

## PARTNER ORGANISATION

PIC	<b>949475577</b>
Full legal name (National Language)	<b>SELSACS LTD (Totnes European School)</b>
Full legal name (Latin characters)	-
Acronym	
National ID (if applicable)	-
Department (if applicable)	-
Address	<b>4 Birdwood Court, Totnes, Devon, TQ9 5SG</b>
Country	<b>U.K.</b>
Region	<b>Devon</b>
P.O. Box	-
Post Code	<b>TQ9 5SG</b>
CEDEX	-
City	<b>Totnes</b>
Website	<a href="http://www.totneseuropeanschool.co.uk">www.totneseuropeanschool.co.uk</a>
Email	<a href="mailto:info@totneseuropeanschool.co.uk">info@totneseuropeanschool.co.uk</a>
Telephone 1	<b>+44 (0)1803-868123</b>
Telephone 2	-
Fax	<b>+44 (0)1803-868223</b>

## PROFILE

Type of Organisation	<b>ENT-SME</b>
Is the partner organisation a public	<b>No</b>
Is the partner organisation a non-	<b>No</b>

## LEGAL REPRESENTATIVE

Title	<b>Miss</b>
Gender	<b>Female</b>
First Name	<b>Kieley</b>
Family Name	<b>Robinson</b>
Department	-
Position	<b>Director</b>
Email	<a href="mailto:info@totneseuropeanschool.co.uk">info@totneseuropeanschool.co.uk</a>
Telephone 1	<b>+44 (0)1803-868123</b>

## BACKGROUND AND EXPERIENCE

*Please briefly present the partner organisation (e.g. its type, size, scope of work, areas of specific expertise, specific social context and, if relevant, the quality system used).*

A family-run English language school for European and International students providing professional work experience placements. It is located in the picturesque town of Totnes, in the beautiful South Hams district of Devon, England.

School classes are kept small so that personal attention can be given by the teachers to each individual student. Work Experience placements are of a high quality and tailored to the qualifications, language capability and needs of the student.

Since its foundation in 1995, Totnes European School has hosted numerous Leonardo da Vinci and Erasmus projects, offering a wide range of programmes for participants, the majority from 18-30 years of age but also adult and senior participants.

We have acted as an intermediary partner, ensuring that our programmes include language courses and/or internships to more than 250 students per year. We offer our programmes to students from all over Europe.

As a receiving organisation our role is to organise and assist partners in the planning of the projects, to ensure the smooth implementation of our projects and assist with the evaluation.

Our main tasks and responsibilities are to analyse the students' abilities, knowledge and skills to enable us to organise the right programme for them.

To do this we need to ask our partners for clear details about the student and the needs of the project. We must have good communication when exchanging information about the students.

We offer general (15 hours) or intensive (20 hours) courses to students where applicable and our teachers are all qualified to a minimum level of CELTA/ certTESOL. Students are then placed in classes according to their level.

We offer cultural excursions to all our students each week whilst studying at the school.

We have a Facebook page and Instagram account for students to keep up to date with local events and to be able to communicate during their stay.

All students are provided with an information pack which includes a handbook, map, information on travel and all details about their stay in the UK. Students are given support throughout their stay by telephone and email correspondence and receive a visit from our Welfare and Liaison Officer.

Regular contact is kept with the student and the company throughout the placement and all students are given an emergency number for the school.

Certificates are given to all students to evaluate their language course and work placement.

We provide accommodation to our students in single or twin rooms in host families. We provide students with details of the families and also the supporting information about travel to and from these.

*What are the skills and/or expertise of key persons involved in this application?*

All the Totnes European School team have several years of experience in mobility programmes / project management and coordination.

Kieley Robinson is a Director and deputises for the Principal in his absence. Kieley has gained NVQ qualifications in Business Administration and Management since working within the school. She is a very experienced administrator & school manager.

Began in 1997

Katherine Griggs is our Director of Studies. She has been teaching English as a foreign language for over 12 years. She has held teaching and managerial positions both in the UK and abroad. As well as general English, Julie has experience in teaching Business English, Aviation English, Military English and exam preparation courses.

Began in 2015

Alison Metcalfe is our Assistant Director of Studies. Alison has worked at the school for over 10 years and helps the Director of Studies with the smooth running of all the English Language Courses.

Began in 2000

Rhiannon Evans is our Welfare & Liaison Officer. Her main role is to assist students with individual queries relating to their stay and also dealing with our work placement providers. Rhiannon also oversees our social programme and any queries about student accommodation providers. She has many years' experience in customer care.

Began in

Jessica Lane is our Personal Assistant to the Directors. She has previous organisational experience in international and European projects. Jessica oversees the day-to-day tasks of the directors and is very knowledgeable in most working tasks of the company.

Began in 2012

Linda Johns is our Student Administrator. Her main role is to assist the team with all administration duties and help with all areas of the day-to-day running of the school. Linda has many years' experience in administration and customer service.

Began in 2011

Becky Leigh is our Programmes Administrator. She is responsible for organising all individual and group programmes, as well as assisting students with any questions they may have. She has many years' experience working in customer service and has worked in hospitality for several years in the local area meaning she has a wide knowledge of the activities available to students.

Began in 2015