

EuroPartnership Agency Services

ADMINISTRATION, MANAGEMENT, MONITORING AND EVALUATION

Before your group arrives

We will:

- Help you throughout the process with any paperwork related to the project
- Organise all accommodation for your group
- Organise work placements or a programme of visits according to your requirements
- Organise any socio-cultural programme you have asked for
- Organise any English language course you have asked for
- Send you and your group members confirmation of the programme
- Keep you fully informed about developments throughout the process

***We welcome Co-ordinators to visit us before the group arrives in the UK.
These visits help us to understand your needs, and you to understand how we work.***

When your group arrives

We will:

- Organise transfer from the port of arrival in the UK to the city the students or participants stay (if required)
- Meet them at the airport of arrival (if required)
- Meet the students when they arrive in their chosen city
- Introduce them to their host families (if they are staying in host families)
- Make sure that they are taken safely to their accommodation

On their first day

For your group, we will:

- Arrange a Welcome and Orientation Meeting
- Introduce them to EuroPartnership Agency staff
- Tell them about English culture at work and at home
- Tell them more about their work placements (working hours, dress code, etc.)
- Tell them how to get to their work placement
- Show them around their chosen city
- Take a group photograph for publicity

While your group is here

We will:

- Monitor their work placements or programme of visits
- Monitor their accommodation
- Maintain regular contact with the group to make sure everything is OK
- Meet the group regularly for social events
- Visit their work placement and accommodation at least twice throughout their stay
- Provide 24/7 welfare support
- Try to get some publicity about your group's stay in the UK

***Many Co-ordinators like to visit their group during their stay in the UK.
We welcome you and offer our help in organising your visit.***

Before your group leave

We will:

- Make sure that they have completed any reports needed by us
- Make sure that they have completed any reports needed by the Promoter
- Make sure that they have completed the Europass Document
- Ask them to comment on our services
- Give them the Certificates of the Programme and/or English Language Course
- Take another group photograph for publicity

On the day they leave

We will:

- Meet the group at their point of departure
- Make sure **all** of the group leave ;-)
- Say a group *GOODBYE, SAFE JOURNEY HOME AND GOOD LUCK.....* 😊

After your group has left

We will:

- Provide you with the information needed so that you can produce the final report for your National Agency
- Ask you to comment on our services
- Provide you with other guidance, advice and help with finalising your Programme

We will do our best to make sure your group has a valuable and enjoyable experience in the United Kingdom with US!