

Nottingham College - Turing Scheme

Project title: Nottingham College Turing Scheme
Call Code: Nottingham 03/2023 - Coimbra, Portugal

Call for participants Internships abroad under the Turing Scheme programme.

Nottingham College is the coordinator of the *Nottingham College Turing Scheme* project, financed under the Turing Scheme, which provides students with the opportunity to carry out internships in a EU country with the aim to:

- **Provide** students in VET schools the opportunity to gain technical and professional skills through curricular internships in line with their training, thus fostering their employability after completing their courses.
- **Improving the modernisation of training**, by investing in new methodologies such as internships in mobility abroad, in line with the learning outcomes in terms of key competences and professional skills required by the labor market.
- **Establishing a coordination methodology** with foreign businesses and institutions, to ensure that mobility becomes ordinary rather than the exception

This call provides **14** mobility grants for the implementation of internships abroad, for the duration of two weeks, approximately from **01/07/2023 to 16/07/2023**.

Deadline for submission of applications:
31/03/2023
9.30 a.m.

Art.1 - FORMAL ELIGIBILITY CRITERIA

To be eligible, students must be enrolled in schools, training courses and specific years of studies listed in Article 12. Individuals can apply if they fulfill the following requirements on the day of the submission deadline:

- To be enrolled in the specific course and year of studies as listed in Article 12
- To be a student enrolled in a VET provider among those listed in Article 12
- To be at least 16 years old
- To be citizens of the United Kingdom, or citizens of EU member states legally residing in the United Kingdom; or citizens of countries outside the European Union legally residing in the United Kingdom
- To have acquired basic skills in the working language of the hosting country, or in English as a vehicular language. It is not necessary to provide any type of certificates as proof of language skills, because they will be assessed during the individual assessment in the selection procedure;
- To possess valid ID documents needed to travel abroad: passport, residence permit for non-EU citizens, health insurance, etc.

Art.2 - APPLICATION PROCESS AND DEADLINES

Applications must be submitted **ONLINE** by filling a google form at the following link: <https://old.movinggeneration.net/en/portfolio-items/nottingham-college-2/>. **The deadline for submitting the application is 31/03/2023 at 9.30 a.m.**

Applications received after the deadline specified above will not be accepted, regardless of technical issues with the portal. Therefore, we recommend not to submit your application in the last minutes before the deadline in order to avoid issues with the system being overloaded.

Information for completing the online application form:

A: Call Code: Nottingham 03/2023 - Coimbra, Portugal

B: Project round: Round 3

C: The attached files can not be larger than 10MB each

D: The attached video can not be larger than 100MB

E: The attached files and video must be named as specified in the online form

F: Since you cannot save the form during the process, is recommended that you prepare a draft in a word document and then copy and paste the answers onto the online form

G: After submission, the application cannot be edited

H: You will receive an email on your Gmail account confirming that your application has been received (please check the *spam* folder). In the event of failure of notification, please contact movinggeneration@uniser.net to verify if your application has been regularly submitted.

Art. 3 - REQUIRED DOCUMENTATION

ATTENTION: A Gmail Account is required to fill in the Application Form. If you already have a Gmail account, please log-in [here](#), if you don't, please create one [here](#).

The documentation required to participate in the project is the following:

1. **Application Form:** to be filled online, the link is available on the portal *MOVING GENERATION* at the page dedicated to NOTTINGHAM COLLEGE:
<https://old.movinggeneration.net/en/portfolio-items/nottingham-college-2/>.
Most of the questions in the application form are mandatory. All sections must be filled in - in English - as comprehensively as possible. After completing the application form, you will receive a confirmation by email.
2. **Europass CV in English:** with the exact name of the course that the candidate is attending, and his/her skills, experiences; and a photo. The file will have to be named as it follows: "Surname_Name_CV_EN" (in .docx or .pdf format, max size 10MB)
3. **Copy of an ID valid for international travel** (passport or equivalent) titled as follows:¹"Surname_Name_ID" (in .pdf format, max size 10MB)
4. **Motivational video:** max duration 60 seconds. Each candidate should record a brief video answering the question: "Why would you like to participate and which tasks you would like to do in your hosting company abroad?". The file will have to be named: "Surname_Name_Video" (in .MP4, .MOV or .AVI format, max size 100MB)

If your video has a different format, please convert it using a program like [Online Convert](#)

Art.4 - ADDITIONAL INFORMATION AND ELIGIBILITY CRITERIA

Nottingham College reserves the right to request any additional information, clarification and/or other supporting documents to the candidate.

¹ All personal data provided by candidates in the application will be used exclusively for the purposes of the selection procedure.

Requests for additional information will be made through email only, to the email address indicated in the application form. If the candidate will not answer within 2 working days to the request of additional information, their application will be automatically rejected.

Nottingham College will not be responsible for any delays or failure to receive the application due to errors in the online submission procedures or other causes independent from the college, the applicant and/or the EU partners.

Applications which **do not meet the following requirements will be automatically rejected:**

- Incomplete or partial documentation;
- Incomplete or partial digital documentation and application form within the deadline;
- Not meeting of one or more of the formal eligibility requirements to participate in the project (Art.1);
- Denying consent to the processing of personal data in the online form.

Nottingham College reserves the right to carry out appropriate checks, including spot checks, on the statements and documents submitted. Please note that false documents or false statements will lead to legal action if necessary, and will be duly reported according to national laws.

