

**Please send a copy of this INFORMATION LEAFLET to each participant!**

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## **Information Leaflet**

### **International Training Seminar "German Language and Youth Services" (Beginners) for foreign youth workers, Sprachinstitut Tübingen, 7 May to 4 June 2011**

with additional one-week job shadowing programme for 3 participants from 4 - 11 June 2011

#### **General information**

The International Training Seminar "German Language and Youth Services" (Beginners) for foreign youth workers to be held at the Sprachinstitut Tübingen (SIT) will be organised at the request of and supported by the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth. The seminar combines language tuition with an introduction to the German youth work system and it aims to promote international youth work and intercultural learning.

#### **Target Group**

- Countries  
The Training Seminar for beginners will comprise youth workers from the Czech Republic, Kazakhstan, Lithuania, Poland, Russia, Slovakia, Spain, Turkey, the UK and the Ukraine.
- Youth workers  
The objective of the seminar implies that it is meant exclusively for full-time and voluntary **youth workers** who should be concerned with youth exchanges between their country and Germany. Participants are kindly requested to attach to the registration documents a testimonial to this effect (cf. registration form, page 4).
- Command of German  
The seminar will be provided for youth workers who are **complete beginners** in German as well as for beginners with little German language skills (**false beginners**), corresponding to level A1 of the Common European Framework of References for Languages (CEFR).  
For youth workers at advanced level, i.e. from level A2 of the CEFR onwards, we recommend our International Training Seminar "German Language and Youth Services", Europa-Kolleg Kassel, August/September 2011. Youth workers interested in the Kassel seminar should wait for our invitation to the advanced learners' course which will be sent to the national agencies/authorities in spring 2011.
- Command of English  
Participants must have a **fair command of English**. Since the participants are beginners, they will not be able to communicate in German for the time being. All information on organisational matters as well as on the specialised programme on youth work will be provided in English. Also the communication and the exchange between participants will mostly take place in this language. Without a fair command of English, participants will not be able to understand the given information and to take an active part in discussions. Please note that, by experience, we have to insist on this precondition for participation.

#### **Costs**

- The cost of room and board and the course fees  
will be borne by the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth. Participants will be lodged in private accommodations or with German families where they will also have breakfast and supper. Please note that diets or vegetarian food might, in some cases, not be provided by the host families. Restrictions the religion might impose will be respected as far as possible. Lunch will be taken at a restaurant near-by the language school.

- Travelling expenses

to the Stuttgart Airport or the Stuttgart Main Station will be covered by the participants themselves or by the respective organisation delegating them.

- Insurance

For each participant, IJAB will take out a **combined health, accident and liability insurance** for the duration of the seminar in Germany. The coverage of this insurance will vary according to the various maximum amounts granted by the insurer, the cost of medical care for illnesses contracted before the journey not being claimable under this insurance. Moreover, please note that in case of a **dental treatment** because of a sudden toothache, our insurance will cover no more than 1,75 of the basic rate listed in the German Dental Scale of Charges. Costs that exceed this rate will have to be borne by the participant himself/herself. We therefore recommend that participants possibly conclude in their home country an additional private insurance that takes over the remainder.

Moreover, we recommend taking out a **luggage insurance** individually.

### Journey to and from Germany

It would be helpful to travel in one national group to facilitate transfer to the private accommodations or host families respectively. The guests should arrive at **Stuttgart Airport** no later than 17.00 hrs. on 7 May 2011. Participants who do not travel by plane should proceed by train or bus to the **Stuttgart Main Station** (Stuttgart Hauptbahnhof).

Participants arriving at the Stuttgart Airport or the Stuttgart Main Station will be met by a representative of the language institute and taken in a minibus to the school where they will be welcomed by their host families.

The return journey should be scheduled for 4 June (or 11 June respectively for those who will participate in the job shadowing). There will be no more programme on these days, but if possible, the return flight should not leave before 12.00 hrs, so that participants have enough time for the transfer from Tübingen to the Stuttgart Airport or Main Station. All reservations should be made well in advance.

