



TRAINING COURSE

REALLY INCLUDING INCLUSION

SUNDAY 18 NOVEMBER – SUNDAY 25 NOVEMBER 2018

Travelodge/ Guildhall, WORCESTER, UK


INFO PACK! IMPORTANT INFORMATION – PLEASE READ!

You have been selected to join trainers from Consilium Development and Training and BeDiverse, and many other youth workers from across Europe to learn about active inclusion of young people on projects and activities in your organisation. This pack will give you all the information you need to know (we hope!) before coming to the Training Course.

This Info Pack will cover the following things – please read it carefully - but if you have more questions please do get in touch!

- General Information about the project (E+ / KA1/ Partners)
- Project team and participants
- Target groups
- Objectives of the project (And how we will meet these)
- Activities of project (Local and international – what to prepare)
- Dissemination and Expected Impact
- The Venue and how to get there
- Costs, reimbursements and participation agreement
- What to bring
- UK info (Currency, weather, electricity, health and insurance, dietary/ special requirements)

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General Information

Consilium Dt & BeDiverse are delivering a first stage training course for youth workers (anyone who works with young people, in a paid, voluntary, full or part-time position) to equip them with the necessary knowledge, understanding and skills to be able to support the young people they work with to ensure the inclusion of young people who are underrepresented and from backgrounds of fewer opportunities into their projects and activities. This course builds upon experience of inclusion work delivering within Erasmus+ Youth strands by the trainers over the last 20 years, which the team wanted to share with a broader European community. And here we are!



This project and the main activity - the training course you are attending - is co-funded by the [Erasmus Plus Program of the European Union](#) under [Key Action 1 –Mobility of Youth Workers](#), managed by the [UK National Agency Ecorys](#). We hope that this project will lead us and all those involved to undertaking more inclusive projects such as Youth Exchanges, Job Shadowing, Capacity Building, Strategic Partnerships and maybe even Dialog with Policy Makers, all possibilities for funding under Erasmus+ over the next 2 years!

Partners

This project has been put together by Consilium DT and BeDiverse. However, to make the project successful, by increasing dissemination and impact, we have partnered with specific organisations across Europe. These partner organisations have committed to supporting their participants and supporting the dissemination activities of the project, before during and after the training course. They also work on a range of projects related to young people across Europe. Your role as a participant from your country links in closely with the partner organisation, so please make sure you are in contact with them and work together to make this truly impactful. A list and link to partner organisations is below, get in touch, stay in touch, and create positive relationships for potential future projects!

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BULGARIA

[THE CHANGE IS IN YOU](#)

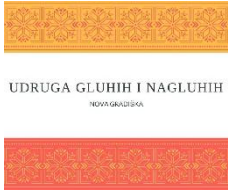
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Project Team

Leila Usmani – Project Coordinator / Trainer / BeDiverse Founder



Leila Usmani has been working on Youth in Action and E+ projects since 2013. Experienced in EVS Project Coordination, Leila developed her international non-formal training experience and went on to become a freelance trainer and project coordinator for BeDiverse in 2016, since delivering 4 international projects and many more local ones. Leila met Lorraine through co-delivering EVS training to volunteers in and around the UK and decided to work with Consilium to develop new projects – and here we are! Leila will be your contact person for this project – and questions, get in touch!

Sheila Smith – Trainer / Facilitator



Sheila Smith began working on Youth for Europe/Youth in Action/Erasmus+ projects in 1998, while Director of Welsh based charity UNA Exchange. This mainly involved short and long term EVS (European Voluntary Service) activities, including pilot actions with the European Commission. As Vice President of the Alliance of European Voluntary Service Organisations, Sheila led the development of Training for Trainers programmes. More recently Sheila prioritised work with young people from disadvantaged backgrounds, developing and supporting opportunities for short term volunteering in Wales and many other countries. Nowadays she is working as a freelance trainer and a painter/decorator/gardener!

Michi Rohmann – Trainer / Facilitator / Support Person



Michaela Rohmann is a Programme Manager for the Welsh based charity UNA Exchange, coordinating Erasmus+ projects since 2014. Michaela has been developing EVS projects in Wales and abroad including short term EVS projects for young people with fewer opportunities. Michaela is working as trainer on a freelance base, mainly delivering training within the EVS cycle.

Charlie and Lorraie Lockyer – Coordination Support / Finance Officer



Charlie and Lorraine co-founded Consilium Development and Training and have been involved in Erasmus+ and it's predecessor programmes for many years. Charlie and Lorraine are the ones who will be supporting behind the scenes – helping to arrange travel reimbursements, booking the venue and accommodation, making sure we have all the resources we need – this project wouldn't happen without them!

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Participants – You, the people attending the course in the UK, 32 in total.

