

Long Term Exchange is internationally regarded as the Flagship programme of Youth Exchange. Whichever Youth Exchange activity appears to dominate in RIBIDYEA, when we meet our partners abroad we are left in no doubt that success in LTEP is the yardstick by which the quality of what we are doing is measured. Not only that, when international colleagues speak about Youth Exchange it may generally be assumed that they are referring exclusively to the Long Term programme.

For some years and for a variety of reasons in RIBI the interest among students and Rotarians in LTEP declined. It is gradually being renewed with increasing numbers of Registrations of Interest at the website but the volume is nowhere near where it used to be yet. This is not assisted by the previous Government's policy, still in place, whereby the Schools Minister has restricted incoming school age students from non-EEC Countries to a maximum of six months in a state school on the grounds that more would be 'replacement education'. This stops the potential inbound student from being granted an entry visa and inevitably removes from our students the opportunity of going away on this programme.

Where does this lead us?

- Campaigning and Lobbying the Government.
 - Steering our potential outbound LTEPs to Europe.
 - Dealing with Countries in which Europeans have settled – almost everywhere but Asia. YEOs in these countries will quickly find a student with entitlement to a European passport to send to UK. In fact they will find more than we could handle.
- Sometimes in the effort to circumvent the visa problem some districts will suggest elaborate three or four way 'circular' exchanges. So far this has not caught on but some DYEOs may try it if such an arrangement would facilitate a particular placement.

How the Long term Exchange Works.

LTEP students spend a school year abroad, attending local school and living as family members with two or three host families over the year. The students receive pocket money from the host club and each has a Student Counsellor to monitor the student's welfare and to provide neutral ongoing support. Our UK students generally go out after GCSE (aged 16+) although the official age range is 15 – 18½ . An exchange must finish by the time a student reaches 19½ , the cut off age for many student visas.

Students can expect a mismatch in the education offered for the year compared with what they have left behind them and if there is a language barrier this in itself will delay academic progress. This may frustrate the student and concern the parents and very often what they are gaining instead might not be immediately obvious. By the end of the year it becomes very clear to all that the students have made considerable gains rather than losses and on return stand taller than the cohort which they left behind. They return to where they left off in the UK education system without any credit and with a different year group. This is regarded as par for the course. In any case they usually thrive.

The exchange provides an in depth cultural experience, not only of the host country but also due to the mix of cultures of the other international students on the programme. Students gain a wider world perspective and understanding as well as extending themselves. They explore the limits of their comfort zone, gain independence and self reliance, develop leadership skills and may learn another language. They mature considerably, are articulate and opinionated and will stand out in

any interview panel. The Exchange is a truly life enhancing experience.

Students are expected to be Ambassadors for their country and Ambassadors for Rotary. They are expected to attend school and make an honest attempt to keep up with academic work while also being expected to become involved in Rotary projects, attend Rotary meetings regularly and give presentations to different groups. When they return we ask them to help us promote the programme.

In order to deal with all this a student does not need to be the most academically gifted but definitely needs to be able to cope with the pressure surrounding the demands upon them. Clubs need to satisfy themselves that any applicant on this programme has sufficient strength of character to stay the course.

Where do the applicants come from? From among any of the following:

Through a Rotary connection

Random self selection through the website

Application following a School presentation

Clubs might approach a group of local schools and set up a competition for the most suitable candidate. This has the potential for raising awareness as well as increasing the prestige of the programme in the eyes of the community with the effect of increasing the numbers of applicants for all exchanges and long term in particular.

LTEP and the Club

The club which sponsors the Outbound student can expect to host the inevitable other half of the exchange, the inbound student, who is most likely to be a direct swap though not necessarily concurrent with the outbound.

The financial aspect of the Long Term programme is seen as one of the obstacles to its popularity among Rotary clubs. This is dealt with in *IF1: Cost of Exchange Programmes to Districts, Clubs and Students* and *IF2: Funding the Long Term Exchange Programme*.

It is worth pointing out that inbound student, rather than the outbound student whom the club has chosen, who receives the year-long attention and financial support from the club. However, without this the life changing experience which the club wants for its own student will not happen.

