



TEFL Opportunities - Information Request:

We are keen to understand more about your organisation and the opportunities you provide to be able to promote valuable TEFL opportunities to our students. To understand your offer, please complete all the questions below providing as much detail as possible. **Please ensure you submit this form along with copies of your public liability insurance and evidence of your legal status.** These should be translated into English if that is not the original language of the document. Please be aware that your application will not be considered until all the information requested has been provided.

Declaration

On behalf of (**INSERT ORGANISATION NAME**) I confirm that the information provided is correct, that opportunities we provide take into account all information given in the questions below and that we will provide updates and further information if required.

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|-----------------------------|--|
| Organisation Name | VolunTeach Peru |
| Legal Status | Private Social Enterprise |
| Organisation Address | Av. Ernesto Montagne 471-301. Miraflores. Lima, Peru. |
| Web Address | http://www.volunteachperu.com |
| Name | Mrs. Shadia Vargas Castañon |
| Job Title | Director |
| Telephone | +511-4886898 |
| Mobile | +51- 949538116 |
| E-mail | info@volunteachperu.com |
| Signed | |
| Date | 02/09/2019 |

1. Scope of the opportunities you offer?

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Please tell us in detail about your TEFL opportunity offer.

Give an overview of your organisation. We are keen to know why you are targeting applicants at the University of York. In your answer, please pay particular attention to the following:

- Which departments at the university you are interested in recruiting from and why (if relevant)
- The location of your opportunities - please provide a list.
- How are your opportunities organised and run - please provide details on the structure of your organisation
- A description of the day to day duties involved as part of the opportunity including:
 - Hours of work (total working hours per week)
 - Salary/Pay details
 - Duration of opportunity/programme
 - Class size
 - Holiday allowance
 - Any extra duties that may be required

YOUR ANSWER:

Volunteer Teaching Assistant Experience Programme/ Paid Teaching Assistantship: We do not have any departments preferences for recruiting potential candidates.

Locations:

Volunteer Programme: Lima, Huaraz, Piura, Chiclayo, Cajamarca, Tarapoto, Iquitos, Arequipa, Tacna, Huancayo.

Paid Internship Programme: Lima, Cajamarca.

Duration:

Volunteer Programme: 1 month and up to 4 months

Paid Internship Programme: 6 months and up to 9 months

Class size: 25-30 students per class.

Volunteer/work hours:

Volunteer Programme: 20 hours per week [Monday to Thursday].

Paid Internship Programme: 30 hours per week. [Monday to Friday]

Job description:

- Co-teaching in English.
- To help to prepare materials for the lesson.
- To work with small groups of pupils.
- To help the teacher of English leading listening and speaking activities in the classroom.
- To attend meetings, performances and other events in the school.

Benefits:

Volunteer Programme:

1. The arrangement of the placement(s) in one or two reliable host school(s)

The position is voluntary and schedule goes from Monday to Thursday from 8:00am to 1:00pm.

Schools are located in safe and nice areas in the cities of Lima, Huaraz, Arequipa, Iquitos, Chiclayo, Cajamarca, Tarapoto, Huancayo and Piura.

2. The recruitment of one or two host family(s)

[Two host families are recruited for 2+ months longer programmes]



Host families are recruited in schools and carefully recruited by VolunTeach Peru. They belong to the host schools communities and will provide you love, support and a real family environment for the time you have applied for.

They will provide you meals, accommodation and will treat you as a real member of the family. Similarly, living with a Peruvian host family will offer you the invaluable opportunity to experience the Peruvian culture first hand as well as to learn from our traditions, dances, delicious cuisine and put your Spanish into practice

Host schools are mid-class private institutions [far from private education in the UK], they teach 6-12 hours of English weekly which means they fully understand and appreciate the importance of learning English with a native speaker of the language and the cultural approach aspect for their students.

3. Liability Insurance

VolunTeach Peru pays an expensive liability insurance every year. Universities overseas strictly require Organisations and employers to hold this documentation so they can allow their students to volunteer or work for VolunTeach Peru.

