

New Generations Service Exchange ~ D9670

Information for Candidates

To be read in conjunction with completing the Application Form

1 PROGRAM OVERVIEW

New Generation Service Exchange (NGSE) is an exciting new exchange program for Rotary International (RI) within the service avenue of Youth. It is completing the gap between the classical long term student exchange (YEP) and Group Study Exchange (GSE) programs. As the program is self funded, Rotarian family members and Rotaract members are eligible and encouraged to apply.

The objective of this program, as with other RI exchange programs, is to create goodwill and to promote world peace through international understanding. This exchange program operates between Rotary Districts, and the vocations of the candidates can be as varied as professional, trades or humanitarian.

NGSE is a short term exchange arrangement varying from six weeks to three months, depending on if the exchange is for an individual or a team. The exchange takes place at a mutually agreed time between the candidate, the sponsor Rotary Club, the host Rotary District / Rotary Club, and the prospective workplace provider. However, it is highly advisable to avoid the host country's holiday and religious high points. During the exchange period, "cultural differences" will be experienced, however, the exchange is not a holiday. An aptitude for language is highly regarded if intending to go to a non-English speaking country. Any additional tuition is at the candidate's cost. The candidate is expected to apply themselves to their work experience training as arranged by the sponsor and host Rotary Clubs.

NGSE is a serious, well planned stay in another country, and accommodated with one or more screened and approved host families. The selected candidate will receive work experience training related to their education and preferred career path. The training is work related, is not paid, and occurs during normal business hours dependent on the candidate's vocation. Evenings and weekends would generally be free for the candidate to explore and experience their new community / country. Outbound candidates are therefore selected on the criteria that work experience is a genuine desire to be accomplished. The exchange period is continuous.

Rotary District 9670 embarked on this program in 2010 while it was operating as a pilot under RI. The program is steadily growing and on 1 July 2014, became a fully accredited RI exchange program.

2 ELIGIBILITY CRITERIA OF THE CANDIDATE

Candidates will be of the full legal age in the host country but not be younger than 18 years and not older than 30 years at time of departure. Candidates will have an excellent command of the English language (written and verbal), hold a valid passport, and fulfil at least one of the following:

- Have completed secondary education to Higher School Certificate and be either in paid employment or working in a voluntary capacity in their chosen career path
- Have completed a minimum 75% apprenticeship / TAFE course / university course

The applicant's personal attributes required include:

- A willingness to develop their skills and experience in unpaid vocational / humanitarian training related to their education and chosen career path
- An outgoing personality and willingness to share knowledge about their homeland
- Agreement to adhere to the requirements of the NGSE program as outlined below, and the laws and customs of the host country
- Maturity and ability to liaise with Rotary members concerning the application in person ie not via parents / family

New Generations Service Exchange ~ D9670

As a goodwill ambassador for Australia, the candidate will be expected to speak about their homeland in various contexts. This would most likely be at a Rotary Club meeting and / or the workplace. The candidate will be expected to gain a thorough understanding of what Rotary stands for. Upon their return home, the candidate is expected to apply learning from this experience into Rotary, their community, their studies and / or their workplace. This will also include a presentation to the sponsor Rotary Club outlining experiences, achievements, and how any new ideas can be implemented into their current workplace or incorporated into the completion of their studies.

3 ROTARY DISTRICT 9670 OUTBOUND APPLICATION

To apply for consideration to be a candidate in the NGSE program, the applicant is required:

- To submit the completed Application Form to D9670 NGSE Chairman:

Postal: Brian Oakley | 309/4 Honeysuckle Drive | NEWCASTLE NSW 2300
 Email: ngse@rotary9670.org.au

- Undertake an interview which will focus on behavioural related criteria

4 RESPONSIBILITIES

Responsibilities of the Candidate

- A valid passport and visa
- Arranging and funding own return air travel and other domestic travel as required
- Arranging comprehensive travel and medical insurance – *this is available from Rotary District 9670 – contact the NGSE Committee Chairperson if this is preferred, otherwise, a copy of the policy is required to an acceptable level*
- Arrange for a statement from your doctor declaring that you are, “fit to travel” – *any existing medical conditions are required to be declared, and advise of any special needs, on the Application Form*
- Arrange for appropriate “Working With Children Check” documentation to accompany the Application Form – follow the link to complete the application:
<http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>
- Financing own incidentals
- Provide the host family with planned arrival and departure dates
- Arrange for business cards to be printed – *this is a recommendation only but is an excellent way to assist with networking – check with the NGSE Chairman for design requirements*
- Return a critique / evaluation form to the sponsor Rotary Club and NGSE Committee at completion of the exchange

Several people are involved to ensure a meaningful and safe exchange takes place.