London Experience

This is a weekend when inbound LTE students from around RIBI are guests of Rotary in London. Sightseeing and orientation are on the agenda and students involved with other exchange programmes often join in the activities.

THE LTEP Coordinator works within the context of the UK Border Agency Visa Regulations, whereby students from non-EEC countries may not attend state schools in the UK for more than 6 months. There is a similar restriction in the Republic of Ireland.

For Registrations of Interest made at the Website:

Receives & processes registrations – all year round.

Locates appropriate district & sends details to DYEO.

Ensures that DYEO knows what to do regarding the interview and selection process – if not offers immediate and on going support and monitors progress.

Student applies directly to Club/District:

Responds to requests by DYEOs for assistance and requests that the student register at the website

The Application Form

Emails the accepted student requesting the administration fee, with details of how to pay. Emphasises to the student that both the application form must be complete and the fee paid before placement will begin.

Liaises with the student, the DYEO and the Club YEO in producing a complete and fully signed form.

Works with the DYEO towards a suitable placement once the fee is paid and the application form is complete.

Applicants from Abroad

Fields enquiries as appropriate.

Links the foreign DYEO with a suitable host district if the exchange is viable.

Support

Provides on going support, on request from districts, at all stages of the process for both the inbound and the outbound student.

Statistics

Collects details of effective exchanges from around RIBI.

ALL MEMBERS OF THE DISTRICT YE TEAM MUST HAVE ENHANCED DBS CHECKS.

The DYEO is the first point of contact in the District for any potential applicant who register his/her interest on the Association website. Anyone interested in a place on a LTEP exchange needs to be directed to the website youthexchange.org.uk where s/he can register her/his interest and be interviewed.

The District Team led by the DYEO:

- Provides support for the CYEOs and in particular aims to generate and maintain a high level of momentum, so that the necessary objectives are met in time.

For the Outbound Student the objectives are:

- Completion of the Interview/ Selection process for the Student.
- Completion of the Interactive pdf Application Form.
- Placement of the Outbound Student
- Orientation for the Outbound Student
- That the Outbound student on exchange shall remit quarterly reports
- Rebound Orientation, Feedback and Post Exchange Reporting

For the Outbound Student the specific tasks of the District Team are as follows:

- to find a suitable club for the registered student.
- to provide interview training for the Club members who will make home visits. Ideally one District representative should attend home interviews where possible. (See [OB3 – Student Selection - All Programmes](#) and download [OB3A: The Student Interview Support Pack – All Programmes](#).)
- to Inform the student and the LTEP Coordinator of the outcome of interview
- to personalise [OB3C: An LTEP Applicant's Guide to Youth Exchange](#) and send it to the student.
- to complete the District and Club information on the interactive AF and ensure that the student keeps on track to complete the AF, including arranging for signatures.
- to assemble all constituent parts of the application form, producing a scanned complete form, a copy of which is passed on to the LTEP Coordinator. The DYEO retains and stores the hard copy.
- to work with the LTEP Coordinator towards the placement of the outbound student. ([OB4: Outbound Student Placement – all programmes](#))
- to organise an Orientation event singly or jointly with other DYEOs and work with the CYEO to ensure that the outbound student, parents and CYEO attend. (usually end March/ early April). See [OB6: Outbound Orientation](#).
- work with the CYEO over preparation and support for the Outbound student and the family regarding travel/visas/ general bureaucracy.

-to provide the outbound LTEP student with the specifications of the Quarterly Reports which the student is required to remit to the sponsoring district and ensure that the student produces them.

-to arrange a Rebound Orientation session which may be one to one or in a group depending upon numbers within the first month of the LTEP student's return after the exchange year.

-to arrange a Feedback event in September where the student shares his/her experience of the exchange and produces a written report.

The District Team retains contact with the returning outbound student (now ROTEX) and involves him/her in promoting Youth Exchange and in networking events.

