



Lifelong Learning Programme



Developing Creative Practice Across Borders

Lifelong Learning Programme – Leonardo da Vinci Mobility Programme

Project reference: LLP-LDV-PLM-2013-Ireland-1012

European Placement Programme

Please read the following carefully

What is on offer ?

A two-week work placement opportunity in another EU country. This is available as a result of funding from the European Union Lifelong Learning Leonardo da Vinci Mobility Programme. It is offered in conjunction with Cavan County Council host partners (arts organisations) throughout the EU.

What does it involve ?

It involves a placement with an arts organisation selected by Cavan County Council. All participants must complete 10 full-working days, (8am-4pm or 9am-5pm). Participants will shadow and learn from the employer and complete a range of tasks appropriate to their skills area. On completion of the placement participants must submit a report on their experiences.

What are the costs ?

The following costs will be covered by European Union Lifelong Learning Leonardo da Vinci funding;

1. Travel - including airport transfers & flights
2. Accommodation
3. A daily subsistence allowance to cover meals (this allowance will be smaller in cases where meals are provided by the host)
4. Language and Cultural Preparation (Language prep. applies only to placements in non-English speaking countries)

Where are the placements ?

The placements are organised by host partners in

- Northern Ireland
- Estonia
- Scotland
- England

Can I select which country I complete my placement in ?

Yes, you are asked to indicate on the application form which host is your preferred option. Each host offers placements in a different sector of the arts.

Cavan County Council and its host partners reserve the right to alter and amend the placements available.

How many places are available ?

There are 33 places available. Placements will be arranged in association with our host partners. All placements may not be allocated. A waiting list will be formed if the number of successful applicants exceeds the number of places available. Cavan County Council will work closely with its partners to ensure that all successful applicants are offered a placement. Cavan County Council and its host partners reserve the right to alter and amend the placements available.

When will the placements take place ?

The placements will take place in 2014, between March and the end of the year. Participants will travel at the weekends and complete two full weeks placement.

Who can apply ?

This placement opportunity is open to artists resident in Ireland over the age of 18.

For insurance purposes applicants must be over the age of 18 years of age by the date of final confirmation of travel arrangements.

The eligibility criteria, as outlined by the European Commission, is as follows;

- persons having the nationality of a participating country of the European Union
- persons having permanent residency
- persons registered as stateless persons or holding a refugee status in a participating country
- **persons who have previously participated in a Leonardo da Vinci programme are ineligible.**

How can I apply ?

Artists interested in applying for a place on this programme should complete an Application form either online or in hard copy.

Completed application forms should be emailed or posted to the address on the application form. No responsibility will be taken for applications not submitted in the correct application form. Late applications will not be considered.

In the event of a large number of applicants short-listing will apply. Eligibility criteria for short-listing will be based on applicants reaching a satisfactory mark in each of the selection criteria.

Selection Criteria

Selection for participation is based on the following criteria.

1. Application Form (200 marks) *minimum mark 60 marks*
2. Interview (200 marks)

Applicants will be asked to attend for a 10 minute interview which will be based on the information supplied on this form. All questions carry equal marks with questions focusing on the following areas;

- Experience
- Opportunity
- Skill development
- Ambassadorial
- Opportunity to develop specific project work

Non-attendance at interview will be taken as withdrawal from the application process.

So what else do I need to know ?

If successful in an application participants will be required to;

- attend briefing sessions in Cavan town.
- complete paper work for the programme including evaluation forms and a daily journal while on placement.
- complete additional European Union Lifelong Learning Leonardo da Vinci Mobility Programme documentation.
- Complete a Europass CV.

So what will I get out of this programme?

- A wonderful opportunity to experience an arts workplace in another EU country
- An opportunity to enhance your CV with an EU placement
- Certificate of Participation from Cavan County Council and the host partner
- Europass Certificate

Where can I find additional information ?

See documents 'About the host partner' and the Arts Office website www.cavanarts.ie for additional information.

Contact the Arts Officer (Tel 049 437 8546) or Social Inclusion Officer (049 437 8581) to talk to someone in person.

Appeals

Please note that unsuccessful applicants may appeal in writing within 5 days of notification by addressing their appeal to European Placements, Arts Office, Cavan County Council, Courthouse, Cavan marked European Placement Programme Appeal.

Data Protection

The personal data supplied in the application process is required for the purposes of participation in the Leonardo da Vinci programme and to fulfil our legal contractual obligations. While the information provided will generally be treated as confidential to Cavan County Council, from time to time it may be necessary for us to exchange personal data on a confidential basis, where we are legally obliged to do so, with other bodies including Leargas and Host Partners. We rely on applicants to provide us with accurate and complete information and to update us in relation to any change in the information provided.

EU Lifelong Learning Programme statement on Protection of Personal Data

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Information provided by the applicants necessary in order to assess their grant application will be processed solely for that purpose by the department responsible for the programme concerned. On the applicant's request, personal data may be sent to the applicant to be corrected or completed. Any question relating to these data, should be addressed to the appropriate Agency to which the application form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time at: <http://www.edps.europa.eu/EDPSWEB/>.

Disclaimer

The information provided in this application form is intended as a guide for persons seeking admission to Cavan County Council's EU Placement Programme and shall not be deemed to constitute a contract between Cavan County Council and an artist or any third party. The information provided is as accurate as possible at the time of going to press, but it is subject to continuing development.