

Before the placement process can begin a student's administration fee must have been received and their application form must be complete and with the relevant Multidistrict Coordinator.

In order to enable our students to produce their forms in good time the Registrations of Interest pages of the website are closed for exchanges for the coming summer, on 31st December for LTEP and on 31st January for STEP and C&T. Even these dates leave little time for the selection and application process, which makes a successful placement uncertain and the dates are subject to annual review.

The Timing of Placements

For LTEP a student may be placed very early in the academic year prior to the exchange. This is desirable because of all the preparation which is needed and not only that, the student then knows how things stand in relation to where the next year's schooling will take place. Overseas colleagues close down relatively early in the Spring and move on to preparing their Outbounds for their exchanges. It then becomes impossible to accommodate latecomers however worthy. Because the programme here is so small and random it is not possible to pre-arrange quotas with other countries as is common around the world.

STEP placements can begin from late autumn, especially with the Far East, but most take place between January and March. Realistically, with references to follow up and DBS checks for the parents of the Outbound student for their roles as host parents for the Inbound student the sooner the placement takes place the better. This also enables the Club to identify a Counsellor who will be available when the Inbound student is in the country.

Camp & Tours invitations begin to circulate around Europe from late December. Students whose application forms are complete and lodged with the Camps Coordinator by 31st December qualify for consideration as being an Early Bird applicant from their district. (*See C(O)1. Outbound Camps & Tours (C&T)*). The period during which the invitations come out is very intensive and if a student is chosen to go forward their Application form needs to be ready. If there is a delay the student will not be accepted by the Camps Organiser.

Making the Placements

The placement of LTEP and STEP outbound students is dealt with by relevant Multidistrict Coordinators. This is not to deny any DYEO who has personal viable contacts from assisting with the process but in general the Coordinators have a wider range of connections as they will have met potential exchange partners at international youth exchange conferences.

The Coordinators can see from the online application system the destinations which our students are considering and are best placed to make enquiries to a country on behalf of all the students wanting to go there, and where possible match any requests from abroad. This not only makes for a more efficient use of time and effort; it also avoids confusion and maybe saves a potential inbound application from circulating fruitlessly around the districts and thereby missing an opportunity.

The LTEP Coordinator will not seek to impose an inbound student* upon any district but will note any such request and pass it on if appears to complement an RIBI district's requirements. (* assuming that the inbound student has the necessary EU status).

Once a student has been placed the DYEO takes over with any further arrangements to do with the exchange, dealing directly with the DYEO in the partnering district for the benefit of the outbound student as well as the reciprocal inbound student.

STEP Placement

From around December onwards and as soon as a STEP Application Form (AF) is completed the STEP Coordinator will check with the student's choice of destination and will then send the AF to the STEP contact in that country.

That person will attempt a match from among his/her STEP applicants and will remit that student's AF to the Coordinator. If the response to this is favourable the two AFs are passed on to the respective DYEEOs who send them on to the family. Each family reports back their reaction to their respective DYEEO and if both sides are content the DYEEOs jointly decide to allow the students to contact each other and tell them to so.

Only then should the students do this, even though they have each other's contact details already. This should be made clear to the students and their families as embarrassment can be caused if they get ahead of the process.

Students and families are then free to get to know each other by whatever means – email or skype - to reach a decision as to whether both sides are willing to go ahead.

If this contact proves satisfactory the families move on to discussing dates and details. If not, the student can say so and the process begins again.

Outbound Camps & Tours

The student who attends a Outbound Camp & Tour will have been selected by a system which is controlled by the Outbound Camps Coordinator. See *C(O)6: Securing a Place on an Outbound C&T(Rotarian Information)* for the full details of how this works.

Inbound Camps & Tours

Places on inbound Camps in GB & Ireland are usually filled very quickly and how the choice is made is entirely the prerogative of the Camp Organiser and his/her team.

The Inbound Camps Coordinator does not have a role in this process but in maintaining an overview of the activity in the whole country may raise awareness of potential students from non-multidistrict systems so that they all have a chance of a Camps place here.

Outbound LTEP Placement

As the only foreign students allowed to attend state schools in GB & Ireland for more than six months are from countries in the EU or EEA our students may only exchange into those countries. Occasionally there might be arrangements between three or more countries to enable our students to go further afield but this is very rare.

Inbound LTEP Placement

It is very rare in GB & Ireland for a district to receive an Inbound LTEP student who has not come as a reciprocal arrangement initiated by one of our own Outbound LTEP students.

It is a certainty that a club which sponsors an Outbound LTEP student is expected to receive an inbound student. However, the club can do no more than approve a student from sight of their application form, as with the club to which we send our own students - we trust each other's judgement.

When we place our students with Multidistricts abroad there is no guarantee that the district to which we send the student will be the one which sends a student to RIBI. This could be true particularly in the case of colleagues in, say, S America, looking for students to send over here who hold EU passports resulting from a relative who fulfills the UK/ Irish residency rules.