Responsibilities of the Sponsor Rotary Club

- Support the candidate through the application process
- Endorse the candidate’s application
- Provide at least two Rotary Club members to be interview panel members along with an NGSE Committee member
- Provide a Club Liaison Officer (CLO) for the duration of the exchange period

Responsibilities of the Sponsor Rotary District 9670 NGSE Committee

- Application processing and correspondence - *short listing applications, screening and interviewing to ensure quality assurance*
- Explanation of the Terms of Engagement (refer Section 5 below) and what is required of the candidate once selected
- Endorse the candidate’s application, which also serves as a Guarantee Form, and can be used by the candidate if required to assist with any visa application

New Generations Service Exchange ~ D9670

- Ensure activation of the exchange once the completed Application Form and a \$50 application fee are received – this includes arranging an interview, identifying a host Rotary Club / Rotary District, and liaison to source an appropriate workplace provider abroad
- Following a successful interview, the NGSE Committee will follow up on liaison with overseas counterparts and establish an agreement of exchange
- Ensure the sponsor Rotary Club provides a Club Liaison Officer (CLO) / Counsellor
- Provide an authorised Rotary name badge

Responsibilities of the Host Rotary Club – for Inbound and Outbound Candidates

- Arrange one or more host families to provide a safe and secure home environment at no cost to the candidate ie board and lodgings, are provided
- Provide assistance where necessary in every practical way, including transport to and from the airport upon arrival / departure, and to assist with transport to the workplace
- Arrange non-paid work experience training in the candidate's chosen field in a safe and caring environment
- Provide a Club Liaison Officer (CLO) ie Personal Welfare and Vocational Mentoring
- Invitations to Rotary Club meetings / Rotary District functions at no charge to the candidate
- Ensure the workplace provides a written report upon completion

Responsibilities of the Host Rotary Club Liaison Officer (Counsellor)

- Establish contact with the candidate before departure / arrival
- Explain the expectations of the host Rotary Club
- Maintain and document regular contact
- Assist with adaptation to culture and language
- Introduce the candidate to people of their age group for making friends and participating in activities eg sport, music, Rotaract etc
- Assist the candidate with establishing banking and communications requirements
- Ensure the candidate has reliable transport to and from the workplace
- Assist with becoming settled in the workplace – the workplace should provide an induction of their own
- Create a supportive and positive environment
- Inform the candidate on matters of abuse and harassment
- Ensure the candidate feels comfortable to discuss any concerns
- Serve as an advocate for the candidate on any matter

Responsibilities of the Host Family - for Inbound and Outbound Candidates

- Provide board, and lodgings at no cost to the candidate, and friendship
- Provide assistance in every practical way eg provide information on public transport, friendship, and introductions to people of own age for social interaction – *helps with the "settling in" process*
- Introduction and guide to local customs and culture

5 TERMS OF ENGAGEMENT

The success of any exchange depends mostly on the behaviour of the candidate. They are a goodwill ambassador and it is therefore imperative that certain obligations be respected:

Termination of Exchange

The following are grounds for termination of the exchange:

- Committing a criminal offence against the laws of the host country
- Abusive use of alcohol – *in the first instance, abide by the wishes of your hosts with regard to the responsible consumption of alcohol*
- Possession and / or use of narcotic drugs; or overuse of prescribed medications
- Irresponsible gaming and / or gambling behaviours including contravening the laws of the host country
- Non-commitment to the workplace provider and excess absenteeism without good reason
- Misconduct with Rotary, host families, workplace provider/s
- Physical or menacing behaviour

New Generations Service Exchange ~ D9670

In the unlikely event an NGSE exchange is terminated resulting from unacceptable actions of the candidate, it is the full responsibility of the candidate to provide for any unforeseen circumstances eg cost of airline re-ticketing, accommodation etc.

General

The following terms are required to be respected:

- High standards of behaviour, personal presentation and hygiene are expected at all times - *body piercing and tattoos are offensive to some people and may need to be removed or covered during the overseas stay*
- It is advisable not to form intimate relationships
- Have honest and truthful regard for the host Rotary Club and host families
- Abide by the requests of Rotary, the workplace provider, and host families, at all times with regard to smoking and the consumption of alcohol

Travel

- Private additional domestic travel eg weekends; maybe permitted during the exchange, however, the candidate is required to obtain prior acceptance of the host family and authorisation of the host Rotary Club
- The candidate may extend their overseas stay in the host country beyond the term of the exchange, either prior to or upon completion, at their own expense and responsibility provided prior authorisation from the sponsor and host Rotary Clubs is obtained; and visa requirements are not contravened

In undertaking travel as noted above, the candidate indemnifies all the parties as noted in Section 19, Disclaimer, in the Application Form.

Optional / Negotiable

- Additional paid employment is permitted with the prior authorisation of the host Rotary Club and NGSE Chairman and provided it does not contravene visa requirements
- If the candidate intends / or is required to, drive a motorised vehicle, or the workplace provider requires a particular licence, it is the candidate's responsibility to obtain the necessary (international) driver's licence/s and are of legal driving age permitted by the laws of the host country
- Note: Young drivers can be liable for increased insurance excesses in other countries – *it is the responsibility of the candidate to know and understand their own personal situation*

Tips for the candidate

Prior to departure, the candidate is encouraged to spend a little time researching the following to assist with settling into a new environment:

- Ensure you understand any costs involved if asked to participate in Rotary or non-Rotary events / activities
- Learn about Rotary – you can visit these websites, and remember to Google the host Rotary Club / District: www.rotary.org www.rotary9670.org.au www.rotarydownunder.com.au
- Research your prospective workplace provider, find out about their markets, products and services
- If intending to go to a non-English speaking country, any additional tuition is the candidate's responsibility
- Find some background information about the culture and customs of the host country

*Three months will pass you by before you know it.
Plan your schedule with respect and gratitude.
Volunteer to be involved – do not wait to be asked.
This is a vocational / humanitarian experience not to be missed.
Enjoy every opportunity!*