- Be youth workers, leader's coordinators, facilitators and trainers from organisations that have mission and objectives that are related to young people.
- Have an idea about what prevents some young people from getting involved in projects and have a desire to open their projects further
- Understand the importance of equality, inclusion and anti-discrimination
- Be open to meeting new people from different countries and spending an intense period of time together, motivated and dedicated to learn and contribute to the training course
- Be willing and ready to share the outcomes of the training course with their young people, their local region and further if possible, by undertaking certain dissemination activities
- Some may come with more direct experience in one or more areas and others with less specific experiences, wishing to deepen their knowledge and open to changing their attitudes

Target Group – Who are we running this project for?




Although the people coming to the Training Course will be Youth Workers, we expect the wider target group to be the young people themselves that the participants work with in their local communities. This can be through schools, youth clubs, sports activities, arts activities, community groups – anything! Young people from all backgrounds have a lot to give and learn, and we hope that by learning during this course the participants will use their learning and facilitate increased access to their projects activities and services for young people from disadvantaged backgrounds.

Objectives - Why are we running this project?

We decided to run this project with the hope of meeting the following objectives overall...

- training participants in the key areas related to preparation and delivery of local and international youth projects to ensure inclusion and accessibility
- exchanging best practices and useful tools contributing to successful inclusion of people facing barriers in projects
- fostering European cooperation in the youth field and supporting the development of sustainable partnerships for the future joint projects between partner promoters
- discovering the potential of Erasmus+ Programme in creating accessible quality and value-based learning mobilities for young people and youth workers.

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Activities - How will we achieve these objectives?

Really Including Inclusion is not just a training course, it is an entire project. This means that we have planned for some things that we encourage participants and partner organisations be done before and after (as well as during) the training course. We welcome any other ideas for things you can do to achieve these objectives and would love for you to share with us what you do, so we can share that with others as well! Below is a list of some of the things we would like you to do as participants of this project, to help everyone get the best out of the experience. Those with a * are more important, others would give added value! We don't want you stress – it's just to get your brain juices going for now. We are all in this together and to support, share, learn and create a bigger community!

Before the training course

- Join the Facebook group, where project related resources would be shared*
<https://www.facebook.com/groups/289132311679865/>
- Have information about the partner organisation and its relevant activities to share*
- Participants and their colleagues at the partner organisations take part in a pre-departure meeting. This will be the opportunity to revisit the project aims and objectives and to discuss the strategy of the partner organisations towards the project and the individual activities
- Share example articles and views and opinions linked to the subject matter
- Share terminology linked to topics in their languages
- Research issues relating to exclusion of young people in certain activities in your locality or good examples of how inclusion has been promoted

During the training course

- Present your organisation to the group and who your target group is/ could be*
- Support each other, create a safe space, ask questions and look after yourself*
- Think about how you can apply your learning back home in a practical manner*
- Contribute your ideas, thoughts, opinions and research gathered before coming
- Share any food, drinks or snacks from your home countries with others in the group

Residential training courses are long and intense, with a lot of information, for many in a second language – be prepared to use energy and recharge at night and during free times. Bring things that make you feel comfortable and hold your space you need when you need it.

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After the training course

- Undertake dissemination (sharing) activities to increase impact (see below)*
- Support and encourage your organisation to implement necessary changes to support inclusion, through mentoring, training and other activities
- Engage in the Facebook Group and other personal social media sites (twitter, websites, blogs etc) for sharing knowledge, information, ideas and experiences
- Do a written, video or audio blog post about the project, what you have learnt and done, to share via social media
- write to local newspapers, politicians and policy makers, letting them know about the project and it's outcomes
- share information about their learning and the subject matter to any new person involved in their work
- We would love you to talk to people, tell them about the project, answer their questions and put them in touch with information if they are interested in knowing more.

Where will we be?

Worcester is a city in central England's West Midlands region. By the River Severn, medieval Worcester Cathedral houses royal tombs, a crypt and cloisters. At The Commandery, a museum traces the building's evolution from the Middle Ages through England's Civil War to the 1950s. The timber-framed Tudor House Museum focuses on life in Tudor and 17th-century Worcester, with displays on traditional brewing and weaving

Training Venue - Guildhall, The City's Guildhall is a truly beautiful building which dates back to 1721. It has a fascinating history - and today offers both visitors and residents a glimpse of Worcester's rich and varied heritage. It is set in the centre of the town, with many places to eat and relax around. There is not guaranteed WiFi in the Guildhall, but many places to access it during free time around the town. The venue is 5 minutes' walk away from the accommodation we will all be staying at.



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Accommodation

Travelodge Worcester is about 5 minutes' walk from the training venue. Participants will be in shared rooms which we will allocate, with three people to a room, with one bathroom on each room, towels provided. 'Continental' breakfast (cereals, bread, juice, fruit, coffee, tea) will be provided every morning at the hotel. No alcohol is allowed in the hotel so please do not bring any to share.

