

Pre-Information Booklet

Things you need to
Know Before You Go and Act(ions)



TABLE OF CONTENTS

WELCOME	2
MANDATORY PROGRAMME	3
YOUR DOCUMENTS	3
YOUR LUGGAGE	4
ARRIVAL AND COLLECTION	4
WORK PLACEMENT : HOURS AND CONDITIONS	4
ILLNESS	5
DRESS CODE POLICY	6
HEALTH CARE AND STUDENT INSURANCE	6
TRAVEL INSURANCE	7
ACCOMMODATION	7
CODE OF CONDUCT AND ALCOHOL POLICY	8
RULES AND REGULATIONS	8
DEPARTURE	9
OTHER IMPORTANT INFORMATION	9
ANNEXES : A VARIETY OF	



WELCOME!

We would like to welcome you as a participant of BLENDED PROGRAMME

We are very pleased that you have chosen to participate in Blended Programme and look forward to working with you and getting to know you soon.

Studying outside your country will provide you with an exciting and interesting challenge, and an opportunity to meet new people and experience new cultures.

Please be sure to read the information provided in this Handbook; it will help to answer some of your questions before your departure but also after your arrival in your 'new' country.

We understand that as new arrivals in a new country you will experience a period of adjustment. ***For that reason, you are required to carry out some written assignments and attend some classes and meetings before your departure.***

Your BP-teacher will provide you with all necessary information and will coach you from 'preparation until after your return' phases.

This Booklet is *required reading*: it provides information on different important topics. Should you have questions or need any additional information after reading this material, contact your local BP-coach ASAP.

CIELS : Mr Danny Barron, Ms. Claire Kavanagh and Sean Harding.

SATAEDU : Mr Marko Kempinen, Mrs Leena Kaise-Hyllinen and Mrs Outi Puolanne

LANDSTEDE : Mrs Margriet Leest and Mrs Claudia Ijzerman



MANDATORY PROGRAMME

All BP- participants must realize that all contents of BP are mandatory, from the minute you decide to enrol for participation till and after your return. There are no options or choices in BP. Students are to participate in all tasks offered : before, during and after participation.

Before : To complete the mandatory orientation programme
This includes execution of written assignments and attendance of meetings.
Changes might occur on daily basis.

During : To follow-up and act regarding the programme as offered in the host country.
Changes might occur on daily basis.

After : As ambassadors of BP your college and the steering board of BP would like to remain in touch with you. You are kindly requested to send us your new address on a regular basis, after you have finished your education with us.

YOUR DOCUMENTS

- Passport or ID-card, must be valid for at least six months beyond your planned stay in the host country
- Certificate of conduct, must be not older than 03 months before you depart to your host country
- Medical Passport, you must have this with you if you have any allergy/handicap, etc
- Medical Letter (in English!) , of your physician regarding any medical record.
- Letter of your college, stating you are a student (full name of education, year started and intended year of graduating)
- Two letters of two different supervisors of work placements (in English) you have had traineeships on your development in your professional skills but also on you as a colleague-in-learning-process
- ISIC, your student's discount card applicable in many EU countries. Also to be used in your own country.
- European Health Insurance Card (EHIC), will enable you to receive treatment for injuries and illnesses suffered while abroad

YOUR LUGGAGE

Keep all important documents, including those listed above, as well as this Pre-Information Booklet, in your carry-on bag! Do not place them in the luggage that you check through!

- Passport
- ISIC

If your luggage is lost or delayed, give the airline your new accommodation address:

Make sure to check the weight limit for your luggage with the Airline. In some cases you may be charged for overweight luggage or in some cases the Airline will restrict your luggage to two suitcases with no exception.

Don't forget that *you* need to lift your luggage on a cart or carry it short distances, so make sure it's not too heavy!

ARRIVAL AND COLLECTION

On arrival at airport you will pass through customs after which you pick up your luggage from the carousel.

The overhead monitors at each carousel will detail your flight number.

When you have obtained your luggage check that you have all your bags and proceed through the exit doors.

You will be collected by a private taxi, carrying four. Pay attention to a CIELS representative of the taxi company that will take care of your transport.

It is important that you do not leave the airport especially to go outside to smoke.

If you do not proceed to the transport you risk missing it and then you will have to get a taxi at your own expense.

The taxi will drive you to a meeting place where you will finally meet&greet Danny, Sean and Claire. After this meeting you will go to your home address where you can start settling in.

WORKPLACEMENT : HOURS AND CONDITIONS

As said before, Blended Programme, is a mandatory programme all worked out for you to carry out. All of you work according to your agreement of your school and the organisations where you do your traineeship. The hours you work do not include travelling time, breaks, or any time you may need to do college related assignments.

We stress that students are *not* entitled to leave, but will have a number of days off according to the national calendar of the country you are staying and as pre-scheduled and communicated by the international Steering Board of Blended Programme.

e.g. September2015Group will have a long weekend in October as Monday, October 19 is an 'off-day'.

