



Equipeople Ltd. Garryhinch Portarlington Co. Laois Ireland
Telephone: +353 5786 43195 Email: info@equipeopleworkexperience.com

LONG-TERM WORK EXPERIENCE PROGRAMME

The Equipeople Irish Agricultural Work Experience Programme provides a supported cultural, educational and personal development experience for young Europeans from diverse backgrounds.

Ireland has a long-established agricultural heritage and a distinctive family ethos which provides a unique experience to students throughout Europe. With over 6.95 million cattle in Ireland; 1.06 million dairy cows and 3.43 million sheep in addition to almost 1.55 million pigs being reared in the country and over 2,500 people employed in the poultry industry. (2012 / 2013 figures from the Central Statistics Office and Livestock Survey) – Ireland has a lot to offer students hoping to further their career in the agricultural or tourism sectors. It is one of the main reasons why we welcome a large number of students to Ireland each year hoping for placements with families involved in the farming or agro-tourism industry.

Equipeople has been placing young Europeans in rural and agricultural placements since 2003 and has a network of nearly 600 host families. Our host families are delighted to share their way of life with the student and in return expect the student to work on the farm or in the rural enterprise as part of the family. Students are required to help with all aspects of the daily running of the business such as looking after animals, milking, cleaning out animal houses, general maintenance and repair work or greeting guests, making beds, helping in the garden, cooking and baking, serving tea and coffee to customers etc. Some students wish to help out in the household and take care of children. The host families understand that the student is here to learn and to experience life in Ireland and students are actively encouraged to visit local places of interest and to join in community activities.

The Long-Term Work Experience Programme

Long-Term students usually come to Ireland for a period of twelve weeks up to a year; placements are available throughout the year and can be tailored to an individual's requirements. Applicants must have good English skills and need to be mature enough to travel to another country, live with a host family, embrace a different culture and be open-minded to a new experience.

In order to meet with Irish government requirements, applicants must be actively studying in Agricultural Education or need to complete this time in Ireland as part of another educational degree. Also acceptable is if the work experience is funded by Government Agencies such as Erasmus +, the Department of Agriculture or other funding organizations. We require a confirmation letter from the school, college or university stating that the work experience in Ireland is a requirement (or of benefit) to the student's course of study.

The student will help the host family for 40 - 45 hours per week and have at least one and a half days off each week (with an additional two consecutive days off per month) OR two consecutive days off each week. For every six months a student is with a family, they are entitled to one week's holiday with pocket money.

The host family provides accommodation, meals and **€100 per week pocket money to the student** in return for their work. Hosts very often include their students in their family's activities and outings as we encourage host families to think of the student as a family member. Students must respect the Irish family's home and obey any house rules. The student will be expected to work with the family and must not expect this to be a holiday – it is a **work** experience.



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The student

These young adults come to Ireland to learn and improve their practical skills and their English while immersing themselves in the Irish culture. Each student will be involved in every aspect of the placement, whether that means starting early in the morning with cleaning out animal houses, riding horses, talking to guests, preparing or serving breakfast, assisting with paperwork, getting children ready for school or helping with milking. The students are here on work experience to learn and must not be treated as an employee or a replacement for an employee.

Some of our students must complete a work experience placement as part of their education and may be required to do a report. The host will be requested to assist the student with completing the report, however we urge you to inform us prior to the placement of any paperwork requirements.

What is Equipeople's role?

Equipeople aims to match students and host families based on their individual needs and requirements. By visiting our host families prior to placing a student with them, it enables us to assess the family needs and determine where they need the extra help. Visiting also allows us to give a true and realistic expectation of the placement duties, family and area to the student before their arrival.

When we visit a host we have a look at the accommodation available and discuss in depth with the host what our students require and what their motivation is for coming to Ireland. It is important to us that the host understands that the student is here to learn and is not cheap labour.

Equipeople look at the details provided by the applicant and try to link them with a host family that suits the student's personality, as well as their educational needs and expectations.