4. Pre-Departure Support

You may have many questions before you arrive. Feel free to ask about every little detail you would like to know about Peru, the school, teaching tips, your Peruvian host family preferences or travel plans in South America. We usually reply messages within 24hours and sometimes instantly.

5. Regular contact with affiliated Universities abroad

We are happy to provide participants legal documentation and fill out university forms. We do this to re-assure our commitment with them and universities. When needed, we may also contact university for advice too.

6. Airport Pick-up and transfers

We welcome you at the airport in Lima and transfer you to your host family house or temporary accommodation [non-Lima] placements.

7. Welcome tour in Lima

We organize a city tour around Lima with other participants arriving the same date as you. We take you to the historical city centre, provide a nice lunch and visit together the tourist areas of Miraflores and Barranco. A relaxing and ideal day to meet everyone before the ELT training the day after.

8. TWO nights of accommodation in Lima

Non- Lima placements get 2 nights of free accommodation in the safe and tourist heart of Miraflores in Lima [including breakfast, lunch and transfers] during the Welcome tour and Teaching Training days.

9. Acculturation Seminar + In-Service ELT Training

It is compulsory for volunteers. We teach volunteers the good and not so good cultural aspects and facts of Peru. Pros and cons of the country and how to deal with them in the event of an emergency.

In addition, volunteers attend a 6 hours training before they can actually teach in schools. Transport, snacks and lunch are provided. Training is delivered by Mrs. Lucy Castañon, VTP Director.

10. In-country support along your stay

You are not alone. As a family run organisation, we are approachable and committed to help you anytime. We are just a phone call or an e-mail away from you.

11. The development of two charity projects thanks to your contribution

We run two projects in public schools; Colegio Ollantay and Colegio Tupac Amaru, both located in the south of Lima. Volunteers are very welcome to join us teaching English to children and teenagers every week.

We believe English is the key to access better opportunities in life. Why not giving them the opportunity to learn the language so they can use it as an incredible tool for success for their futures!

12. One-free teaching training in host schools

They take place at the host school, either in Lima or in a different city. Peruvian teachers of English are trained to articulate their expertise with your cooperation in class and guarantee a learning impact for children in class.

14. Supervision at your host school

VTP visits partner schools once a year in all locations where the programme is run. During the visits, we deliver information sessions to potential host families, interview them, train teachers, hold meetings with the VTP Coordinators and observe classes.

Paid Internship Programme:

1. A monthly salary starting at USD\$500 net per month [£400 approx.] which will allow you to cover your meals and board. ***NET SALARY MEETS BY OVER TWO TIMES THE PERUVIAN MINIMUM WAGE.**
2. 30% Government taxes are paid by the host school separately.
3. Temporary Working Visa: Organized by the host school.
4. Transport or an accommodation allowance may be provided too.
5. National Health insurance: when Temporary Working Visa has been issued.
6. Programme completion certificate.

2. Quality Work Experience

Please explain how your organisation will ensure a quality experience for the applicant. Please pay particular attention to the following:

- The provision of clean, safe and well maintained **accommodation** (if applicable)
- **Commuting time** between the applicant's accommodation and the work location kept to a minimum
- **In country support**
- Named **emergency contact** and point of reference
- Will the applicant be **supervised**? If so, what level of supervision can be expected?
- How you ensure the appropriate **mobility** and **access** provisions are met as required
 - Please state clearly if there are any **restrictions** or **difficulties** relating to mobility and accessibility.

YOUR ANSWER:

Accommodation:

Volunteer Programme: Candidates are allocated with local host families in safe and nice areas of the cities.

Paid Internship Programme: Accommodation advice nearby the school is provided. Also within nice and safe areas only.

Training: Teaching Training is provided in both cases; either for the volunteering or internship programmes.

Supervision:

Volunteer Programme: Regular monitoring and supervision is provided in coordination with the schools.

Paid Internship Programme: VTP will monitor the trainee once a month on the phone, via e-mail or Skype. Class observation may apply too.