For the Inbound Student the objectives are:

-The acceptance of an inbound LTEP student by District and Club

-To have up to three host families for the inbound student

-Completion of the process for Selection of the Host Families for the Inbound student

-Completion of the process for Selection of the Counsellor for the Inbound student

-Training Host Families and Counsellors

-Orientation and Welcome - the Inbound Student

-To assimilate the inbound student in the life of the district.

For the Inbound Student the specific tasks of the District Team are as follows:

-to check that the student sent by the partner district is suitable.

-to find at least two host families by the beginning of the exchange. (*IB5: Potential Host Family Form for LTEP*).

-to ensure that the procedure surrounding Host recruitment is completed by the Club and that all documentation is stored electronically. See *IB3: Host Family Selection – all programmes*. This includes DBS checks where not already done.

- to ensure that the procedure surrounding Counsellor recruitment is completed by the Club and that all documentation is stored electronically. See *IB2: Counsellor Selection – All Programmes*. This includes DBS checks where not already done.

-to arranging training for Counsellor and Hosts. See *L9: Host Family Training for LTEP* and *L7: Counsellor Training for LTEP*.

to arrange Inbound Orientation, *L10: Orientation of the Inbound LTEP Student*.

-to compile and customise *R4A: Inbound Students' Records Folder*, and place it in Dropbox, giving access to the CYEO, Counsellor and each Host Family in turn.

-to present the Inbound student to District Council at the beginning and end of the exchange year and take the student to District Conference and to the RIBI Conference where practicable - all at the expense of the district.

This Exchange involves the club's chosen outbound student and an inbound for the host district, each on exchange for a whole school year. Both exchanges may take place at the same time or they may be a year apart.

In order to work effectively and to be beneficial to all concerned the process relies on the input of a number of club members, not just the CYEO who is leading it. There also needs to be an appreciation that the commitment spans two years, arguably three (before, during and after the Exchange), with different Presidential teams. While it is the current President who deals mostly with the outbound student and signs the forms it is the President Elect who will be in office when the club is actively involved with the inbound student. It is in this second year that the financial commitment will be put into action. Furthermore, since for many LTEP students this is the start of an enduring Rotary journey it is important the Club nurture and encourage the returned student. This is the challenge for the next Presidential team.

Others who play an active part are the Treasurer, Secretary, Club Safeguarding Officer and the Counsellor, who is normally a member of the Club. However, it is hoped that all club members will be encouraged to engage with the Inbound student and play a part in his/her development in a very special year.

Preparation for the Exchange in connection with the Outbound Student

Interview & Selection of Outbound Student

The CYEO:

- arranges a home visit to the student and both parents, depending on the family situation.
 - sets up and may be part of the interview panel of two members, including, if possible, a member of the District team.
- (See OB3A: The Student Interview Support Pack – all Programmes).*

Connecting with the Successful Candidate

The CYEO:

- invites the outbound student plus at least one parent to the Club as soon as possible and before District Orientation Day (end March / early April).
 - reinforces the requirement for the student and at least one parent* to attend Orientation Day. (*both if they will be host parents for the reciprocal Inbound)
 - ensures that the student checks the expiry date of his/her passport. If there will not be at least six months remaining after the end of the Exchange the student will need to apply urgently for a new one.
-

Application Form & Placement Period

The CYEO

- informs the DYEO of the outcome of the interview so that the successful student can gain access to the interactive pdf Application Form.
 - Arranges for the form to be signed. Supports the student in completing the Application Form where necessary.
-

Orientation & Preparation

The CYEO

- attends Orientation Day (or sends a deputy) and encourages the Club President Elect to attend. This is vital because of the issues raised which will assist the Inbound student as well as the Outbound.
 - supports the Outbound student, alongside the District LTEP Specialist with any concerns arising from the preparation for the exchange.
 - This student will be an Ambassador for the Club so will need to be given information about the Club and its projects for presentations abroad.
-

On the return of the Outbound student (one year later)

The CYEO

- welcomes the student back home
 - attends Feedback Day when all returning students give their report to District.
 - invites the student to the club to give a presentation on his/her Exchange experience.
 - keeps in touch with the student, encouraging his/her connection with the Club and his/her involvement with projects not only connected with Youth.
 - encourages the student to be an active member of ROTEX.
-

Preparation for the Exchange in connection with the Inbound Student

The following assumes that the Inbound student will 'cross over' with the Outbound student. Otherwise everything still applies only with rather less urgency.