Back up services

A high level of personal support is provided by Equipeople for both the student and host throughout the placement period. Equipeople is here to deal with any problems that may occur and should there be no resolution to the problem, Equipeople will organise a new placement for the student.

Welcome packs

Upon arrival, each student receives a Welcome Pack from us. In the Welcome Pack we have information about Ireland and some of the many places to visit. It also contains material on tourist safety. We include some information on sightseeing tours that are available to young people. These trips are very popular with our applicants as they get to see some of Ireland, learn more about its culture and generally have a good time with people of their own age. Also in the Welcome Pack is a Contact List with the names, nationalities, location and phone numbers of all the other students we have in Ireland at that time.

Phone calls

Soon after the student's arrival we call to make sure the student and host are happy with the match. At this stage we are in a position to sort out any small teething problems between host and student to ensure that the placement works for both. Sometimes if there are minor issues we keep a note to call that person again in a couple of days or a week to see how things have moved on. Very often



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there are just settling in problems.

Site Visits

All long term students staying at least three months receive a site visit from us. At the placement, we sit down and talk to you the host and the student separately. We make sure that we have a chat in a closed room so that both parties feel free to speak their mind. We ask them both how they are getting on, if there are any problems or if there is anything that Equipeople can do for them.

Travel Arrangements

Equipeople organise the transport to and from the airport for the student to the host family. We research the most convenient route or pick up point and send both the host and student a Travel Advice document which includes travel details for the student and pick up points for the host. The student should bring at least €50 with them to cover the public transport cost.

On the Travel Advice document a student will also find Equipeople's contact details and the host's contact details in the event of a problem or delay.

For groups of 5 or more students flying into the same airport at the same time, an Equipeople representative will meet that group at the airport and assist them personally with their onward journey.

Fees

Equipeople charges a fee of €380 per student and this fee must be paid at least two weeks before arrival in Ireland.

Each applicant must carry a comprehensive accident and medical insurance. Proof of this insurance must be sent to our office prior to arrival in Ireland. The Equipeople Terms & Conditions must be signed by each applicant (or parent or guardian if under 18 years of age).

Placements

Placement choices include:

Dairy and/or mixed farms

Students applying to this programme may not always be studying dairy or beef-specific courses, but all want a real experience on a dairy or mixed farm; to learn about the milking process, building a quota, calving cows, caring for young stock, identifying and dealing with problems, injuries and diseases, as well as understanding the day-to-day running of an Irish farm.

Horse placements

Equestrian centres, professional yards and competing families take students that are focused on getting more hands-on experience with horses and improving their equine knowledge. The students taking part in the horse programme must have previous horse experience and must demonstrate their riding and horse husbandry skills through the means of pictures, a description of past experience and a reference prior to being accepted for a horse placement.

Agro-Home

In the Agro-Home programme the host family benefits from some extra help around the home with



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the general day-to-day household duties as well as with taking care of the children. Students opting for this type of placement will essentially act as an extension to the mother or father in the home. The placements are rurally based, usually within farming families. The student gains experience within childcare as well as learning what it takes to organise and stay on top of the busy schedule of an Irish rural family.

Agro-Tourism (Seasonal)

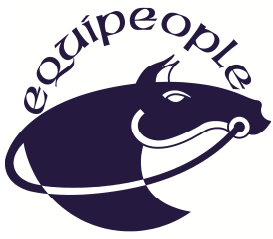
Family-run Bed & Breakfast enterprises can benefit from an extra pair of hands and offer a great experience for students interested in tourism and/or food production. The students become involved with the entire running of the establishment by helping to make beds, cleaning rooms and communal areas, serving and greeting guests, help with the cooking and dealing with the public.

Landscaping (Limited Placements available)

This programme has become very popular with both hosts and schools. Teachers have found our hosts offer a unique experience for their students to gain real hands-on experience, putting the skills they have been learning to the test. Students live with families and complete garden projects during their stay. The students are enrolled in landscape / horticultural education so do more than simple maintenance work; they complete a project, monitor its progress and write a report. The host supplies the materials, tools and a plan. Past projects have included creating flowerbeds around arenas, developing gardens for guests to enjoy, restyling an orchard and many other fabulous ideas.