Emergency Contact: Mrs. Shadia Vargas Castanon, Director. Mobile: 51-949538116. E-mail: s.vargas@volunteachperu.com

Mrs. Lucy Castanon, Director. Mobile: 51-998870512. E-mail: info@volunteachperu.com

3. Health and Safety, Risk Assessment & Insurance

Please describe how your organisation ensures that the opportunities offered are safe and that applicants are covered by relevant insurance. Please provide details of:

- **Health and Safety** Policies
- **Induction** processes and procedures
- Employer and Public Liability **Insurance** cover - please provide evidence of this
- **Risk Assessments**
- **Reporting** of Accidents and Incidents

YOUR ANSWER:

- Health and Safety Policies: See document attached separately.
- Induction: A 6 hours Induction Teaching Training is provided in both programmes.
- Employer and Public Liability Insurance cover: See document attached separately.
- Risk Assessments:
 - a. Physical Risks: n/a
 - b. Chemical Risks: n/a
 - c. Biological Risks: n/a
 - d. Ergonomic Risks: n/a
 - e. Psychological Risks: n/a
- Reporting of Accidents and Incidents: VolunTeach Peru will contact the Travel Insurance Company for medical support and to open an emergency case with them, in the event that the volunteer/trainee is not able to contact them.

Secondly, VolunTeach Peru will contact the emergency contacts at home, as given by the volunteer/trainees.
Finally, VolunTeach Peru will contact the host university in writing via e-mail and/or over the phone.

4. Advice and Support

Please describe the advice and support available at application stage. Please provide details for each of the following sections.

Visa and entry requirements

Volunteer Programme:

1. Non-British citizens are advised to search for further orientation in regards to visas. British citizens can enter the country with a tourist permission, no visa required for Peru.

Paid Internship: Temporary working visa is sponsored by the school.

Cultural Awareness

Acculturation Seminar is provided upon the candidate`s arrival in Lima.

In-Country Orientation

In-Country Orientation is provided upon the candidate's arrival in Lima.

Personal security -Any potential **Security and Welfare concerns relating to the work not the country where the individual is working.**

n/a

Financial Advice and Information

n/a

Vaccinations and Healthcare - What are the requirements? Are these provided or will with applicant be expected to source their own?

Recommended: Yellow Fever, Hepatitis B.

The **provision of welfare** facilities (including mentoring)

n/a

5. Costs and Terms and Conditions

Please provide a clear pricing structure for the opportunities that you offer. Clearly lay out the obligations of you (the provider) and the applicant. Please pay particular attention to the following:

- A **clear pricing structure** which details **all** fees associated with the opportunity and a clear list of what these fees cover and when they are to be paid (including reimbursements)
- Do you operate a financial guarantee **scheme to protect payments?**
- Cancellation and **refund policy**
- Cancellation and refund policy if a visa application is turned down (as applicable)
- Please also note that which is **not covered by your fees** that will have to be **covered by the applicant** e.g. airfares (please include details of potential reimbursement)

YOUR ANSWER:

Paid Internship: NO COSTS RELATED TO THESE POSITIONS.

Programme covers:

See link: <https://www.volunteachperu.com/internship-programme-includes>

Volunteering Programme:

Programme covers:

See link: <https://www.volunteachperu.com/programme-includes>

Programme Fee breakdown:

20% The recruitment of a Host Family(s): It involves travelling to the partner schools (flights, accommodation) and time for information sessions, interviews, regular coordinations and monitoring.

5% Charity Teaching Projects: Resources and transport and administration for Pamplona Alta and Tupac Amaru School Projects.

8% Teachers Trainings: Peruvian teachers are trained to work with teaching assistants in class.

6% Marketing costs: At universities abroad (including ambassadors) and in schools in Peru.

4% Liability Insurance: Mandatory by universities abroad to allow their students volunteer overseas.

4% Accountancy and Legal services: monthly flat payments.

20% Salaries: Coordination of programmes with participants, schools teachers and host families involve full time and partial paid work

14.5 Others: Welcome tour and 2 nights of accommodation in Lima, In-service training, airport transfers, office supplies, telephone, internet, rent of meeting room, etc.

0.5% Transfer commission: Money is charged when payment is received.

