

BHAGAVAT EDUCATIONAL TRUST



**Living and Learning Abroad
project**

APPENDIX 20: Preparation Stage

Preparation Stage

The preparation stage is an essential part of the programme and is vitally important in order to ensure the young people are fully acquainted with the project and also what they can expect when they arrive in the Host Country.

There are different elements including the following:

UK Partners

First of all a meeting is arranged with the potential team leaders and managers. The purpose of the meeting is to determine the suitability of the organization and to outline our ethos and 'Modus-operandi'.

Once this has been ascertained then we investigate suitable projects and times for the project, such elements as the target group, weather, distance and special needs.

Usually a follow up meeting is necessary, during this meeting the UK partner information pack is presented, this has all the necessary forms, a tool kit and the agreements, these are explained in detail as it is imperative the managers and Team leaders are fully aware of what is required.

The selection and recruitment aspects are discussed, marketing material including posters and power point presentations are provided in order to assist this stage. In addition to this the Young people's information pack is also left in readiness for distribution.

Overseas Partners

Having ascertained the requirements and capabilities of the UK target group a suitable Overseas Partner is selected. Visits are made to the overseas partner in order to determine their suitability, forms are completed including Health and Safety, check lists, suitable accommodation is identified and agreements signed between the orphanage, overseas partner and BET. Pictures and Video's are taken in readiness for the preparation of the Young People.

Information Packs

There are three information packs used at the preparation stage: the pack for the UK partners, a pack for the young people and an information pack for the Overseas Partner:

UK Partner Information Pack is comprehensive and includes the following: background to BET, information sheets, for the UK Partner, Team Leaders and each of the participants, agreements relating to the UK Partner and publicity consent forms and risk assessment and UK residential check list.

Young Peoples information pack includes the following: welcome and a little of the history of Bulgaria, customs and traditions, useful information, cuisine, language section, details relating to the project, proposed timetable, travel information and kit list.

Overseas Partner information pack includes the following: partner and project information, overseas risk management forms, European partnership agreement, orphanage partnership agreement and budgets.

Participants



A meeting is then held with the team leaders and participants, the meetings are informal and the aim of such a meeting is to address any concerns and to explain further about the project.

There are several elements and these meetings include the following:

An explanation of the project -The ethos of the project is explained and certain issues

addressed, most commonly, social security benefits, alcohol policies, passports and applications, the aim and level of work, accommodation, health issues, insurance etc

Language section - A Host country colleague attends and language lessons are offered, prior to this a link is sent in order to download our online tutorial.

Customs and traditions - Customs and traditions of the host country are explained, as an example the above picture relates to a preparation meeting with ROYAL MENCAP SOCIETY, they are visiting Bulgaria in March and the traditions of Martenitsa are explained.

Cuisine - Often a point of interest to most young people, a selection of the local foods and drinks are brought for the group to sample as indicated in the picture.



Peer Support – We have established a group called Bhagavat Bulgaria on one of the most popular online platforms for communication between young people - Facebook, the Young People are invited to become members of the group, where we can keep them informed about developments of the project and equally important discuss with their peers who have already been on such projects any concerns or simply ask questions.

Videos – We are also intending on uploading to our resource centre of our site a video, introducing the project, the staff of the orphanage, the orphanage, children and surrounding area.

Careers – The careers aspects are explained including the seminar on the middle weekend, the one to ones during the following week, preparation for the young people of the Euro pass, a European style CV and possibly appointments made for them upon their return to the UK.

Dissemination – We outline what we require from a dissemination point of view and explain further about the award ceremony held at the House of Commons explaining the support we shall require from the Team Leaders and young people.