All placements are located in the countryside and there will be chances to visit Ireland. Students will work for and live with the family, sharing activities, meals times and some family events. It is likely they will meet grandparents, brothers and sisters, aunts and uncles, neighbours, friends and other locals. We suggest students take the opportunity to see as much of Ireland on their day off as possible. The day off may not be at the weekend.

Our families are carefully chosen for their willingness to share their lives with someone who is not Irish and for what they can offer in what we hope will be a positive life-changing experience. Farming in Ireland is hard work and our farmers work long days, but the friendly Irish nature makes it easy to settle in and students soon find themselves feeling quite at home. Anyone who is unsure of which type of placement they would like to go to should contact us so we can discuss what might be the best option. Don't forget, a second choice should be selected in case the first choice is unavailable.



Work Experience Programme Application Form – Long Term

Please attach
your passport
photograph

Name of applicant: _____

Partner organisation: _____

Nationality: _____ Date of birth: _____

Address: _____

Telephone: _____ Mobile: _____

Email: _____

Driving Licence? Yes No If yes since when _____

Do you smoke? Yes No

Do you have any medical conditions / allergies? Yes No

If yes please give details: _____

Do you have any dietary requirements? E.g. vegetarian, Yes No
coeliac?

What type of placement are you applying for? Please give 2 choices from the following:

HORSES MIXED FARM DAIRY FARM AGRI-TOURISM*

*Agri-tourism placements are seasonal (May/ June – Sept) and available to Female applicants only

1st choice _____

2nd choice _____

Start date: _____ **Finish date:** _____

Height: _____ cm

Weight: _____ kg

Height & weight are required for a horse placement, photos of you riding / jumping and/or handling horses will also be required



Please answer the following questions to help your host family understand your reasons for wanting to join their family.

Does your family live on a farm? Describe it and the work you do on it.

What are your career plans and how can this programme help you to achieve these aims?

What is your ideal placement? We will not be able to find your ideal placement but we will try to find one as close as possible.

What do you hope to learn in Ireland?

Do you have friends in Ireland? If yes, where?



Emergency contact information

APPLICANTS NAME:

Please provide the names and contact information of two people we can contact in the event of a crisis or severe illness

Emergency contact 1

Name:

Telephone number:

Mobile number:

Relationship to you:

Address:

Email:

Emergency contact 2

Name:

Telephone number:

Mobile number:

Relationship to you:

Address:

Email:



Guidelines and Checklist

Please ensure that all forms are neatly and clearly completed. Remember your application and attachments are the first impression a host family will have of you.

Arrival and departure dates should be accurate, but also flexible.

Your application should be sent a minimum of 2 months prior to your requested start date.

Once a suitable placement has been secured for you, Equipepeople will send you a Placement Advice. You are not obliged to accept our offer however we will require a justified reason in order to find a more suitable placement for you.

Please note that we charge a placement fee of €380. All fees must be paid before your arrival in Ireland.

To ensure that your application is complete, please use this checklist.

- Application Form completed (Typed or written in black pen)
- Curriculum Vitae
- Clearly written or typed Motivation Letter*. Remember to include any relevant information for the type of placement you are applying for such as previous work experience, what you are studying, your home farm etc.

*Letter of motivation: explain your reasons for coming to Ireland, what you are hoping to achieve, some information about yourself, your family, your interests, your experiences in your area of interest for your placement, your hobbies and anything that will help to know you as a person
- Passport photo
- A letter from your school/college/university confirming a period of work experience is a requirement or beneficial to your course of study
- Medical report
- Police check (preferable but not mandatory)
- Signed Terms & Conditions
- At least one reference letter, from someone who is not a family member and has known you for a minimum of 6 months
- Any relevant photographs, for example photographs of you riding, working with dairy cows, driving tractors/machinery

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If you have any questions about your application, please don't hesitate to contact us or the partner organisation in your home country.