AS SOON AS THE OUTBOUND STUDENT HAS BEEN ACCEPTED AT INTERVIEW:

The CYEO:

- works with the DYEO and the Outbound student to identify and select potential Host Families for the reciprocal Inbound student. (*IB3L: The Host Family Selection Pack for LTEP*) and deals with the documentation.
- identifies potential Counsellors for the Inbound student (selection depends upon the gender of the student). (*IB2L: The Counsellor Selection Pack for LTEP*). **As soon as the inbound student's exchange is confirmed, the CYEO appoints the Counsellor and deals with the documentation relating to the selection process.**

- remits to the DYEO for storage all the documentation involved in the selection process of the Hosts and the Counsellor.
 - WITHOUT DELAY arranges with the Club Safeguarding Officer (CSO) for at least the first Host Family for the Inbound to undergo a DBS (Enhanced) Check (if not already in place).
 - WITHOUT DELAY arranges with the CSO for an enhanced DBS check for 'Youth Exchange for Counselling/Supervision' for the Counsellor and any other adult care giver in the household, (if not already in place.)
 - invites and encourages the Counsellor to attend Orientation Day.
 - liaises with the District team and the Counsellor to arrange a school place for the Inbound student.
 - works with the family and school of the Outbound student and the District YE team to find two more host families for the Inbound student. Once identified the CYEO arranges for the adults in the family to be DBS checked in plenty of time before the student will live with them.
 - receives '*L10A - Host Family Preparation Pack for LTEP*' from the DYEO and sends it to the Host families.
 - arranges the completion of the Guarantee Form for the Inbound student. This is part of the Application form which is sent from the Inbound student's district to your DYEO. On completion this is returned to the DYEO who posts it back to the Inbound's district.
 - liaises with the Counsellor over the preparation for the arrival of the inbound student.
-

During the Inbound Student's stay:

The CYEO :

- works with the Counsellor to ensure that their student is registered at school and arrange with the host parents to buy any uniform if required (this is a cost to the parents not the club).
- Ensures that the whole club accepts the student as belonging to the whole club and that all members take on together the task of inviting him/her out and working through the student's Wish List. This expectation needs to be made clear at the very beginning of the process.
- proposes to Club Council that the student be made an Honorary member of the club for that year, as is very common in the case of Inbound Long Term Students .
- liaises with the Counsellor on all aspects of the student's exchange, in particular, works with Counsellor to ensure that the inbound student attends all club meetings and social events and is taken out on special occasions, receives Christmas and birthday presents – from the club etc.
- Liaises with the Counsellor & DYEO in the case of any concerns about the student's conduct or behaviour.
- Arranges with the Speaker Secretary for the student to give a presentation to the club.
- Arranges for the student to attend District Conference - and also the RIBI Conference if possible. (District pays for bed and half board. YE students register but there is no fee).
- Ensures that the student becomes involved in Rotary projects.

This Exchange involves students living abroad for a school year and attending school. Typically the Outbound student is selected first by a club and this results in that Sending club receiving an inbound student from the club which hosts him/her. The two exchanges may happen simultaneously or one year after the other according to circumstances.

DEALING WITH THE OUTBOUND APPLICANT

REGISTRATION / INTERVIEW / SELECTION

1	However the potential applicant is found he/she must visit the website youthexchange.org.uk to register interest in LTEP as applications may be made online only. The Registration of Interest data is passed by the LTEP Coordinator to the appropriate DYEO who then contacts the club.	Website LTEP Coordinator DYEO
2	The Outbound candidate is interviewed by two Rotarians, preferably including one from the District YE team, at home with both parents if available. (see OB3: Student Selection – All Programmes , and download OB3A: The Student Interview Support Pack and distribute to interviewers.) The issue of Host Families needs to be raised with the Outbound's family and the student at interview – for the first Host Family in particular.	CYEO & DYEO or Club Member

