



CONCORDIA (YSV) LTD
19 North Street
Portslade
BN41 1DH

Dear Sir/Madam,

You have contacted us for an application pack for the supply of students. I enclose an application form for you to complete and return, together with supporting documentation.

In the meantime I thought it might be helpful to give you a little background information about the sort of labour we can supply.

We are a not-for-profit organisation and one of nine approved Operators of the Seasonal Agricultural Workers Scheme. The scheme is administered by Work Permits (UK), a department of the Home Office and provides an opportunity for students and other workers from Bulgaria and Romania to work within the agricultural sector. The aim is to provide seasonal workers where no home labour supply exists. Student participants have the same tax exemptions as British students but all participants must pay NI contributions. Under SAWS they can stay for up to six months, but must cease working at the end of that time.

Under the regulation governing SAWS any grower wishing to register for labour under the scheme should have ascertained that local labour is unavailable, be prepared to pay the correct AWB order pay rates for the job and provide adequate accommodation for the number of students requested. You should ensure that there is an expectation of work available for a minimum of 5 weeks (at least 39 hours).

We can also supply students who are from the new accession countries such as Poland and Lithuania. These students will, in some instances, be able to stay for longer than six months, and can be employed in a number of areas that are not permitted under SAWS (such as pack houses packing imported fruit).

Costs for 2008:

- Annual Registration Fee - £100

Placement Fees:

- EU - £47 per placement
- SAWS (Romania & Bulgaria) - £63.43 per placement

All figures include VAT

Once we have your application, a visit to the farm will be arranged so that our Field Officer can discuss with you the proposed request for students.

Yours sincerely,

Christine Lumb
Executive Director

CONCORDIA (YSV)

GOOD PRACTICE GUIDE FOR EMPLOYERS

Location of Accommodation

Legal Requirements

- Temporary accommodation such as mobile homes must be at least 6 metres apart.
- Walk ways to be secure from passing vehicles and through traffic
- No contaminating, smelly or potentially dangerous storage near accommodation.
- No fire hazards near accommodation e.g. Hay barns, petrol tanks or storage of flammable material.
- Gas cylinders stored away from accommodation in secure area when not connected
- Electrical supply secure and guarded.
- Risk assess accommodation as part of overall risk assessment of business

Concordia Recommends

- Steps, must be safe
- Handrails fitted if more than two steps.
- Surfaces should be safe to walk on – non slip and steps marked
- Outside night lighting must be provided especially if building has external facilities
- Toilets for night use within 25 yards of sleeping quarters.
- Septic tanks and portable toilets to be emptied on a regular and fixed basis.
- Rubbish disposal must be well planned or organised to enable site to be clean and free of smells and detritus.
- Smoking policy for site
- Policy on noise
- Policy on visitors
- Provide hard paths so that mud is not trampled into accommodation
- Provide an area for outdoor shoes and wet clothing. A drying room is essential if students work outdoors in wet weather.
- Toilets and showers within 25 yards of accommodation.
- Disposal of rubbish to include re- cycling.
- Position mobile homes to minimise unsightly aspect for neighbours and provide pleasant views and outlook for students.

Accommodation facilities

Legal Requirements

- Comply with fire regulations.
- Smoke alarms and fire extinguishers to be fitted.
- Emergency exits must meet fire regulations and be kept clear.
- Fire alarms and evacuation procedure and fire drills.
- Central mustering point.
- Access to fire appliances.
- Bedding, all soft furniture and any material supplied must comply with the Furniture & Furnishing (Fire Safety) Regulations 1988.

NB: These regulations deal directly with fire retardancy standards of upholstered furniture and filling material. You should check that all chairs, sofas, mattresses etc. comply with the regulations, and have a permanent label attached to this effect. All new purchases of soft furniture, mattresses etc. must (by law) include the fire resistance and label.