Terms and Conditions

1. I declare that I am not suffering from any illness or disability apart from those listed on my application.
2. I understand that by coming on the Work Experience programme organised by Equipeople, I am not an employee but rather an extra pair of hands for my host family. Therefore I am not receiving a wage but pocket money, accommodation and meals with the family in return for my help.
3. I understand that the Equipeople Work Experience programme is not an employee programme but a cultural exchange programme and that my motivation in coming to Ireland is not to earn money but rather to see another country, improve my English skills, learn about Irish farming methods and to live as part of an Irish farming family.
4. I agree to treat my host family and their property with respect and by living in my host family's property; I agree to behave in a reasonable manner. I further understand that if the host family do not feel that I am the right student for them that they can ask me to leave at any time.
5. I understand that if for any reason I feel that my placement is not the correct placement for me, I should contact Equipeople who will endeavour to sort the problem out or find me a new placement. I also understand that it is not always possible for them to find me a placement within my first choice of placement and I may be offered a different type of placement.
6. I understand and accept that whilst Equipeople will have taken every care to place me with a suitable family, it accepts no responsibility whatsoever for any outcome at all arising from my choice to participate in the Equipeople Work Experience Programme or arising from the actions of my host family, the partner organisation / school in my home country or Equipeople itself.
7. I agree that any photos of me or letters from me to my host family, partner organisation in my home country or Equipeople may be used for promotional or marketing purposes including websites and brochures.
8. I understand that I may be dismissed from the Equipeople Work Experienced programme at any time for participating in illegal drug taking, drunken behaviour, endangering myself or any other person, committing a crime or any other behaviour deemed to be unacceptable by the director of Equipeople. In this event, I understand that all fees paid by me will be non – refundable.
9. I agree that any fees charged by Equipeople will be paid in full prior to my arrival in Ireland.
10. I agree that I will be charged a cancellation fee if a placement is offered to me and I then choose to cancel from the programme. No cancellation fee will be incurred if I cancel before a placement has been offered.

I declare that I have read and understood the Terms and Conditions listed above, and that I will comply with them accordingly. I declare that all information given in this entire application is accurate and complete.

Applicant's signature _____ **Date** _____

I declare that that my son/daughter may participate in the Equipeople Work Experience Programme and I understand that Equipeople takes no responsibility whatsoever for any accidents or consequences of my son/daughter's participation in the programme.

Parent/Guardian signature (if applicant is under 18 years of age) _____



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EXAMPLE OF A DAIRY FARM PLACEMENT

Placement Advice

APPLICANTS NAME: AURELIEN JESSON

HOST'S NAME: Reggie & Ruth

ADDRESS: Northern Ireland

PHONE/FAX:

EMAIL:

Placement details

Reggie and Ruth are a mature couple who own a dairy farm in County Tyrone in Northern Ireland. The farm is set on 200 acres and they have a herd of 200 dairy cows and 50 replacement heifers plus calves. The farm is situated 10km from Omagh which is a busy town.

They have 2 grown up children: Trevor their eldest son is married, has built a house near the farm and is a teacher in an Agricultural School. Richard lives at home and works in town. Both of them help on the farm whenever needed. You will be expected to help with all the usual farm duties including: milking, rearing cows, driving the tractor, pulling trailers, helping with maintenance and all the things related to the running of this farm.

You will be living in the family home in your own room and will be treated as part of the family and share all their meals with them. Richard is very involved in the Young Farmers club so you can ask to join in with these activities. You will have access to their computer and internet but for a limited time. Reggie and Ruth are lovely people and you should be very comfortable living with them and should not be afraid to ask questions and get to know them and their farm.

This is an interesting placement where you will be involved with all the farm work and learn a lot about dairy farming in Ireland. Reggie and Ruth are looking forward to your arrival.

You will help the host family for 40 - 45 hours per week and have at least one and a half days off each week (with an additional two consecutive days off per month) OR two consecutive days off each week. For your duties, you will receive a weekly allowance of £85, the equivalent of €100.

