

Programme d'échange d'assistants de langue vivante 2020-2021



FRANCE
ÉDUCATION
INTERNATIONAL

ASSISTANTS
DE LANGUE

af
Alliance Française
Eastern Caribbean - Trinidad & Tobago

The Alliance Française de Trinité et Tobago thanks you for your interest in France Education International's English Language Assistant Program. The Program allows native English speakers to go to France from the 1st October 2020-30th April 2021 to teach English to primary and secondary school students.

Its general objective is to permit language assistants to familiarise themselves with French language and civilisation while bringing the authenticity of their native language and the richness of their culture to French schools and the children they educate.

Eligibility Criteria

Candidates must

- Be a citizen of Trinidad and Tobago or Barbados OR a citizen of an OECS country
- Be a native English speaker
- Have done their secondary and tertiary education in Trinidad and Tobago or Barbados
- Be between 20-35 years old
- Be currently a registered student of a tertiary education institution in Trinidad and Tobago or Barbados. Candidates need to have completed their second year of undergraduate studies or higher by the time they take up their assignment in France.
Candidates not currently registered as university students will only be considered in the event of a failure of the contingent to fill all allocated positions
- Possess a good level in French (**B1 or higher on the Common European Reference Framework for Languages (CERFL)**). For more information on the CERFL, see page 12 of the application form or please contact the Responsable de Langues at the email address below.
- successful candidates will also be required to present a birth certificate and a police certificate of character to the academies after acceptance of their assignments

Application Requirements

-1 **partially completed application form** (p1-5 of application form) (available at) https://www.ciep.fr/sites/default/files/atoms/files/alve_2020-2021_nom_prenom.pdf to be sent by the deadline for candidate identification (see below).

NB! PLEASE DO NOT SIGN your application in the candidate identification phase (see programme timeline) as we would like to ensure that our contingent's applications are of the highest quality possible. Once your candidature has been vetted and approved we kindly ask you to upload the supporting documents to your application for the application phase (see below).

Candidates will need to provide a scanned version of each of the following supporting documents to complete their application:

-passport bio page (pg 6)

N.B. if your current passport expires before December 2021 you will be required to renew it if selected.

-certificate of enrolment in a tertiary education institution for the academic year 2019-2020 (pg 7)

-university transcript, or most recent university degree (pg 7)

-up to three optional supporting documents (pg 7)

(these can include language proficiency certificates, certificates of aptitude to support your answer to question B1 on pg3, doctor's letter to support your answer to question B6, etc)

-completed family responsibility waiver (only for candidates who are married or responsible for children) (pg 8)

-completed professor appreciation forms with institution stamp (pg 9)

Please note that referee professors must be able to evaluate the candidate's level of French

BARRING SIGNATURES, YOUR APPLICATION SHOULD BE OTHERWISE COMPLETE WHEN YOU REQUEST THE COMPLETED PROFESSOR APPRECIATION FORM. When your application is returned to you by your professor, your signature should serve as validation and be the very last step of the process before transmitting your FINAL application

Applications must be sent to the following email address:

studies@alliancetnt.org

VERY IMPORTANT

Applicants will be required to pay a non reimbursable \$TT300 processing and handling fee to the Alliance Française, by cash, LINX, cheque, credit card or wire transfer when depositing application. This fee is for the examination, vetting, and follow up of your application after deposit.

The Alliance Française, as the recruitment agency for the PEALV reserves the right to request additional pertinent information from candidates if required to guarantee the effectiveness of the recruitment process. The CIEP has ultimate responsibility for candidate acceptance or refusal.

Please note that neither organisation will be responsible for assistant's travel arrangements, whether it be for taking up their assigned positions or for obtaining their SCHENGEN visa from the French embassy in St. Lucia.

To avoid technical problems with the application process, candidates should:

- **Download** the application Form on their computer before attempting to fill out.
- Use the **most recent** version of Acrobat Reader <https://get.adobe.com/fr/reader/otherversions/>
- Have the professor appreciation form completed and signed **BEFORE** signing the application form themselves
- Keep their attachments to **less** than 1 MB. Please pay attention to file formats when scanning documents.

Program Timeline

Phase 1 (Candidate Identification):

8th October – 6th December 2019- Fielding requests for general information.

20th December 2019 – Deadline for Candidate Identification

All potential applicants are required to make their interest known and email their partially completed applications (pages 2-5 completed) to the Responsable des Assistants de Langue by 7:00pm Trinidad and Tobago time

Please note that the processing and handling fee must also be paid by this date. In the absence of this payment, your application will be considered incomplete and therefore void.

Please note that UWI student candidates may be required to undergo an interview at the Department of Modern Languages and Linguistics in addition to depositing their application at the Alliance Française.

Phase 2 (Application): **25th January 2020** - Deadline for depositing final applications with supporting documents to the Alliance Française.

Phase 3 (Selection and Assignment)

Mid-March 2020: Applicants will be informed if their applications were successful

Mid-April 2020: Successful applicants will be informed as to their level and region of assignment

Phase 4 (Preparation for departure)

June-August 2020: Arrival of official “arrêtés de nomination” required for visa application

Mid-July 2020: Information Day for successful applicants

End July – September 2020: Make Visa Appointments, Contact Assigned Institutions, Organise Housing, Travel etc