Please note: All furniture as defined below must meet all the Fire Resistance requirements. Display labels should be attached to all furniture meeting the requirements stating *“the product meets the necessary requirements of the 1988 Safety Regulations”*. For your guidance – products covered by the 1988 Furniture and Furnishing (Fire) (Safety) Regulations:

○ Furniture	○ Cushions
○ Beds, headboards and mattresses	○ Seat pads
○ Sofa beds and futons	○ Pillows
○ Garden furniture, which could be used internally	○ Loose and stretch covers for furniture

Concordia Recommends

Sleeping quarters

- Provide separate male / female accommodation. If the employer takes couples, separate accommodation should be provided.
- Provide locks on all bedroom doors.
- Take copies of passports etc
- Stress that students should not keep valuables or money at the accommodation. Arrange safe keeping
- Bed size should be adequate. Some students are over 6ft tall. Students should not be asked to share beds unless they request to do so.
- No mattresses should be placed on floors.
- Clean beds, mattresses, sheets, blankets & pillows and must be provided
- All bedding items to be cleaned on student departure and aired for arrival
- Plenty of hanging space and cupboards for storage.
- Spare blankets available for cold weather
- Bedside lighting
- Storage space for rucksacks billiards

Electricity and Gas

Legal Requirements

- Gas Appliances must be checked annually & certified by a CORGI registered engineer.
- Electric lighting and all electrical fittings must be PAT tested
- Circuit breakers to be fitted to all electrical supplies

Concordia Recommends

- No candles or gas lights
- Do not use electric convector heaters in spaces where they might be covered by clothes etc.
- Gas fires can be dangerous
- Power points for TV. etc.
- Check any electrical appliances students purchase for use in accommodation.
- Ideally, oil filled radiators available for cold weather.
- Farms with permanent accommodation are encouraged to use recycled energy
- Sufficient heating bearing in mind that mobile homes are often poorly insulated compared to dwelling houses.
- Mobile homes for winter occupation should be sited in a protected area and ideally the base lagged to prevent draughts under the home.

Living and cooking

Legal Requirements

- Cookers should be checked annually and either gas certificate or electric tested.
- Carbon monoxide testing strips where gas is used.
- Fire blanket and extinguisher in every kitchen
- Soft furnishings to comply with Furniture and furnishing (Fire Safety) Regulations 1988
- Environmental health inspectors will expect to see clean, hygienic food preparation, cooking and eating facility.
- Toilets must not open into cooking and eating areas.
- Separate basins should be provided for hand washing from food preparation.
- Anyone providing meals for purchase must have appropriate food hygiene certificate

Concordia Recommends

- Provide sufficient cooking facility for each student to be able to start to prepare a meal within 30 minutes of work finishing
- Cooking utensils and cutlery and plates etc to be provided. Unless a dish washer is used each student using a communal kitchen should be supplied with their own.
- Facility for washing utensils in hot water and appropriate draining board
- Refrigeration must be clean and plentiful. Suggest maximum of 3 students to small domestic fridge where shopping is weekly.
- Shopping trip weekly as minimum. This should be to the nearest supermarket where the placement is over 1 mile from shops or there is no convenient bus service.

(Continued on next page)

Living and cooking

Legal Requirements – Concordia Recommends contd.

- Drinking water supply plentiful and clean. and always drinking water available in the field as well as accommodation
- Sufficient food storage area. no food on the floor under any circumstances
- Regular checks to ensure cleanliness
- Sufficient clean rubbish bins
- Dining area to provide adequate table and seating.
- Dining table to have easy clean surface
- Accommodation well decorated with posters etc
- New decoration (annually) to kitchens, dining areas and communal rooms
- Apply paint to kitchen floors annually
- Install microwaves in mobile homes if there is a large communal kitchen
- Recreational facility to include TV, music, games, and barbecue.
- Internet facility. Concordia will help to fund internet access. (Discuss with Concordia your intentions prior to installation).
- English language lessons. Assistance is available through Concordia.

Showers and ablutions

Legal Requirements

Washing facilities

- should be located near toilets and changing rooms
- They should have a supply of soap and hot and cold water
- Have a means of drying, eg towels or hand dryers
- Be well ventilated and well lit
- Be cleaned and maintained regularly and be separate for men and women, unless they are in a room used by one person at a time which is lockable from the inside
- Be provided for agricultural workers and others in remote, outdoor workplaces, so far as is reasonable practicable

Concordia Recommends

- Showers separate from toilets.
- Non-slip flooring must be provided.
- Showers must allow reasonable privacy.
- One shower per 6 students with adequate hot water.
- Hand basins with hot & cold running water
- Good quality cubicles or shower curtains, stool & space for dressing & hanging dry clothes. Provide towel rails & shaving mirrors

Toilets

Toilet Facilities

- Should be well ventilated and well lit
- Be connected to a suitable drainage system
- Have flushing water
- Take into account access for disabled people
- Be regularly cleaned and maintained
- Be separate for men and women, unless the toilet is in a separate room which is lockable from the inside
- Have toilet paper in an appropriate dispenser
- Have a coat hook
- Have a means of disposing of sanitary dressings, where women are employed
- Be provided for agricultural workers and others in remote outdoor workplaces, so far as is reasonably practicable.
- Facilities must meet environmental health legislation.