Duration of placement: 17 October 2012 until 17 October 2014

If you wish to accept this placement, please sign here _____



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EXAMPLE OF A MIXED FARM PLACEMENT

Placement Advice

APPLICANTS NAME: JOHANNA FRY
HOST'S NAME: Padraig
ADDRESS: County Tipperary
MOBILE:
EMAIL:

Placement details

Padraig and his parents have a busy mixed farm situated in the centre of Ireland. They are only 50 km from Galway city, not far from the Cliffs of Moher, the Aran Islands, Connemara, the Ring of Kerry and the breath-taking west coast of Ireland and only 90 minutes away from Dublin.

The farm is set on 370 acres. There are approximately 160 dairy cows plus 170 heifers for replacement. There are horses on the farm too, 1 breeding mare and 2/3 riding horses.

You will be assisting Padraig with milking and the other farm duties including; cleaning the milking parlour, checking the animals, herding; driving the tractor (if capable, if not you will be taught how), feeding and all general husbandry activities. Your main duties will be with the cattle but if you can ride you may be able to help Padraig with schooling the horses and their daily care.

You will be living in the family home with your own room, share your meals with the family and receive pocket money of €100 each week. You will help the host family for 40 - 45 hours per week and have at least one and a half days off each week (with an additional two consecutive days off per month) OR two consecutive days off each week.

You will have the opportunity to gain valuable experience from this mixed farm and have a great chance to improve your English as you will be working alongside Padraig and his parents. They are looking forward to meeting you and teaching you about agriculture in Ireland.

Duration of placement: **17th September until 15th December 2014**

If you wish to accept this placement, please sign here _____



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EXAMPLE OF A HORSE PLACEMENT

Placement Advice

APPLICANTS NAME: Heidi Rasmussen

HOSTS NAME: Bob and Aileen

ADDRESS: County Kilkenny

PHONE:

MOBILE:

EMAIL:

Placement details

This placement is at a family-run equestrian centre south of Kilkenny city where they teach clients of all levels, both adults and children. The centre has around 20 horses, most of them live in stables and there is a riding arena. Bob and his wife Aileen have two children, Neil and Robbie.

Your duties will be helping around the yard and sometimes in the house;

- Mucking out, feeding, filling water buckets
- Grooming, tack cleaning, keeping the yard equipment clean and tidy
- Tacking up horses, helping with lessons,
- interacting with clients
- Helping to keep the house tidy
- Helping with laundry and general house work

During the winter months most of the horses will live in (stabled at night) therefore please expect and be aware that the yard work will be physically demanding. You may have the chance of joining in some of the lessons. This is a great opportunity to learn more about the care of horses and ponies while improving your English and sharing the life of an Irish family. The lessons are taught in the arena and treks are brought through fields, hills and valleys. The horses can range from very large Clydesdale horses to the smaller ponies for children.

Accommodation will be in a large bedroom in the family home which you may share with other students. You will share your meals with the family and will help the host family for 40 - 45 hours per week and have at least one and a half days off each week (with an additional two consecutive days off per month) OR two consecutive days off each week. You will receive €100 pocket money per week. The riding centre is within walking distance of the village which has a small shop, Post-Office and Pubs. There are other Equipeople students in the area that you will have the chance to socialize with during your time off. This is a great placement to experience the rewards of hard work with horses.

Duration of placement: **1 January 2014 until 31 March 2014**

If you wish to accept this placement, please sign here _____



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EXAMPLE OF AN AGRO-HOME PLACEMENT

Placement Advice

APPLICANTS NAME: MAREN ZOE HARTIG

HOST'S NAME: Noreen & Richard

ADDRESS: County Limerick

MOBILE:

EMAIL:

Placement details

Noreen and Richard live on their dairy and free range poultry farm close to the village of Elton in County Limerick. The farm is set on 75 acres with 50 dairy cows plus replacements and around 1100 free range table chickens. They have 3 children; twin boys Tom and Jack who are 2 years old (13/4/11) and Ella who is 1 year old (16/9/12). You will find 2 dogs living here as well.