WiFi is only free for 30 minutes at the accommodation. You can buy a week pack for £12 GBP – otherwise there are lots of bars/ restaurants you can access the internet – and as we are still in Europe, luckily roaming works the same here as it does in your country!

Lunch and Dinner will be arranged through the week either with pre-organised bookings at restaurants or with money given to participants to arrange their own - being set in a town centre, there are many options to eat well and cheap, for all dietary requirements.

We will provide tea and coffee for breaks as well as some fruit and biscuits. If you wish to bring anything to share please do, and of course bring any comfort foods you are used to, to keep you going through the week.

There are plenty of shops for all of your needs, which are open through the day, most days of the week. There are a number of pubs and bars where you can spend your evenings if you wish – you don't have to drink alcohol there to spend time!

During the training course we will only have access to the training room during session time, as the space is used by other groups in the evenings. We may have to move to another venue one day if the room is already booked. But being in a city, we are sure you will find space to hang out as a group.

Free afternoon

One day of the week we will give you the afternoon free – this is your chance to go and explore Worcester, explore the countryside or just relax and have some alone time.

What to bring

- Warm and comfortable clothing for inside and outside – in November it is going to be cold - and in old buildings, we don't always have the heating on super-hot inside!
- Toiletries (please avoid aerosol products as these can set off the fire alarms in hotel)
- Personal medication
- Indoor shoes (e.g. clean trainers or slippers)
- Outdoor shoes or boots (in case it's wet)
- Drinks bottle to fill your water up (we can drink tap water here – Worcester has the best! And we do recommend it rather than buying water all the time.)
- Charging converter (UK electrical sockets are different to other countries)
- Food or drink to share – please **do not bring alcohol** from your country, it is not allowed in the hotel!
- Games and music to play

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- Alarm clock – to wake up in the morning!
- Notebook and pens, or what you prefer to aid your learning (i.e. laptop, camera, audio recorder)
- Anything for comfort, personal teas, snacks, pillow, blanket – home comforts will make the intense process a lot easier to handle

Arrival and departure times

We will be ready to receive participants from 4pm on **Sunday 18th November at the Travelodge - Cathedral Plaza, 3 High St, Worcester WR1 2QS**, and would like if you could **arrive between 4pm and 6pm**, so we can show you your room and you can have dinner together. Lunch will not be available on this Saturday so please make sure you eat something before arriving.

The training will continue until 7pm on Saturday 24th November, and therefore we expect you to be here until that time. Breakfast is provided on **Sunday 25th November**, and those who have to leave early a packed breakfast will be available.

How to get there

Airports

Birmingham Airport is the closest – but not always the cheapest to fly to. Travelling to any other airport in the UK (London, Bristol, Manchester) before you book your flights please check the train / coach options below to get you to **Worcester Foregate Train station / Coach Station**. From there the hotel is 10-minute walk away – we will send maps later.

Please remember to check times to get back to the airport for your return before you book your return flight – trains won't go all night, and taxis are expensive.

Trains / Coaches from Airports

Trains and Coaches from Airports are run by many different private companies. Please remember your travel budget below – **please book your train / coach in advance** (check all the options below). Also, check how much it is for an **open return** if you are flying back from the same airport – this could be much cheaper than buying 2 single tickets.

You can check times, prices and train companies here: <http://www.nationalrail.co.uk/> or <https://www.trainline.com/> and coach companies here: <https://www.nationalexpress.com/en> or <https://www.easybus.com/en/> or <https://uk.megabus.com/> or <http://www.terravision.eu/>

London Underground (also known as the Tube) <http://content.tfl.gov.uk/standard-tube-map.pdf> - you can check the map here. If you need to take the London Underground then please buy a paper ticket as we cannot reimburse Oyster Card travel / usage.

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UK Info

Health and Safety/ Local Laws

It is illegal to drink alcohol in public spaces in the UK, so please be aware of this, especially if you are spending some time before or after the training course.

You must be 18 years old to buy/drink alcohol or smoke tobacco in the UK. Many shops have a rule if you look under 25 they will ask for ID, and sometimes they will only accept official government ID – so make sure you take it with you if you want to buy tobacco/alcohol.

We drive on the other side of the road to other countries – so please make sure you look both ways when crossing!

UK has a different plug adaptor than the rest of Europe, so please don't forget to bring a plug adaptor. The voltage in the UK is also higher than most of Europe – so whatever happens – DO NOT try and put a two-pin plug into our socket – it can blow the fuse and electrocute you!

Currency

The domestic currency is the GBP £ (British Pounds). In the UK, most places will accept Visa and Master Card debit and credit card. You can also take cash from the cash machines (ATM) all over the UK, but please check with your bank to confirm if you are able to do that.