Concordia Recommends

- Approximately 1 toilet to 6 people.
- Separate male and female toilets for more than 10 students using one toilet block.

Fire Precautions

Legal Requirements

- Fire blanket should be provided for every cooker
- Students must be instructed on how to use fire blankets and safety procedure in case of fire.
- Adequate fire extinguishers must be provided at strategic central points, especially in recreational areas.
- Recreational areas
- Adequate Smoke alarms must be installed in sleeping & recreational areas.
- Sand buckets must be provided in smoking areas
- Larger Rooms / Indoor Areas
- Fire exits must be provided in larger rooms (clearly marked & free from impediment)
- Windows & Doors must be kept clear & open freely

Concordia Recommends

- Local Fire Officer – to visit farm to provide advice & guidance on policy & procedure
- Induction Programme – fire precautions instructions should be included
- Evacuation procedure & Fire Drill – should be explained / carried out.
- Policy should be explained on Smoking & receiving guests from off farm

Washing Facilities - Concordia Recommends

- Washing machines must be provided. One machine per 10 students.
- Clothes drying facilities must be provided
- Ironing Board & iron must be provided
- Sinks for small washes.
- Some placements may be close to a local washeteria/ launderette

Recreational Facilities – Concordia Recommends

- Recreational equipment should be provided (as much as possible)
- Table tennis, snooker, darts, soccer, volley ball, board games (monopoly), cards etc.
- Provide an open area for soccer or playing volley ball
- Provide use of swimming pool or tennis courts (if available)
- Provide a barbecue area
- Bikes are welcome if the local roads are suitable
- Organise competitions / tournaments (i.e. round robin table tennis)

Communication

- Complaints procedure must be explained during induction.
- Disciplinary policies should be outlined in student information.
- Students should know of their statutory rites in respect of pay and conditions of service
- Induction to include who's who on the placement and roles and responsibilities
- Emergency contacts listed.
- Students should know who to go to if they have difficulties i.e. Personal and health.

Students should have access to:

- pigeon holes for post
- notice board for messages
- map of holding with field names is useful
- email facilities – farm or local library
- emails from homes to be passed on
- information re. farm business / shops
- local information re. bus & train times
- mug shots of key people
- Church services (especially R.C.)

Rates of pay, accommodation charges and working conditions must all be in line with the current Agricultural Wages Order (or equivalent) for the relevant part of the United Kingdom.

CONCORDIA EMPLOYER APPLICATION FORM

Part One

Concordia Ref. No.:

Contact Name	Title Mr / Mrs / Ms / Miss / Other (please specify)
Role	

Farm Trading Name	
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Address (include farm name if different to trading name)	
Post Code	

Correspondence Name & Address (if different to above)	
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Student Accommodation Address (if different to farm address)	
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Telephone No.	Mobile Tel. No.	(Name: _____)
Fax No.	Email address:	
Other useful contact names and No.'s		

Emergency Contact: (name & address) for outside business hours	
Emergency telephone number	

Do you have a website? (Y/N)	
If yes, would you like us to create a link to it from our own website? (Y/N)	
If yes, please give full website address:	
How did you hear about Concordia?	

Signature _____ Date _____

Part Two

Please give information about your business. What do you produce? Please include details of hectares of crops grown. Are you a large farm/ family run business/ medium sized farm etc.?

Please describe the main tasks students will be required to undertake. We need as much information as possible about the type of work available. Include methods of harvesting, if students will be working with livestock, driving tractors/ packhouse work etc. You could include times of year for each type of task (you can cross-reference the requirements form on the next page), if relevant. Please be as descriptive as you can.

Please describe any special requirements for specific skills/ nationalities -

i.e. - tractor drivers, or for a specific number of males or females - whether because of facility restrictions or the nature of the work. We aim to offer multi-national, mixed gender groups where possible, however it is also important to take into account any specific requirements as well as the number of toilets/ showers available for each gender. Please also give details if you would prefer any specific nationalities.

Language Skills: Do you have any tasks that require a high level of spoken English? If so please describe the task:

How many hours a day/ week will students work? (approx.)	
How many days a week (approx.)? Which day/s off?	
Will any overtime be available?	
Will students be paid - weekly or monthly?	
How will students be paid (in cash / into bank account)?	
Will students be paid hourly or piecework rates (or both)?	