Art. 5 - TERMS AND CRITERIA OF SELECTION

All students who meet the formal requirements (art.1) must submit their application online through the Application Form available on the website, together with all the requested documents (art. 3) within the deadline of the call (art.2).

The evaluation of the application so received will be divided into two parts and will be carried out as follows:

PHASE 1 - Pre-Selection

Each candidate will get a score (from 0 to 100 points) which depends on the answers given in the Application Form. In this phase the students' Application Forms and motivational videos will be assessed.

In assessing the students' applications, the scoring is based on the evaluators' discretion as regards the assessment of the linguistic skills and the motivation through the video and the Application Form.

PHASE 2- Final Selection

The list of complete applications and the preselection scores will be examined by the relevant Nottingham college faculty team, who will select winning candidates.

Art. 6 - PUBLICATION OF RESULTS AND WAIVERS

Selection results will be published online on the Movingeneration website at the following address:

<https://movingeneration.net/en/portfolio-items/nottingham-college-2/>

The list will be accompanied by the destination assigned to each winning candidate.

Candidates will receive an automatic notification by email. The results will include a list of winning candidates and a list of suitable non-winning candidates who will be considered as reserves.

The selected candidates will have **2** working days from the publication of the results to respond and formally accept the internship abroad. In case one or more successful candidates does not accept the grant, the reserve list will be used to select the next suitable applicant to be awarded the available spot.

Art. 7 - COSTS COVERED BY THE PROJECT

The Turing Scheme grant, which finances this project, covers the following costs:

- Accommodation during the 2 weeks internship abroad;
- Round trip to the country where the internships take place;
- Preparation of intercultural and pedagogical preparation before the departure abroad;
- Insurance coverage for 21 days of internship abroad
- Organizing work placement;
- Tutoring for the duration of the project and support in all administrative procedures and logistic arrangements during the stay abroad.
- Organizing cultural visits in the destination country

The project costs will be granted in accordance with the limits and conditions contained in the Turing Scheme Programme regulations and in the project.

The project does not foresee direct payments to the participants, the college is responsible for all expenses related to the implementation of activities.

Art. 9 - PRE-DEPARTURE TRAINING

The selected candidates must participate in a **pre-departure** training that will be organized after the selection is complete and before starting the mobility abroad. The preparation will consist of personal, cultural and work preparation.

Active participation in preparatory activities is mandatory.

Art. 10 - ACTIVATION OF THE INTERNSHIP

The internships abroad will take place **approximately** between 01/07/2023 to 16/07/2023

The selected candidate shall be flexible and will have to agree to participate in the traineeship abroad during the period indicated above and for the whole duration of 2 weeks. The impossibility of the candidate to comply with the timing of the internship abroad may lead to losing their possibility to participate.

The activation of the internship may be subject to limitations that may arise from any changes to the law of the hosting country that might occur from the publication of this call.

The activation of the internship and the related grant for non-EU citizens are strictly tied to the legal requirements for leaving the United Kingdom and arriving in the country of destination for the whole duration of the internship.

The internships will be constantly monitored by the project staff, in order to detect any possible problems reported by companies or participants.

Full cooperation of the participants with the project staff is required, this includes quick answers when requested information or for any other information and document related to the implementation of the activities.

Art. 11 TIMEFRAME OF THE PROJECT

ACTIVITIES	DATE
Deadline for submission applications (art. 2)	31/03/2023 9:30a.m.
Participants' selection (Article 5)	07/04/2023
Preparation training (art. 7)	At least 10 days before departure
Internship abroad	16 days in July 2023

Art. 12 - COUNTRY OF DESTINATION

Each qualification has been associated in advance to a country of destination according to the hosting capacity and economic sectors involved. By choosing to participate the candidates will also automatically choose the foreign destination, because every country is associated with the qualification that the participant will obtain at the end of his/her course. The table below displays the target qualifications and the destinations associated with them for the internship abroad. The coordinator reserves the right to change the foreign destination according to its needs.

QUALIFICATION	COUNTRY OF DESTINATION
DIGITAL	Coimbra, Portugal

The companies hosting the participants for their stage will be identified by the coordinator in collaboration with the foreign partners on the basis of the information contained in the submitted Application Form (see Article 3)

The proposed internship will also take into account: the level of English, or local language of the country of destination; the professional aspirations of the candidate assessed; and the professional and transversal competences, in order to find the most compatible match with the companies available.

Art. 13 - FINAL EVALUATION

At the end of the mobility the candidates will participate in a moment of reflection and collective discussion. This moment will be used to evaluate the project in its organizational and educational aspects, here, they will also be asked to fill in an online assessment questionnaire. The evaluation meeting is part of the project and, therefore, the participation is compulsory.

Art. 14 - RESPONSIBILITY

The promoter shall under no circumstances be considered responsible for any contractual or non-contractual responsibilities or any other liability which may, in any event, derive from the performance or failure to perform the activities related to this call.

Art. 15 PARTICIPATING VET PROVIDERS

Below there is a list of the participating vet providers and the qualifications accepted for each of them. Students who are regularly enrolled in these schools and attending a course for the qualifications listed below can apply for this call.

VET PROVIDERS	CITY	ELIGIBLE QUALIFICATION
Nottingham College	Nottingham	DIGITAL

Art. 16 INFORMATION

For any clarification you can contact:

movingeneration@uniser.net