ONLINE APPLICATION

3	The Club Interviewer reports back to the Club. The Club decides and informs the DYEO who inform the LTEP Coordinator and sends the successful student the e-booklet OB3L: An LTEP Applicant's Guide to Rotary Youth Exchange . The DYEO enables the student and the CYEO to gain access to the interactive pdf application form (AF). The LTEP Coordinator writes to the student to request the admin fee. DYEO ensures smooth completion of the AF by student and Club. (see OB5B: Guide for Completing the LTEP Application Form).	CYEO DYEO Coordinator
4	The DYEO/CYEO should be considering the options as to potential schools for the Inbound student.	DYEO CYEO
5	AT THIS POINT THE CYEO NEEDS TO GET THE OUTBOUND STUDENT TO CHECK HIS/HER PASSPORT EXPIRY DATE. IT NEEDS TO HAVE SIX MONTHS AFTER THE END OF THE EXCHANGE. IF NOT, THEY MUST APPLY FOR A NEW ONE.	CYEO
6	The CYEO needs to identify a potential Counsellor for the Inbound student NOW – the final decision being dependent upon the as yet unknown student's gender. See IB2: Counsellor Selection – All Programmes .	CYEO
7	The CYEO – possibly with the assistance of the DYEO - needs to identify and select at least the First Host family. See IB3: Host Family Selection - All	CYEO DYEO

	<p><i>Programmes.</i></p> <p>The CYEO arranges DBS screening for Host families as soon as appointed (if a relevant certificate is not already held and checked).</p> <p>See <i>CP5: Screening Adults for Youth Exchange</i> and <i>IB9: Dealing with the DBS Application Form.</i></p>	
8	<p>Once the Signature page has complete student, Club and District data the CYEO takes it back to the student to witness student's & parents' signatures. Rotarian witness takes away the signed copies and passes everything to the President and CYEO (or Secretary) for their signatures. CYEO then posts the hard copy (recorded delivery) to the DYEO. DYEO signs and scans and uploads the Signature page.</p> <p>DO NOT LET THIS PROCESS DRAG ON!</p>	<p>CYEO</p> <p>DYEO</p>

PLACEMENT PERIOD

9	<p>The CYEO will ensure that the Club invites the student and parents to a meeting or an event as soon as possible.</p>	CYEO
10**	<p>The LTEP Coordinator networks to place the Outbound student based on the student's preferred destination within the limits of visa restrictions on Inbounds; possibly assisted by Club or DYEO contacts. Sends the student's AF to that district for approval.</p> <p>When a placement is found the Receiving district will complete and remit the GF to the LTEP Coordinator who sends it to the DYEO and on to the CYEO for the student.</p> <p>(see <i>OB4: Student Placement – All Programmes</i> and <i>OB5: Dealing with the Application Form and the Guarantee Form</i>).</p>	LTEP Coordinator

ORIENTATION & PREPARATION FOR EXCHANGE

11	<p>ORIENTATION DAY - usually end of March/ beginning of April</p> <p>This is a DISTRICT EVENT - obligatory attendance by all outbound students & parents (for student not yet 18)</p> <p>CYEO, Club President and other interested Rotarians / ROTEX also attend.</p> <p>(See <i>OB6: Outbound Orientation</i>)</p>	District YE Team
12	<p>The CYEO supports students and family over travel arrangements/visas and checks that the insurance policy fits RI criteria (given to them in <i>OB3L</i>) – if not the CYEO refers it back for the DYEO to deal with it.</p>	CYEO DYEO
13	<p>The DYEO sets up and compiles <i>R3A:Outbound Student Records Folder</i> and makes it available on Dropbox to the CYEO, See <i>R3: Records Folder for Outbound Students</i>.</p>	DYEO

THE OUTBOUND STUDENT'S EXCHANGE

14	<p>The DYEO requests a sequence of four reports from the Outbound student spread across the year. (See <i>OB8 – Reporting & Feedback</i> and download <i>OB9R: LTEP Student's Quarterly Reports to Sponsoring District</i>.)</p> <p>At the end of the Exchange the DYEO sends the student the Student's Survey (to be found on EEMA website –www.eema.eu.com).</p>	District YE Team
----	---	------------------