Participants of BP are to ask any visiting family, friends or others to visit during BP-participants' bank holidays. If you have visitors during your working days you can spend time with them after your working hours, when you have official leave.

Students are *not* to (re)negotiate prescribed working hours on their own at their work placements without having consulted the national BP coordinator first.

Be punctual at work, show respect to your colleagues and also show interest in your and their duties. If you do not understand something do ask for (more) explanation. You are here to learn on different aspects, not only of your own.

ILLNESS

If you are ill and cannot attend work you must telephone the national BP coordinator and the workplacement supervisor as early as possible. You also have to inform your own college on the first day of illness.

Absence of more than two days from work must be certified by a doctor.

Medical treatment will be obtained only if you have the European Health Insurance Card (EHIC).

You need a valid travel insurance to be given treatment in hospitals or clinics in the country of your stay. Even with a travel insurance, you are likely to have to pay doctors if you visit them in a clinic or when they visit you at your residence. You have to keep all doctor's receipts and submit these to your insurer when back home. Some health insurance schemes of your homecountry may not necessarily be valid in the hostcountry, the country you are staying for BP.

DRESS CODE POLICY

You are kindly requested to bring suitable clothing for your work place according to the list below but in all cases, tattoos are to be adequately covered, piercing is to be removed and jewellery kept to a bare minimum.

Your own comfortable clothing can be used at home or in your free time. When attending class or any other BP activity you are asked to dress appropriately. If you are not sure about the dress code, please do ask on time.

OFFICES: Smart trousers or skirt, shirts or blouses (jeans, shorts, mini skirts and T-shirts are not adequate).

SCHOOLS, CHILD CARE, NURSING/DENTAL AND SOCIAL CARE CENTRES : The hospitals, clinics or nursing homes you will be working in are likely to provide you with part of your uniforms but you will probably need to wear your own trousers and (non-slip) shoes.

You will need to wear adequate but comfortable clothing that will enable you to interact with children or clients. You may need to have hats /caps for occasions you may be out in the sun.

Organisations could ask you NOT to wear jeans (especially worn-out/stripped or too fancy ones), so please be prepared to wear other smart but comfortable clothing.

Also sneakers may not be accepted.

Advice: have with you a pair of dark blue and/or black trousers.

HEALTH CARE AND STUDENT INSURANCE

Please make sure you provide your teachers/tutors and the national BP coordinator of the country you are staying for your participation with all necessary information on health. If you have to use any medication please supply us with all data of this/these. If you have any allergy please do inform us. If you require any special needs while here please let us know. We need to be well informed on any illness, allergy or condition you may have or had before your arrival. It is advisable to have an international Medical Passport with you

If your health condition is not communicated to us prior to your arrival and this is brought to our attention during your work placement stay, this could result in sending you back home.

For Finnish students : *Sataedu is responsible for and obliged to insure the student against accidents occurring during the internship period abroad.*

Company: Eurooppalainen

Insurance number: 3064750 (travel- and baggage- and travel liability insurance) by Sataedu.

In addition Sataedu has an insurance covering the insureds' liability to make good loss or damage as set to forth according to current legislation. The insurance policy includes general third party liability coverage.

For Dutch students : *Landstede is responsible for and obliged to insure the student against accidents occurring during the internship, just like when doing his/her internship in The Netherlands. Student's own personal insurance is the main insurance.*

For Irish students : *latest information to be added at the end of 2015.*

TRAVEL INSURANCE

We recommend you purchase a travel insurance policy which will cover you for accidents, loss and theft of personal property. Please make sure it covers international.

ACCOMMODATION in IRELAND

There are 2 intern houses in Carlow, Ireland. You will be accommodated in one of those. These houses are fully equipped. You will be further informed on your stay about two weeks before arrival in Ireland.

Your accommodation is provided with Wi-Fi connection, a sufficient band-width for simple internet traffic. "Simple" means it supports mail, browsing and chatting. P2P traffic takes up a considerable amount of shared band-width. Skype telephony is therefore limited and not guaranteed.

Your address in Carlow, Ireland will be:

<p><i>Student's full name</i> C/O Mrs Ann Flood Carrigowen Tullow Road Carlow, Ireland</p>	<p>OR</p>	<p><i>Student's full name</i> 2 Larkfield, Carlow, Ireland</p>
--	-----------	--

- Take your own towels (2) with you

- Adapter is needed
- Bed linen may be provided but you may have to purchase this locally on arrival in Carlow.

More information on your housing will be dealt with after your arrival.

Accommodations in Finland and The Netherlands to be added at the end of 2015.

CODE OF CONDUCT AND ALCOHOL POLICY

Students are to behave according to the host country's official tolerance on drugs and alcohol. Students who are reported influenced by drugs and/or alcohol will be disciplined and could be sent back home instantly. This rule applies to your behaviour inside and outside your accommodation.