WORKER REQUIREMENTS

Under the SAWS scheme (non-EU students), students are available for up to 6 months a year. EU students (Non-SAWS) can stay longer. If your work period runs for longer than 6 months, you will automatically be allocated Non-SAWS students. Please provide details of all students required for the year in the table below. If you cannot be specific, please give a rough estimate.

Dates:

From	To	Brief description (type of work)	No. of males	No. of females	No. of either	TOTAL for work period	Of these, how many drivers?	Agricultural students? (Y/ N)	Student type – No preference / SAWS / Non-SAWS

TOTAL No. of students for year:

If there is anything else you feel you would like to mention about the work/ work periods, please give details here:

ACCOMMODATION

Please describe existing accommodation facilities.

If you have none at present, outline your intentions in a covering letter.

Type:	Caravan / Mobile Home / Cottage / Converted Barn / Dormitory (if so, in what type of building?) Other (please describe)
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<p>Is the accommodation on site or in a local town/ village? If off-site, how far is it from the farm, and how will the students get from and to the farm to their accommodation?</p>
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AMENITIES / FACILITIES

Please indicate in the boxes below the **numbers** of each facility listed:

Male		Female		Unisex		Cookers		Fridges		Laundry	
Showers		Showers		Showers		Microwave		Walk-in		Washing Machine	
Toilets		Toilets		Toilets		4 Ring Cooker		Domestic		Twin Tub	
Urinals		n/a		Urinals		2 Ring Cooker		Caravan		Sinks (with hot water)	
Washbasins		Washbasins		Washbasins		4 Ring Hob Only		Large Freezer		Tumble Dryers	
Baths		Baths		Baths		2 Ring Hob Only		Medium Freezer		Barn drying / heated room	
Beds		Beds		Beds		1 Ring Hob Only		Small Freezer		Outdoor line	

If in a building, state how many bedrooms		No. of students per bedroom	
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Give details of any other rooms (e.g. living room - or social room, laundry room etc.)	
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Type of beds:	Bunks / standard singles / doubles / mix of singles and doubles
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Mattresses and pillows are to be provided as standard.

Is bedding provided? (sheets/ duvet/ duvet covers/ pillow cases)	YES / NO
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Is there lighting?: YES / NO	Is there heating?: YES / NO
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NB: If you are planning to have students over the winter (Oct - April), accommodation must be substantial and have heating facilities.

RENT CHARGES

According to the Agricultural Wages Order, rent must be no more than £30.10 per person per week. Please give details of how much you will charge. Additional charges must be listed separately and deduction from wages requires written permission from the employee.

RENT: £ per student per week
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EXTRAS – if you want to make any additional charges, please give details below:

GAS: £ per student per week / metered / per bottle: £

ELECTRICITY: £ per student per week / metered?
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OTHER (please list): (per student per week)

Deposits – if you want to take any deposits from the student, please give details here.

DAMAGE DEPOSIT:

OTHER DEPOSIT (please list):

LOCAL FACILITIES

Please describe the nearest town/ village and the attractions:
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How many miles to this town/ village?	
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Please describe other nearby places of interest (e.g. cities/ towns – and distance from, historical attractions in the region, countryside etc.)
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Local Amenities

Please define below how many miles it is to the amenities listed:

Post Office	Bank	Supermarket	Sports centre	
Dental surgery	Doctors surgery	Local shop	Local pub	

How often will farm transport be provided to the shops/ supermarket?	DAILY / WEEKLY
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Other access to shops	ON FOOT / BUS / CAR
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LOCATION

Students are asked to make their own way to the farm, so it is important to give precise instructions to the nearest bus or train station.

If your farm is not easily accessible by bus, we would expect you to collect students from the nearest station.

BY COACH: (most students travel by coach, as it is cheaper – all journeys commence at London Victoria)

From : LONDON VICTORIA	
Changing at:	
Arriving at: (your nearest coach station)	

BY TRAIN:

By train from: LONDON (which station)?	
Changing at:	
Arriving at: (your nearest rail station)	

Many students can disembark at Dover to save travelling into London. If this would save them time, please give details here of travel from Dover to your farm:

If your farm is located far from London, can students fly directly to a local airport? Please provide details of which airport and how to travel from the airport to the farm:

Please state the latest time of day you are willing to collect students from the station:

State the (mobile) telephone number/s which students can use to advise of their arrival time, bearing in mind this may be outside normal office hours:

If there is anything else you would like to mention about travelling to the farm, please give details here: