

VALUE IN YOUTH

YOUTH EXCHANGE AND BASIC SYNERGY TRAINING

HOLLOKO, HUNGARY

24TH MARCH 2012 - 3RD APRIL 2012

Value in Youth is more than a usual youth exchange – part of the program will be a personal development and awareness training, aiming to increase participants' chances on the labour market. Young people from 5 different countries come together to deal with a theme that is actual in all countries of Europe, for all young people: employability. Participants of the exchange will share experience and develop themselves by living and learning together in a multicultural group.

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IDEA, PURPOSES

Who is this exchange for?

Value in Youth exchange is for young people who are

- looking for a job or thinking to start their own business
- in a transition between school and work or between jobs
- want to improve their chances on the labour market
- want to see work as an opportunity for self-expression and growth
- aged 17 – 25
- from: Spain, Slovenia, Slovakia, Romania and Hungary



Purpose

- To increase your chances on the labour market
- To improve your experience, skills and tools
- To identify and specify your competences

Main idea

One of the burning issues today in the EU is the employability of young people. The situation of young people today on the labour market is challenging, especially for young people with fewer opportunities.

Employability – what is it?

Employability means your potential to be active in the world of work:

- to be employed by someone else or by yourself.
- to be clear with your visions and goals
- to know and be able to communicate your competence: your skills, knowledge and values, that make you unique for your employer
- to be able to perform in a variety of situations, meaning to be able to create successes and to enjoy the process of creation.



In our exchange we will focus on skills. Skills can only be developed and matched to job needs when they are specific. To specify them, and identify your strengths, you need to experience, practice them, and ask yourself how you think, feel and act in situations that similar to those you can have at a workplace, e.g.:

- how do you deal with people of diverse age, social and cultural background?
- how do you handle time?
- what is your way of creating results?
- what is your impact on teamwork?
- how do you make and keep agreements?
- how do you handle change and unexpected situations?
- what is your interest? what activities bring you enjoyment?
- what are your goals, values and motivation?
- what is the role of work in your life plans?
- and many more questions...



Value in Youth offers you an opportunity to find answers.

THE PROGRAM

After 3 days of an intensive self-development program, focusing on the questions above, you will have the chance to experience the entry on the labour market:

- preparing to get a job
- creating a CV
- going through an interview and being selected
- preparing for your first day at work
- having your first day at work: you will go to work, spend 1 working day at a real workplace in a nearby town, working for a local small business and come home at the end of the day and reflect on your experience.

After evaluating your experience, you will get ready to leave again and take part in a 3-day outdoor expedition, offering you the chance to improve your skills further. You will do the expedition in international teams, practicing skills that you need for effective and enjoyable teamwork. This can be a lifetime adventure!

The last 2 days of the program will allow you to chill out, let the experience settle and focus on your future at home.

At the end of the whole process, you will go home with:

- a competence portfolio, unique to you, communicable to your potential employers or clients
- your personal action plan on how to continue
- people, connections, friends to support you



- information on how to continue your adventure in youth exchanges, training courses, voluntary service and internship programs

Detailed program you can see in the attachement.

What will you do on the program?

- activities in couples, small international groups remixed time-to-time, and in the big group
- workshops: some of them might be intensive, some personal, some playful, using a variety elements from outdoor activities, art, dance, and theatre
- discussions to share experiences
- interactive explanations, personal and group consultations from experts
- live experience: preparing your CV, going through an interview and selection process, and 1 full day at work
- outdoor training
- action planning

LEARNING APPROACH AND METHODS

The International Synergy Group uses the method “Learning to play, playing to learn” which basically is learning by action and experiences. You can read more about this method in the attachment. **In this exchange we will combine this method with methods and techniques of non-formal education for employability and intercultural learning.** More details you can read in the attachment.

Language

The working language of the exchange will be English, in a simple, easy-to-understand way.

You can learn more about the methodology in the attachement.

ORGANISERS

- Youth for Creative Life informal group
- a group of young volunteers
- guest experts and consultants:
 - Egyesek Youth Association – experts of intercultural learning and personal development programs
 - BeWise Human Resources Ltd – one of Hungary’s leading small business in HR counselling, interviewing and selection processes
 - CsoportÉka Association – a social enterprise, expert in innovative ways of accompanying people with fewer opportunities and long-term unemployment into the labour market successfully

PRACTICALS

You can participate in the exchange if:

- you are from one of the partner countries: Slovenia, Slovakia, Spain, Romania, Hungary
- you are in the age 17-25. The groupleader can be over 25.

There is a limited amount of places available for people who are from other countries or over 25 if they can cover their own costs (involving travel and hosting costs).

EXACT DATES AND PLACE OF THE EXCHANGE:

Date of arrival	Friday 23rd March 2012 till 18:00
Program starts	Friday 23rd March 2012 18:00
Program ends	Tuesday 3rd April 2012 22:00
Date of departure	Wednesday 4th April 2012 till 10:00

You must arrive on the date given above to the venue of the exchange:

Creative Space Center, 31. Orgona str. Hollókő, Hungary

We expect you to participate in the whole exchange! (It means arriving later or leaving earlier is not allowed!) If you come earlier or leave later, you need to arrange your accommodation for yourself. (We can suggest cheap hostels in this case.)

A trip to Budapest or other touristic destinations is **NOT** part of the program. If you want to visit the capital, you also need to arrange it for yourself, before arrival or after leaving.

VENUE

The exchange will be in Hollókő, the countryside of Hungary, 100km from Budapest.

The village is situated in the north of Hungary and it is part of the UNESCO World Heritage. During the program you will see the surroundings: the Cserhát Hills and the villages of Palóc culture (www.holloko.hu).

The accommodation and the program will be in the youth training center Creative Space (www.kreativ-ter.hu).

There are bedrooms for 4 with separate shower and toilette each. We have wireless internet, with limited access. There is NO washing machine and the accommodation does not provide linen. We ask you to bring your own sleeping bag and/or sheets (bedsheet, blanket-cover, pillowcase). You will need your sleeping bag in the outdoor expedition, too.



APPLICATION SYSTEM

The deadline of the application is **9th February 2012**. Send your filled in application to the address: youthcreativelife@gmail.com

After we got applications we will make the selection till 20th January 2012 and confirm the 25 participants. **DO NOT** buy tickets until you get confirmation.

We ask you to fill in the application form and answer all the question of it. If you have any physical limitations, disease and/or use medicine we need to know about, indicate it on the application form. If you are a vegetarian or have special diet, also let us know, indicate on your application form what you can not or don't want to eat and what you can so that we can arrange suitable food. The application form contains a part to survey your learning needs and interests.

The ones not selected in the first round will be on the waiting list and as soon as there is an empty place we will contact them. If you are under 18 we also need a parents' consent from you.

COSTS

The project received grant from the Youth in Action Programme of the European Community.

In this way Youth for Creative Life covers the following costs:

- accomodation
- food
- the costs of the program
- 70% of the travel costs of foreign participants

You cover the following costs:

- 30% of travel costs (70% of your travel costs will be reimbursed *after* the program in case you send all the necessary papers. *The details please read in the attachement!*)
- Your own insurance
- 50 € of contribution / person
- We are ready to support participants and partner organisations to apply for co-funding, individual grants and any other type of grants to subsidize the costs of participants.

Country	Max. travel costs (100%) EUR	Max. reimbursement (70%) EUR	Participants' contribution EUR
Spain	375	263	50
Slovakia	75	53	50
Slovenia	75	53	50
Romania	155	109	50
Hungary	0	0	50

WHAT TO BRING

In case you were confirmed and you are coming to the exchange, there are certain things to bring:

- There are certain clothes we ask you to bring with you for your physical safety, personal hygiene of yourself and the other members of the group.
- Casual warm and sport clothes for outdoor and indoor activities
- Backpack or smaller bag
- Raincoat
- Waterproof outdoor shoes
- Camping mattress
- Sleeping bag that is suitable up to -5 degrees. You will need the sleeping bag for sleeping in the house too, there are no sheets provided in the house.
- Swimming suit
- Towels
- Your own medicines

Documents

- passport or other official ID
- all original bills and tickets
- insurance or your E111 card
- Hungarians: TB card
- bank account data

Please also read the attachment from where you will be informed more detailed about:

Program

Reimbursement – technical details!!!