Otherwise change money – better outside the airport – but you will need GBP£ to buy your internal travel when you arrive.

Culture

There are lots of stereotypes about the UK – we could do a whole training course on them! Most stereotypes are not true to everyone – some are not true at all. However, some cultural things to be aware of when coming here, that we find important, include saying please, thank you and sorry – for everything! We also shake hands when saying hello, though if it is more informal we give a hug. It is rare to give people kisses on the cheek. People are very friendly if you ask for help, and most people in cities are used to engaging with people who have English as a second language – so please ask for help if you need. We also value queueing up – and at bars in pubs there is an invisible queue – if someone got there first, it's your duty to let the bartender know! Same at bus stops and getting on trains – though in London this doesn't apply as much as elsewhere. Regardless of Brexit, most people are welcoming to foreigners, and although happy to talk about Brexit – the answer to many questions will be 'We don't know!' – because we still don't! Your sending org will go through culture shock with you, to help you prepare.

Financial aspects:

This project is funded by Erasmus + (KA1) of European Union. According to its financial rules some costs are fully covered some not. Please see below for details:

- **Accommodation, food and refreshments** – 100% covered

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- **Visa costs** for participants who are coming from / nationals of Macedonia or Turkey will be reimbursed up to EUR 400€ per participant. This can include travel to get your visa, postage of documents, health surcharges etc. You must provide full evidence of costs for us to reimburse this.

- **Travel costs** will be reimbursed* fully up to the stated amount in EUR€** below. Please note this is to also cover your internal UK travel from airport – venue. Internal UK travel could come to up to €40 return, so please factor this in when booking your flights. You may travel up to two days before/after the training dates, however any extra food or accommodation costs must be covered by yourself. If you are travelling from somewhere other than the Partner Organisation city we will need a signed letter to explain why.

UK	€20 pp	Estonia	€275 pp	Malta	€360 pp
Bulgaria	€360 pp	Greece	€360 pp	Romania	€360 pp
Croatia	€275 pp	Italy	€275 pp	Slovenia	€275 pp
Czech Republic	€360 pp	Lithuania	€275 pp	Spain	€275 pp
		Macedonia	€360 pp	Turkey	€530 pp

***Documents We Need for Reimbursement:**

- Original invoice of the flight ticket, in English (or translated and signed), with your full name, dates of travel, route of travel, and price clearly visible.
- Original bus/train/taxi tickets and/or London Underground Oyster Card travel printout with dates of travel, route of travel, and price clearly visible.
- We will need a written statement if you travelled by uncommon routes (if not from the city of your sending organisation) explaining why and signed by you and the partner organisation
- If luggage is not included in plane tickets – we need a separate receipt for this
- Use of personal car will not be reimbursed

We will try and pay your money back in cash EUR € as soon as possible before you leave. We cannot make bank transfers due to the high cost incurred.

Please note we must have all copies to refund you. We cannot refund anything that has not been paid yet i.e. return trains you will pay on the way back.

IMPORTANT! - If you cannot hand over this information, then we cannot reimburse you. If something is unclear about travel reimbursements, please contact us before leaving for the training course!

**For those who will be paying their travel in another currency to EUR€, the conversion rate will be based on the Erasmus+ site depending on the month the funding was paid into Consilium DT account, July 2018.

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm

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Participation fee - €30.

Erasmus+ is a co-funded project, and so to ensure all the quality conditions for an impactful training are met we ask that each participant contributes €30. It demonstrates commitment to the training and we find it is a small amount to pay to show value to the course. The participation fee can be discussed case by case if some participants experience difficult financial situation.

We expect you to pay the fee in cash during the project. This is an additional contribution to the funding we receive and is not waived by spending less than your travel amount.

Insurance

Participants from European Union countries are all expected to bring their European Health Insurance Card (EHIC) with them. This is needed for access to health care in the UK. To find out more about accessing one of these cards please follow this link:



<http://ec.europa.eu/social/main.jsp?catId=559>. Please note that citizens from outside the EU will not be eligible for EHIC and must take private insurance, which is not reimbursable by the project.

In addition to this, Consilium DT highly suggests that participants arrange separate Travel Insurance, including medical cover. Any costs relating to health, loss of possessions, missing travel connections etc. must be covered by the participant. Please kindly provide us with the details of your insurance at least a week before the project starts.

Emergency procedure

In case of emergency in the UK notify one of the members of staff. The contact number below will be available all the time during the programme. If you need ambulance/police/fire brigade call 999. If any participant is subject to an emergency situation (accident, criminal activity etc), the Project Coordinator will contact the partner from the sending country. The sending partner will then contact the participants emergency contact. Please make sure you have communicated your emergency contact details to your sending organisation before you leave.

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