

MANIFESTAÇÃO DE INTERESSE PARA ACOLHIMENTO DE VISITAS E ASSISTENTES GRUNDTVIG
EXPRESSION OF INTEREST FORM FOR HOSTING GRUNDTVIG VISITS AND ASSISTANTS

O presente Formulário é destinado a instituições que desejem acolher um Assistente Grundtvig ou um Educador de Adultos no âmbito da acção Visitas e Intercâmbios.

This form is directed to organizations willing to host a Grundtvig Assistant or an Adult Learning Professional for a Visit.

Esta manifestação de Interesse é destinada à acção:

This form is intended for:

Visitas e Intercâmbios Grundtvig Grundtvig Visits and Exchanges
Períodos de Assistência Grundtvig Grundtvig Assistantships

Duração e datas desejadas:

Desired duration and dates:

6 months minimal

Nome da Instituição

Name of the Organization

Edugep, Conceção, Desenvolvimento e Gestão de Projetos de Natureza Educacional, Social e Cultural, Lda.

País

Country

Portugal

Perfil da Organização

Organisation's Profile

Edugep is an authorized and recognized institution by the Ministry of Education and DGERT (Portuguese *General Management of Work Relations Implementation – Manager Entity of Training Providers Certification*) located in the heart of Setubal, Portugal, which ministers several courses in the areas of foreign languages, technologies, mathematics, sciences and Portuguese as a native language. We also develop training courses for trainers and teachers, besides organizing and developing several events of pedagogical nature, such as workshops and book presentations. Once we are an educational and training entity whose preoccupation is to provide quality services, we are in a stage of quality certification of our entity according to the Portuguese Norm ISO 9001 along with the recognition by APCER. Our entity develops its work with approximately 170 students and our technical, pedagogical and scientific work in the mentioned areas is developed as a complementary regime to the Portuguese private and public teaching in local schools. Our aim is to guarantee that our students are provided with an individualized and personalized educational guidance which will allow them to achieve the highest results. Due to this context, we develop our work amongst adults who want to improve their personal and professional skills. Our training programs aim to guarantee that our trainees are provided with an individualized and personalized guidance which will allow them to develop their skills, especially their linguistic ones. Due to our social and

economical context, we provide tutoring and training amongst young adults and adults in general who look for their linguistic improvement concerning foreign languages that are gradually becoming more important in professional contexts, such as English, Spanish, French and German. Since our trainees are originally from every professional, economical, cultural and social background, we seek to create individual paths which are adapted to their needs. Our central location in the city is an advantage for its accessibility to most of the local population and our facilities are properly equipped including access for disabled people.

Can your institution be easily reached by public transport?

The assistant can reach our institution by bus and/or by train.

Can you help the Visitor / Assistant to find suitable accommodation?

Yes, Edugep can provide information on potential accommodation, but we cannot take on any practical arrangements. There are hotels, pensions and private rooms or houses to rent nearby our facilities. There are also several restaurants, cafés and supermarkets near our institution.

Motivação para acolher um visitante/assistente

Motivation to host a Visitor/Assistant

Once Edugep has been developing its work also concerning foreign languages courses, especially English and/or German ones, we intend to host an English and/or German Assistant who will be able to minister them. It is our strong belief that language courses to adults have great advantages when ministered by a teacher who is a native speaker of the tongue because including in their teaching abilities are not also the linguistic ones, but the cultural component as well, therefore providing our trainees a much more global approach to the English language.

Tarefas possíveis para o visitante/assistente

Possible tasks for a Visitor/Assistant

The English and/or German Assistant will be responsible for supporting the implementation of the language courses which are addressed to young adults and adults in general besides tutoring high school students as a complementary support to the English and/or German subject that they have at school.

The assistant will be provided with a pedagogical supervision from the teachers of our educational institution and Edugep will design a training programme to develop together with the Assistant.

The Assistant will also be provided with integration initiatives in the Portuguese culture through several visits and cooperation with other local entities in the areas not only of education but also of culture.

Perfil desejado do Visitante/Assistente

Desired Visitor/Assistant Profile

Edugep is looking for a graduate in the English and/or German language who will mainly develop his/her work in that area, i.e., ministering English and/or German courses.

Contactos
(referir pessoa de contacto)

**Contact
(input contact person)**

Catarina Serra (265 185 750 / 931 656 780)

Esta Ficha de Manifestação de Interesse deverá ser enviada para um dos seguintes endereços electrónicos: rgato@proalv.pt ou grundtvig@proalv.pt.

Os candidatos às acções “Visitas e Intercâmbios” e “Períodos de Assistência” Grundtvig deverão indicar a Organização de Acolhimento no seu formulário de Candidatura e provar a aceitação do seu período de assistência.

As Instituições portuguesas deverão preencher a informação solicitada na língua de comunicação desejada.

As fichas serão reenviadas para as Agências Nacionais e serão disponibilizadas na página electrónica da Agência Nacional PROALV (www.proalv.pt – por favor, clique Grundtvig e depois Meeting Point)

This form should be sent to one of the following e-mail addresses:

rgato@proalv.pt or grundtvig@proalv.pt

Applications for Grundtvig “Visits and Exchanges” and “Assistantships” should give details of the Host Organisation and show proof that it is willing to support the activity and take the necessary organizational measures.

The information presented in the form will be presented in our National Agency Website (www.proalv.pt – please, click Grundtvig and then Meeting Point)