | **x** | **x** | **x** |  |
| **04 November** |  |  |  |  |  |  | **x** | **x** | **x** |  |
| **11 November** |  |  |  |  |  | **x** | **x** | **x** | **x** |  |
| **18 November** |  |  |  |  | **x** | **x** | **x** | **x** | **x** |  |
| **25 November** |  | **x** |  | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| **02 December** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| **Programme 1** | €1,158 | €1,408 | €1,158 | €1,408 | €1,558 | €1,708 | €1,858 | €2,004 | €2,138 | €1,158 |
| **Programme 2** | **X** | €1,803 | **X** | €1,803 | €1,953 | €2,103 | €2,253 | €2,399 | €2,533 | **X** |
| **2019** | **2 weeks** | **3 weeks** | **2 weeks** | **3 weeks** | **4 weeks** | **5 weeks** | **6 weeks** | **7 weeks** | **8 weeks** | **2 weeks** |

 ***Course Prices include programme course, academic materials, enrolment fees, certificate, special tutorials, school attachment, one full day excursion and services as detailed on the course description.***

Would you be **flexible** regarding your start date? **NO** **□** / **YES** **□** other possible start dates are ………………..

Sep 1,15,29

Aug 4,18

Apr 7,21

Mar 3,17

Nov 10,24

Oct 13,27

Jul 7,21

Jun 2,23

May 5,19

Jun 9

Aug 11

Page 2

**ACCOMMODATION -** All bookings from Saturday to Saturday. Arrival on Sunday is possible but the room needs to be

 vacated for the next student on Saturday.

**Do you wish us to book host family accommodation for you?**

**□ YES,** please book according to the details below. **□ NO,** I will make my own arrangements.

**From**: Sat ….. / ….. / 2019 **or** Sun ….. / ….. / 2019 **To**: Sat .…. / ….. / 2019 No. of weeks: ….

**- Host Family Accommodation: Fees according to destination**

Single room, half-board Mon to Fri, full-board Sat and Sun; light laundry provided. The hosts treat the student as a full member of the household, eating together and sharing the common living areas. No other student of the same mother tongue in the home.

**Do you accept animals? Yes □ No □ Will you accept children in the family? Yes □ No □**

**Do you smoke? Yes □ No □ Are you a vegetarian? Yes □ No □**  (If this section is not completed we assume you have no preferences)

***Special health, dietary, allergy or other requests:* …………………………………………………………………………………………...**

**PLEASE NOTE THAT AN ADDITIONAL AMOUNT PER WEEK MAY BE CHARGED IF YOU HAVE SPECIAL DIETARY REQUIREMENTS - PLEASE E-MAIL US WITH ANY DIETARY ENQUIRIES**

Please enquire about **other accommodation options** (e.g. executive homestay, self-catering) Availability and prices of other accommodation options may vary from school to school.

**TRANSFER:**

**□ YES,** please send me the Airport Transfer fees **□ NO,** I will make my own arrangements

**CANCELLATION:**

Cancellation more than 4 weeks before course commencement will not incur a penalty

Cancellation less than 4 weeks before course commencement will incur an administration fee of Euros 100

Less than 10 days’ notice of cancellation, one week’s accommodation fee

There is no refund for days lost by travel delays; you undertake to buy travel insurance to cover any loss.

**Your School’s Erasmus+ Coordinator**

**Name**

**E-mail**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of your Grant (e.g. Erasmus Plus, Power)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How did you hear about Bi-Component In-Service Training?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page 3

**IDENTITY, SAFEGUARDING AND ENROLMENT**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Last Name(s) | First Name(s) |
| Passport / ID No. | Nationality | Please attach one |
| Date of Birth  | Sex | colour photo whichcan be compared |
| Home Address | TelephoneMobileEmail | with yourPassport / ID phototo confirmyour identityThank you. |

**COURSE PARTICIPANT’S REFEREES**

A referee is a person who will reply on the participant’s behalf, confirming identity and suitability for school attachment. The first referee must be a professional manager. The second referee should be of good standing e.g. minister of religion, doctor, bank official, civil servant etc and should not be related to the participant.

**First Referee (professional)**

|  |  |
| --- | --- |
| Name of Head/Principal or Training Manager |  |
| School Name |  |
| School or Institution Address | Telephone Email |

**Second Referee (professional or personal)**

|  |  |
| --- | --- |
| Last Name(s) | First Name(s |
| Position |  |
| Address | TelephoneEmail |

**We, the undersigned**:

* Understand that this enrolment is subject to receipt of the Letter of Invitation from the host school.
* Accept all the conditions of stay as described in the Application Form, on the PDF Bi-Component Course Description, the Notes on Shadowing for Teachers and on the Shadows Website.
* Agree to abide by the rules of both the Language component institution and the host school/institution.
* Confirm that permission to be absent for the course period above has been granted.
* Agree for Shadows Professional Development to contact the referees above for the purposes of an identity check and to establish suitability for undertaking this In-Service Training.
* Declare that the participant is in good health and knows of no medical reason which would prohibit the In-Service Training in school or would endanger the health of the children.
* Confirm that the English language level given on page 1 is a reasonable assessment of the participant’s level. Shadows reserves the right to alter the course in the case of discrepancies affecting course participation and outcomes.
* Note that in UK schools some days are dedicated to training (non-teaching). School attachment days may include such days.
* Undertake to pay the course and, if applicable, accommodation fees in advance of course commencement. We will comply with the preparatory course school’s exact conditions of payment, including cancellation and refunds.
* Understand that there is no refund for days lost by professional strike actions in the host school/institution.
* Understand that host school/institution attachments are not normally arranged in weeks which include Bank Holidays. However, if exceptionally a Bank Holiday occurs during this period, no refund will be made.
* Undertake to take travel insurance for the participant, to include cancellation & medical repatriation.

Signature: …………………………… (Participant) Date: …………………………………..

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorisation by Head Teacher or other person signing on behalf of your school:**

Full Name: ………………………………….. Position: …………………………………..

Signature: ………………………………….. Date: ………………………………….. Page 4