Erasmus+ Traineeship
at the Universitat de València (Spain)

EMPLOYER INFORMATION	
Name of organisation	Servei de Llengües i Política Lingüística de la Universitat de València (Languages Service, University of Valencia)
Address incl. post code	Carrer del Serpis, 29, 2a, E-46022 València
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E-mail	llengues@uv.es
Website	www.uv.es/llengues
Short description of the company	The University of Valencia was founded more than five centuries ago and has become a modern public university offering a wide range of studies. The Language Policy Service's mission is to support the normal use of the local and official language of Valencia and its university, Catalan, through several technical sections, including the Section for Learning and Certification. This section provides language-learning services at its three centres, where users are encouraged to study autonomously using a study library, IT resources and conversation groups.

CONTACT DETAILS	
Contact person	Graeme Berman
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PLACEMENT INFORMATION	
Department / Function	Language Learning Centres, part of the Languages Service (on Blasco Ibáñez Campus, Burjassot Campus and Els Tarongers Campus). Working from home may be necessary if the health authorities or the University itself restrict access to the campus. Distance mobilities, i.e. conducted from outside Valencia, are not possible.
Description of activities	We are looking for **six** candidates for a traineeship placement at our self-access language learning centres which will consist of: -Leading conversation groups at our language learning centres. -Correcting and/or producing language learning material. 3 trainees will perform these activities in English; 1 in French; 1 in German; and 1 in Italian.
Location	Valencia [Spain].
Duration	9 months (1.9.22–31.5.23). Exceptionally, we may accept shorter stays.
Working hours per week	30 (Monday to Thursday or Tuesday to Friday), of which approx. 10-11 hours dedicated to leading conversation groups.
Working languages	Our Service uses Catalan as its working language. All teaching-related activities conducted by the trainee will be in target language (i.e. English, French, Italian, German, etc. as applicable). You will receive day-to-day support in English, French, German, Catalan or Spanish, as appropriate.
Accommodation (please select)	☐ Accommodation will be provided ☐ We can assist with finding accommodation ☑ Student to make own arrangements Prior to arrival, we will send you details on how to find accommodation.
Financial support	500 euros/month (approx. 430 euros after tax). This stipend will be paid *in addition* to the Erasmus+ Traineeship programme grant (amount varies, approx. 350-470 euros/month) or similar funding granted as part of a mobility programme offered by the sending institution prior to the commencement of the traineeship.
Training	Training to become a conversation group leader. Catalan language training to support your stay available at all levels. Tutoring will be the responsibility of the foreign language specialist on each campus.

Optional further training	Discounted or free cultural and language-related activities organised by the Language Policy Service are available. Activities offered by other services are available, but may be subject to a fee.
Liability insurance	Upon arrival, the University of Valencia requires trainees to certify they – or their home universities on their behalf – have taken out accident and civil liability insurance covering injury to the trainee and civil liability for bodily or material harm caused involuntarily to third parties during the period. The risks to be covered are the following: • civil liability for bodily or material harm caused involuntarily to third parties during the period to at least 60,000 euros • death or injury (to at least 6,000 euros) • repatriation in case of death (unlimited cover) • health transport in case of accident or grave illness (unlimited cover) • transport of relative in case of hospitalisation (unlimited cover) • and medical costs (to at least 30,000 euros). This cover costs around 100 euros and is offered, for example, by: • oncampus.es/seguros/oncampus-estudia • guardme.eu/uvalencia • https://universitasmundi.com
Health and safety	Full information regarding statutory health and safety plan is available at www.uv.es/sssqa/general/Pla_de_Prevencio.pdf COVID-19 protocols at www.uv.es/covid and www.uv.es/spma
Trainee status	Please note that trainee staff are not considered students and as such are not eligible for certain discounts offered only to Erasmus studies, among which discounts on Spanish classes. The additional remuneration we offer seeks to compensate any extra costs you may incur as a result. Trainees receive a university card granting access to library and other university services.
Advice for successful candidates	Before payments of UV financial support can begin, you will need to obtain an ID number in Spain. We will help you, however we strongly recommend successful candidates come to Valencia early, in order to find suitable accommodation and complete the paperwork on time.

Non-Erasmus mobility	Students unable to access Erasmus+ funding can become trainees using the similar mobility programmes, such as the Turing programme for UK students, providing they are within the framework of mobility agreements signed by Spain or by our University. www.gov.uk/government/news/new-turing-scheme-to-support-thousands-of-students-to-study-and-work-abroad
Non-EU/EEA citizens	Unless you have EU citizenship, you will need to meet further requirements, which incur additional costs: • A passport valid for at least a year and EHIC or similar health cover. • You need to provide proof of enrolment (or recent graduation) in higher education studies in modern languages or teaching as well as an ACRO police certificate, which must be sworn-translated and legalised. • Once the learning agreement is signed by all parties, we apply for authorisation so that you can then apply for a trainee visa, required *before arriving in Spain*. www.exteriores.gob.es/Embajadas/LONDRES/en/InformacionParaExtranjeros/Pages/VisadosDeLargaDuracion.aspx • For stays above six months, you need to apply for a foreign student card from the police upon arrival. www.exteriores.gob.es/Embajadas/LONDRES/en/InformacionParaExtranjeros/Pages/Estudiar.aspx Please note that authorisation and visa processes take around four months.

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	**Requisites:** Language in which conversation groups will be led (native-level or C2 language certificate). Candidates must be at least 18 years old upon commencement of the traineeship. **Merits:** knowledge of Catalan and/or Spanish; modern language studies at degree level; knowledge of other languages; teacher training; leadership skills; IT skills; prior experience with language teaching, group work or work placements abroad.
Computer skills required	User level.