

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.