Noreen works as a secondary school teacher and also in career guidance, IT and adult education. Richard works the family farm and he also works outside of the farm on occasion. Richard's mother lives next door. The family would like your help to look after their children and home. Your daily duties will include:

- Getting the children dressed, giving them breakfast
- Playing with the children, reading stories to them, taking them for walks
- Changing nappies
- Light housework such as vacuuming, washing floors, dusting
- Generally keeping the family areas in the home clean and tidy
- Help with laundry and ironing – hanging out clothes, folding them, putting them away
- Help at mealtimes – preparation, cooking, clearing away afterwards

You may be required to help on the farm occasionally. You will have your own room in the family home and share the family bathroom. Your meals will be with the family and you will receive €100 pocket money each week. You will help the host family for 40 - 45 hours per week and have at least one and a half days off each week (with an additional two consecutive days off per month) OR two consecutive days off each week. The family is looking forward to welcoming you into their home and sharing their lives with you.

Duration of placement: **4 January until 30 April 2014**

If you wish to accept this placement, please sign here _____



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EXAMPLE OF AN AGRO-TOURISM PLACEMENT

Placement Advice

APPLICANTS NAME: SARA CYKANKOVA

HOST'S NAME: Ann

ADDRESS: County Wexford

PHONE:

MOBILE:

EMAIL:

WEBSITE:

Placement details

Ann is originally from Dublin and worked in the hotel industry for a number of years before opening this successful Bed and Breakfast enterprise very close to Rosslare Harbour in County Wexford.

You will be expected to help with the following duties:

- Stripping and making beds
- Cleaning bedrooms and bathrooms
- Vacuuming and light housework
- Setting tables and serving breakfast
- Serving tea and coffee
- Welcoming guests – arrival time for guests is usually around 4pm

Ann lives on her own with her gorgeous Labrador Garbo. She has a large network of friends in the area she can introduce you to. There are buses from Rosslare to Wexford, Waterford, Cork and Dublin so you can travel during your free time.

You will have your own en suite bedroom on the ground floor, share your meals with Ann and receive pocket money each week of €100. You will help the host family for 40 - 45 hours per week and have at least one and a half days off each week (with an additional two consecutive days off per month) OR two consecutive days off each week.

Duration of placement: 1 July until 10 October 2014

If you wish to accept this placement, please sign here _____



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EXAMPLE OF A LANDSCAPE PLACEMENT

APPLICANTS NAME: HENRIK JENSEN

HOST'S NAME: Dessie

ADDRESS: County Monaghan

PHONE:

MOBILE:

WEBSITE:

EMAIL:

Placement details

Dessie is the head gardener of the prestigious estate; a beautiful old castle situated in a northern province of the Republic of Ireland. The castle is now an exclusive hotel.

You will be helping with the gardening projects which are on-going. In the gardens, tasks may include cutting grass, edging, strimming grass verges, weeding, pruning some of the vast and old trees, dead heading, planting new plants and propagation of plant material. Some hard landscaping may be required. Dessie also does the flower arrangements for the weddings which are held at the castle throughout the year and you may be involved with this too. You will be working with a team of gardeners and will learn a lot.

Your work will also involve general estate maintenance. Tasks could involve fixing fences, digging and clearing drains in the fields, pasture management, moving livestock and any other jobs that go hand in hand with the running of such a vast country estate. There will be professional supervision and support, so do not be afraid to ask questions.

This placement takes many students through Equipeople, so there may be other students here. You will live in a shared staff house sharing an en-suite room, so this is not a family placement. You will go to the canteen for your breakfast, lunch and dinner each day. You must keep your staff house clean and tidy and let Dessie know if you need anything. There is also a kitchen in the house if you wish to buy and cook your own food.

You will help the host family for 40 - 45 hours per week and have at least one and a half days off each week (with an additional two consecutive days off per month) OR two consecutive days off each week and you will receive €100 pocket money each week.

Duration of placement: 6 January until 31 March 2014

If you wish to accept this placement, please sign here _____