ON THE RETURN OF THE OUTBOUND STUDENT

15	<p style="text-align: center;">FEEDBACK DAY - usually mid September.</p> <p>This is a DISTRICT EVENT - attended by all returning students. CYEO, Club President and other Rotarians/ROTEX also attend. Returning students give a short presentation about their exchange as well as compiling a written Report for District (<i>OB8RL: Post Exchange Report & Evaluation Form (LTEP)</i>)</p>	District YE Team
16	The CYEO invites the student to the club to give a presentation on his/her Exchange. Parents are invited. The CYEO maintains contact with the student to encourage participation in projects.	CYEO
17	The Student is now ROTEX and is encouraged to continue to network with others and support Rotary activities.	Clubs DYEO

DEALING WITH THE INBOUND STUDENT

The following sequence may run concurrently, before or after the above. For concurrent exchanges (the most usual) this section follows table 10 above **

18	The Receiving district sends the LTEP Coordinator the AF of the potential Inbound student and this is passed via the DYEO to the CYEO for the Club for approval – the LTEP Coordinator confirms acceptance.	LTEP Coord DYEO CYEO
19	<p style="text-align: center;">IMMEDIATELY THAT THE INBOUND IS IDENTIFIED</p> <p>The CYEO can now select the Counsellor for the Inbound student and arrange for DBS screening (if a relevant certificate is not already held. See table 6 above for references.</p> <p style="text-align: center;">THIS SHOULD BE TREATED WITH URGENCY</p>	CYEO
20	The DYEO/CYEO secure a school place for the Inbound student.	DYEO/CYEO
21	The DYEO is now able to work with the CYEO to complete the Inbound Student's GF and remit copies to the Sending District and also to RI.	CYEO DYEO
22	The DYEO customises and sends to the Inbound student <i>L10A: The Preparation Pack for the Inbound LTEP Student</i> .	DYEO
23	The DYEO provides Training for the Counsellor (<i>see L7: Counsellor Training for LTEP</i>) and for the Host Family (<i>see L19: Host Family Training for LTEP</i>)	DYEO
24	The DYEO sets up and compiles the Inbound Student Records Folder and makes it available on Dropbox to the CYEO, the Counsellor and the Host. See <i>R4: Records Folder for Inbound Students</i> .	DYEO
25	The Counsellor contacts the Inbound student and the first Host Family, following the guidelines set out for Counsellors.	Counsellor
26	The first Host Family introduce themselves to the Inbound student and begin an on going familiarisation process.	Host Family
27	The Counsellor checks the insurance policy of the Inbound student fits the RI criteria – if not refers it back for the DYEO to deal with it.	Counsellor DYEO

	See <i>IF5: Travel Insurance for Students</i>).	
28	Counsellor checks with the Inbound student and his/her family just before the student leaves home that there are no medical issues which have arisen recently or which have not been disclosed. Reports any changes to the CYEO, the DYEO and the host family and uploads a note in the Inbound Student Records Folder.	Counsellor

THE INBOUND STUDENTS' EXCHANGE

29	The Counsellor joins the DYEO and the Host family in meeting the student on arrival into the district, or if not possible arranges for someone from the club to do so instead and then visits the student at home as soon as possible. The Counsellor then to meet the student on a regular basis.	Counsellor DYEO
30	The DYEO arranges Inbound Orientation as soon as the student arrives into District. See <i>L10: Orientation for the Inbound LTEP Student</i> .	DYEO
31	The Counsellor settles the student into school and monitors the Exchange from both a school and a personal viewpoint.	Counsellor
32	The Counsellor works with the CYEO to ensure that the Inbound student attends the club weekly and takes as full a part as possible in the life of the club. The CYEO arranges for the student to gives a presentation on one evening and invites the DYEO.	Counsellor CYEO DYEO
33	The DYEO arranges for the student to attend District Council, Assembly and Conference, also the RIBI Conference where practicable.	DYEO