RULES AND REGULATIONS

Ensure you read and know the rules and regulations governing your accommodation, school and your place of work.

You may find the culture of your hostcountry very different from your homecountry and you should respect the laws and traditions of the country and its people.

You are participating in BP, this means integrating and adapting to local terms and conditions of service but also to your fellow-participants' ones.

When together as a BP-group and when in communal areas of the internhouse English is the only accepted and official language to be used and heard. If you need to discuss something in your mother tongue you should ask permission to do so, otherwise ask permission to leave the room and come back.

Skyping or other communication with family and friends in your own language is to be done in your bedroom.

DEPARTURE

Ensure that at least three weeks before you leave you have checked the internhouse together to make sure you have cleaned every spot and corner as proper as possible. If there is any damage for you to tell this to the national BP coordinator.

Ensure that at least two weeks before you leave you have completed your Certificate of Attendance.

Ensure that at least two weeks before you leave you have checked how much stuff you have collected and that your luggage has not grown as hard your stuff has. How are you going to deal with this?

Ensure that the week before you leave you have completed your Europass and all other conditions asked for in the mail you have received

Ensure that the week before you leave you have again cleaned the house as good as possible.

Make sure you have all your things packed properly.

Have all your passport and e-ticket in your hand luggage.

OTHER IMPORTANT INFORMATION:

COST OF LIVING (see annex for Ireland; of Finland and The Netherlands to be added later in 2015)

MAP OF CARLOW, Ireland (see annex)

MAPS OF FINLAND AND THE NETHERLANDS to be added later in 2015

We look forward to working with all of you in this programme of BLENDED PROGRAMME and kindly ask you to help us to make all participants' experience as pleasant as possible. We wish you lots of success with studying and working in your new home country.

Kind regards,

Danny Barron : coordinator Ireland

Marko Kempinen : coordinator Finland












Margriet Leest : coordinator The Netherlands, coordinator Blended Programme



Cost of living in Dublin, Ireland

Currency: Euro

Food

	Lunchtime menu in the business district	€12
	Combo meal in fast food restaurant (Big Mac Meal or similar)	€7
	1/2 Kg (1 lb.) of boneless chicken breast	€4.96
	1 liter (1 qt.) of whole fat milk	€1.08
	12 eggs, large	€3.78
	1 kg (2 lb.) of tomatoes	€2.58
	500 gr (16 oz.) of local cheese	€5.73
	1 kg (2 lb.) of apples	€2.30
	2 kg (4,5 lb.) of potatoes	€1.16
	0.5 l (16 oz) domestic beer in the supermarket	€2.23
	1 bottle of red table wine, good quality	€13



2 liters of Coca-Cola

€2.10



Bread for 2 people for 1 day

€1.29

Housing



Monthly rent for 85 m2 (900 Sqft) furnished accommodation in EXPENSIVE area

€1,697



Utilities 1 month (heating, electricity, gas ...) for 2 people in 85m2 flat

€168



Internet 8MB (1 month)

€41



40" flat screen TV

€422



Microwave, known brand, 800/900 Watt

€84



Laundry detergent (3 l. ~ 100 oz.)

€8



Hourly rate for cleaning help

€12

Clothes























1 pair of jeans (Levis 501 or similar)

€93



1 summer dress in a chain store (Zara, H&M, ...)

€34

	1 pair of sport shoes (Nike, Adidas, or similar)	€85		Basic dinner out for two in neighborhood pub	€37
	1 pair of leather business shoes	€96		2 tickets to the movies	€21
Transportation					
	Monthly ticket public transport	€115		2 tickets to the theater (best available seats)	€108
	Taxi trip on a business day, basic tariff, 8 Km. (5 miles)	€16		Dinner for two at an Italian restaurant including wine and dessert	€71
Personal Care					
	Medicine against cold for 6 days (Frenadol, Coldrex, ...)	€7		1 cocktail drink in downtown club	€10
	1 box of 32 tampons (Tampax, OB, ...)	€4.98		Cappuccino in expat area of the city	€2.98
	Deodorant, roll-on (50ml ~ 1.5 oz.)	€3.21		1 beer in neighbourhood pub (500ml or 1pt.)	€5.68
	Hair shampoo 2-in-1 (400 ml ~ 12 oz.)	€4.88		iPod nano 16GB	€196
	4 rolls of toilet paper	€2.52		1 min. of prepaid mobile tariff (no discounts or plans)	€0.25
	Tube of toothpaste	€2.77		1 month of gym membership in business district	€53
	Standard men's haircut in expat area of the city	€14		1 package of Marlboro cigarettes	€10

Entertainment

These prices are based on abundant and consistent data. They are very reliable. They are based on 6,437 prices entered by 712 different people. Latest price update: May 15, 2015.

