



Erasmus+ Traineeship at the University of Valencia (Spain)

EMPLOYER INFORMATION	
Name of organization	Universitat de València / University of Valencia Servei de Política Lingüística / Language Policy Service
Address incl. post code	Carrer del Serpis, 29, 2a, E-46022 València
Telephone	+34 393 71 60
Fax	+34 393 76 33
E-mail	spl@uv.es
Website	www.uv.es/spl
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 areas, including the Area for Teaching. This area provides language-learning services at its three self-access centres, where users are encouraged to study autonomously using a study library, IT resources and conversation groups.

CONTACT DETAILS	
Contact person	Graeme Berman
Department and designation	English language specialist, Language Policy Service
Direct telephone number	+34 96 354 40 80
E-mail address	splangles@uv.es Sr Berman (for English speakers) splfrances@uv.es Sra Plot (for French speakers) splalemany@uv.es Sr Calaforra (for German speakers) formacioling@uv.es Sr Sanxis (for speakers of other languages)

PLACEMENT INFORMATION

Department / Function	Self-Access Centres, part of the Language Policy Service (on Blasco Ibáñez Campus, Burjassot Campus and Els Tarongers Campus)
Description of activities	<p>We are looking for six candidates for a traineeship placement at our self-access language learning centres which will consist of:</p> <ul style="list-style-type: none"> -Leading conversation groups -Correcting and/or producing language learning material <p>3 trainees will perform these activities in English; 1 in French; 1 in German; and 1 in Italian.</p>
Location	Valencia [Spain]
Duration	9 ½ months (3/9/18-14/6/19). Exceptionally, we will consider applications for shorter stays.
Working hours per week	30 (Monday to Thursday or Tuesday to Friday, mornings and afternoons), of which approx. 10 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). They will receive day-to-day support in English, French, German, Catalan or Spanish, as appropriate.
Accommodation (please select)	<p><input type="checkbox"/> Accommodation will be provided</p> <p><input type="checkbox"/> We can assist with finding accommodation</p> <p><input checked="" type="checkbox"/> Student to make own arrangements</p> <p>Prior to arrival, we will send you details on how to find accommodation.</p>
Financial support	<p>400 euros / month before tax (approx. 360 euros after tax)</p> <p>This stipend will be paid <i>in addition</i> to the Erasmus+ Traineeship programme grant (amount varies, approx. 300-600 euros/month) or similar funding granted prior to the commencement of the traineeship.</p>
Training	Training to become a conversation group leader. Catalan language training to support their stay available at all levels. Tutoring will be the responsibility of the foreign language specialist on each campus.
Optional further training	Other discounted or free cultural and language-related activities organised by the Language Policy Service are available. Activities offered by other services are also 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

	<p>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:</p> <ul style="list-style-type: none"> • 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). <p>This cover is offered, for example, at oncampus.es/seguros/oncampus-estudia.</p>
Health and safety	<p>Full information regarding statutory health and safety plan is available at http://www.uv.es/sssqa/general/Pla_de_Prevenccio.pdf</p>
Trainee status	<p>Please note that Erasmus+ trainees are trainee staff and not students and as such may not be eligible for certain discounts open to Erasmus studies or permanent staff only, among which discounts on Spanish classes. The additional remuneration we offer seeks to compensate any extra costs you may incur as a result. Trainees wishing to use the library or other facilities specifically requiring a university card can acquire one through the Associació d'Amics i Antics Alumnes web page. The SPL will reimburse you the cost in the next monthly payment upon presentation of proof of payment.</p>
Advice for successful candidates	<p>Before payments of UV financial support can begin, you will need to obtain an ID number and a social security number. We will help you with this, however we <u>strongly recommend successful candidates come to Valencia in late August</u>, in order to find suitable accommodation and complete the paperwork on time.</p>

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	<p>Requisit: Language in which conversation groups will be led (mother tongue or C2 language certificate). Candidates must be at least 18 years old upon commencement of the traineeship.</p> <p>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.</p>
Computer skills required	User level.