18% Government taxes: VTP is legally registered and regulated by SUNAT, Tax Administration Office in Peru.

Programme Fee:

US\$50 Application Fee: To register the student's participation in the programme, requested when the application is announced successful.

Programme Fee: It is a **One off-payment**, to be paid 2-3 months before the candidate's arrival in Peru. **Programme fee covers within other services, the host family(s) recruitment who will provide the volunteer meals and board from start to end**, as well as love and support in a real family environment.

Independent option [no host family recruitment]: One off payment of USD\$180. VolunTeach Peru is happy to provide accommodation advice.

Government taxes are included.

Due to the great depreciation of the British pound, fees are indicated in US\$ Dollars. Check on www.xe.com for accurate exchange rates.

- 1 MONTH - USD\$530** That is GBR£430 approx for one month.
- 2 MONTHS - USD\$620** That is GBR£490 approx. OR £245 each month
- 3 MONTHS - USD\$720** That is GBR£570 approx. OR £170 each month.
- 4-5 MONTHS - I USD\$820** That is GBR£670 OR £167 each month.

Not covered in the volunteering/paid internship programmes:

- Flights
- Travel Insurance

Cancelation and Refund Policy:

The Application Fee I submitted is non-refundable.

Should the participants cancel their participation after they have received the Information Pack: Host Family(s) and School(s) confirmation and paid both the Application and Program Fees, a refund of the Program Fee will be issued minus a cancellation charge.

- 1 month/5 weeks Programme : 20% refund
- 2 months Programme: 25% refund
- 3 months Programme: 25% refund
- 4 months Programme: 30% refund

No refund will be issued should the participant withdraws from the program after the experience has started.

6. Satisfaction & Performance Measurement

Please describe how your organisation ensures continuous improvement and the monitoring of feedback. Please pay particular attention to:

- Maintaining high **levels of intern/worker satisfaction** - How do you track and monitor?
- **Complaint handling** - How and is there an escalation/transparent process?
- Collecting and acting **feedback** from applicants, past workers and universities- How?
- Ensuring **learning outcomes** are met where possible - Do you provide **professional development, mentoring and/or coaching** for applicants?
- **Testimonials** - do you use the **testimonials** of past applicants for promotion of your opportunity? (If so, please provide a link to them)

YOUR ANSWER:

- Maintaining high levels of intern/worker satisfaction - How do you track and monitor?

Volunteering Programme: Weekly monitoring online or on the phone. Class observations may apply too. Volunteers are recommended to full fill a weekly co-teaching plan so that VolunTeach Peru can measure the impact of the programme in the classroom by the end of every month.

Paid Internship Programme: Monthly monitoring is provided. An Assessment Form needs to be completed by the School`s Coordinator.

- In the event of putting forward a complaint, the volunteer/trainee is welcome to contact us in writing via e-mail or over the phone. VolunTeach Peru is committed to response any complaint within 72 hours.
- A feedback form is requested to all participants by the end of the programmes.
- Professional development, mentoring and/or coaching are provided for participants.
- Applicants can find testimonials on the website: <http://www.volunteachperu.com> , Additionally: <http://volunteach.blogspot.com/>

7. Teaching Questions

Are there any required extracurricular activities? (Mandatory)

Occasionally field trips with teachers and students.

Do you provide any orientation or training?

Yes

What percentage of teachers typically complete their contract?

90%

Have you had any conflicts or arguments with teachers?

No

Have paychecks ever been late?

No

Are teachers observed while they teach?

May be applicable

Do you have cameras in the halls or classrooms?

No

Do you have split shifts?

No

How much travel is required each week for work?

n/a.

What teaching methods do you use?

Communicative Language Teaching



What kinds of materials are available to teachers? Are all the materials they need provided?

All materials are provided.

What kind of educational background do the management and owner have?

Teacher trainers and professionals in the ELT field.

Please provide email addresses and phone numbers of three of your current/past English speaking teachers for us to verify the information provided

Peter Bailey: pb863@york.ac.uk

Eleanor Duce: eleanord@live.co.uk

Mattais Court: mc975.gsp@gmail.com