### Language tuition

The **teaching programme** will cover German every-day language (morning classes), different working groups, e.g. phonetics, computer lab (afternoon) as well as additional cultural and sports activities. Language classes will be held in German only. The lecturers are very experienced in teaching beginners without having recourse to translation.

Please note that a beginners' course of four weeks can only provide an initiation to the language. Upon completion, students should not expect to be able to handle correspondence with Germany professionally or act as interpreters for visitors, even on an elementary level.

### Information on the German child and youth services

Participants will be given an overview of the structure, aims and objectives of youth work in the Federal Republic of Germany. In the afternoons, they will visit various youth work projects.

The weight of effort with this seminar lies on the study of the German language. Exchange or twinning arrangements do not fall within the frame of reference of the organisers. Contacts with German partners should be made by the participants. In individual cases, however, IJAB or the language institute will be prepared to help.

### Job shadowing programme

3 participants of the International Training Seminar will be offered the possibility to attend an additional job shadowing programme. Following the four weeks seminar, these selected participants will have the opportunity to gain a deeper insight into the work of a youth facility in Tübingen for one week, the stay thus being prolonged until 11 June 2011. The job shadowing programme aims at qualifying youth workers cooperating (or planning to cooperate) with a German youth organisation or authority, who will then be multipliers for international youth contacts with Germany.

During the job shadowing programme, participants will spend one week in a youth facility, e.g. a youth centre, to have a closer look at the functioning and methods of the respective facility. Within the bounds of possibility, facilities will be chosen according to the participants' interests and field of activity. The stay in the host family will be prolonged for the duration of the job shadowing, the costs for room and board being also borne by the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth.

The selection of participants will be made on the basis of the applicants' qualification and their responsibility in international youth work.

If you are interested in the job shadowing programme, please use the joint application form. After finalising the selection, which will be made after the deadline for the seminar, applicants will be informed about their admission to the programme together with the confirmation of their participation in the seminar.

### **Introductory Meeting**

The course will start with an **introductory meeting** to be held at the Sprachinstitut Tübingen on Sunday, 8 May 2011, from 10.00 to about 17.00 hrs.

Sprachinstitut Tübingen (SIT)  
Eugenstraße 71  
D-72072 Tübingen  
Tel. (0) 70 71/93 54-20; -16; -18; -14  
Fax (0) 70 71/93 54-27  
E-Mail: [sit@internationaler-bund.de](mailto:sit@internationaler-bund.de)  
Internet: <http://www.sit-sis.de>

It is essential for participants to attend this meeting as important and indispensable information will be provided to them during this day. Language tuition will begin on Monday, 9 May.

### **Organisation of the programme**

All organisational arrangements will be made by the IJAB office which may be contacted under the address stated at the top of this leaflet. Ms Katrin Schauer, staff member at the language section of IJAB, will be responsible for the coordination of the seminar. Ms Elke Metzner, also staff member at the IJAB language section, will support the coordination of the seminar. All messages concerning the organisation of the programme should therefore be sent to their attention ([schauer@ijab.de](mailto:schauer@ijab.de); [metzner@ijab.de](mailto:metzner@ijab.de)).

### **Conditions of participation**

Under the provisions of the Child and Youth Plan of the Federation participants registering for the seminar must attend the entire teaching as well as the introductory weekend programme provided by IJAB. They will not obtain leave of absence in order to participate in other functions while the seminar is in progress.

Persons who do not belong to the target group and do not fulfil the requirements will not be accepted for educational, methodical, technical and organisational reasons.

### **Deadline for handing in applications**

The completed registration forms must reach your national agency/authority no later than

**30 March 2011.**

The latter will then forward the forms until 6 April 2011 to IJAB who will confirm registration and then send the documents to the language school.

Persons who are obliged to cancel their participation for a compelling reason are requested to immediately inform their national agency/authority and IJAB as well, so that a reserve candidate may take his/her place.