Synergy methodology

For more information and application, please contact Viktoria Csakany at youthcreativelife@gmail.com.

Hope to meet you soon in Hungary! ☺

YOUTH FOR CREATIVE LIFE

 **Egyesek**
ifjúsági egyesület



Education and Culture DG

'Youth in Action' Programme

The project has received for grant form the Youth in Action Programme of the European Community. Information ont he Programme is available at http://europa.eu.int/comm/youth/index_en.html.

However the content of the project doesn't necessarily reflect the opinion of the EU and the Hungarian National Agency. The project is not under the responsibility of these institution.

Attachment 1: More detailed program

Day 1	Day 2-3-4 identify your competences	Day 5-6 enter the labour market
<ul style="list-style-type: none"> • arrival • introduction • getting to know each other, the house and the surroundings 	<ul style="list-style-type: none"> • starting up and working on your own competence portfolio • seeing yourself and your opportunities • handling prejudice • creativity, problem-solving • communication, self-expression • cooperation, trust, inclusion and teamwork, • responsibility 	<ul style="list-style-type: none"> • how to write a CV • how to participate in a job interview • personal and group consultations with experts • your 1st day at work
Day 7-8-9 keep growing, handle challenges	Day 10 connect to your life at home	Day 11
Outdoor program	<ul style="list-style-type: none"> • action planning for home • finalising your competence portfolio 	<ul style="list-style-type: none"> • final evaluation • closing

Attachment 2: Reimbursement

By law and the funding rules of the Youth in Action Programme we need to keep certain administrative procedures. We are asking for your support and cooperation in keeping these rules.

Please make sure that you read and understand the conditions and the procedure!

Conditions of reimbursement:

- Only if you participate **in the whole program** can you get the reimbursement.
- **Save your original tickets and receipts, boarding passes, invoices and all related documents**, because you can only get reimbursement for costs of which you can prove the amounts with original tickets and receipts. Only the amount written on the ticket will be reimbursed – that is, if you want your return ticket to be reimbursed, you have to give it to us. We cannot reimburse anything that you buy *after* the training.

ALL the following ORIGINAL documents will be needed:

- all your tickets and boarding passes
- invoices of buying your tickets described below
- passport or ID

What is an invoice?

This is a document, signed and stamped by the seller.

The invoice of flight ticket must contain your **name, the starting and finishing place and the date of the journey and the price of the ticket**. Whatever official is your paper, if these data are not on it, you **can not** get it reimbursed!!! Use your name from your passport, no nicknames!

For all the other tickets that you buy in Hungary needs a special invoice, called **ÁFÁS SZÁMLA**, you need to ask. It needs to be for the following address as buyer:

**Egyesek Ifjúsági Egyesület
1137 Budapest
Radnóti M. u. 4-6. I./14.**

E-tickets:

An e-ticket is NOT an invoice! If necessary, call the airline/train company/etc., explain them the situation and ask them to give you a receipt/invoice with the data given above. If you buy tickets online, take care that you tick the box indicating that you want an invoice, and you fill in the address of Egyesek where the invoice has to be sent by the airline company.

Reimbursement will be in HUF and it will be done by bank transfer. The exact procedure is described below. The exchange rate we will use is defined by the National Agency of the Youth in Action Programme.

Reimbursement limits per country

In the EU grant we will receive a certain amount of money for this purpose, which we are not allowed to exceed. These amounts are based on the costs our partner organizations told us when we wrote the application.

Amounts given are for return tickets between your place of living and Hollókő.

We reimburse public transport tickets and taxi costs from Budapest or from cities where you change transportation only if they fit into your limit and you bring the invoices of them as well.

Reimbursement procedure for participants funded by the Youth in Action Programme:

1. The amount of the reimbursement will be calculated as follows:

We take the 70% of your travel costs between your hometown and Hollókő, only those costs of which you have the tickets and invoices. From this we will calculate your reimbursement with the €/HUF exchange rate given by the national agency of the Youth in Action Programme.

In case your costs exceed the limits given below, the maximum amount you can get is calculated from the 70% of your allowed limit. Limits are given below. Based on the receipts you give us, we will exchange your costs into euros and from euros to HUF.

2. **You will check the calculation and sign a document** stating that you checked and you accept the amount, the bank account number where it will be transferred and that you agree that the bank costs are covered from it and that you will send us back **the original tickets, documents and invoices** within 1 week from your arrival home.
3. You will **leave with us all the original documents** that you don't need for your journey home. During the training we will make copies of your documents, so that you can still use your ticket for the way home.
4. You **send us back all the original documents** within 1 week from your arrival home.

As soon as we receive all original documents from your country and the money arrives from the National Agency, we send you your reimbursement by bank transfer. We will **do 1 bank transfer/country**, either to your sending organization or to the account of one participant from that country. Bank cost is approx 10€ /transfer from our bank, you need to check yourself if it costs anything from your bank or not. Bank cost will be taken from the amount by the bank. We have no separate funds to cover them, so this bank cost is yours. **For the bank transfers we need these data from each country: bank account number, IBAN number, account owner name, bank name and address, SWIFT/BIC code.**

Attachment 3: The training method of International Synergy Group

Learning to play, playing to learn

Learning by experience, outdoor training, and theatre plays are working methods which all have one thing in common: playing. Playing allows us to access a state of freedom, creativity and exploration that is associated with the natural learning of childhood. Roleplays, structured experiments, simulation, and theatre are examples of games with experiential learning opportunities. Games can create a play frame, which makes the act of learning a dynamic and enjoyable process, which recalls the carefree playing time of childhood.

Experiential activities can transform learning into adventure. Learning in this way is an emotional, physical as well as a cognitive experience. Movement and feelings stimulate the learning process. Playing involves both mind and body and can provoke an emotional response during the exercises. The exercises are designed to use social skills and make clear / illustrate concepts and theories. Almost any topic can be explored through games. Learning processes that involve the development of skills and behavioural change, such as group dynamics, communication, leadership, problem solving, teamwork, coaching, co-operation and decision-making are very suitable for gaming.

Gaming is a working method which might create a paradoxical situation in which participants or a group might lose themselves. The objective of using gaming in this kind of training is to get more knowledge and skills to work with groups in the field of youth work and social work.

Although this working method may seem enjoyable, it is not "only a game". It allows the players to use the freedom to experiment with new approaches and new behaviour and to acquire skills and knowledge. The players are asked to look at how they behave in the play. Therefore feedback and reflection are an essential part in this way of working. Playing games as a tool for learning is a serious play or 'playful seriousness'.

The Olde Vechte Foundation has developed this working method in a specific way. Since the founding of the "Olde Vechte" foundation in 1966 we used a group accommodation for the training- and education activities. Working with groups in a hostel situation became part of the working method.

Our training method is based on learning by experience. In our approach we invite participants to point out where they find themselves at that moment in the learning process, what they want to learn and how they want to develop themselves. It is focused on the experience of the individual and it is connected to the specific needs and the level of learning of the participant at that moment. The programme is a tool for the participant and not the other way around. No matter how logical this may sound, in many formal learning situations the usual form of acquiring knowledge is 'learning from lessons'. The knowledge should be reproduced / copied by the student, without any personal interaction. 'Learning by experience' is different since it starts from the person him/ herself, his/hers behaviour, reactions and emotions. This method is often used in youth work and informal education. And more and more this method is being used in formal education and trainings for companies.

The way, in which we like to organise and perform this international training, means that main objectives of the training have to be clear to the participants, as well as the outlines of the programme and the target group. In this way we create a playing field for participants and trainers where we can play to learn and learn to play.

Within the given group, you participate in the training for yourself and with yourself as an individual. The exercises (called 'processes' in our training context) will be done alternately alone, in pairs or in a group. The trainer will prepare the ground by giving plenary lectures. Some processes may involve talking, others listening or visualising certain thoughts with your eyes closed. Exercises will be provided in combination with music, dance or play. Many processes will contain an element of surprise, the exact nature of which is not known in advance. In this way questions can only be answered by the participant him/ herself, namely by experiencing his own reactions.

With this training approach there is room for the experiences and wishes of the participants to influence the content of the programme while it is taking place. We create the playing field and the participants make the play.