

Concordia (YSV) Ltd



The Pastoral Services Scheme 2008

The purpose of the Pastoral Scheme is to make the participants' stay safer and more enjoyable and to meet Concordia's mission statement;

"Fostering cross-cultural understanding and friendship by providing young people with quality opportunities for international volunteering, work experience, education and training."

Pastoral Services are those which;

- Provide educational opportunities
- Provide help in case of emergency

From 2008, due to changes in government legislation, the Pastoral Charge will be levied on farms within the student placement fee. This element of the placement fee is calculated on a not-for-profit basis, in order to cover the anticipated costs of providing the Pastoral Service.

Applications are accepted from any Concordia farm that accepts participants. The maximum amount that any farm can apply for is calculated on the basis of the number of student placements in the current year.

For 2008 the maximum is £8 per student placement. Unlike in previous years this is not apportioned for length of stay unless a student stays for less than 4 weeks in which case no placement fee is payable and consequently no pastoral allowance can be claimed.

Qualifying Expenditure

The following list provides some guidance on what can be included, based on the principles of the Scheme. ***Please note that from this year onwards expenditure on educational opportunities will be given priority and funds for sport, leisure, and social occasions etc will only be considered if funds remain at the end of the season.***

a) providing educational opportunities to students

- Providing English language lessons (see below for further details).
- Providing study trips.
- Providing PC facilities and internet access.

b) providing services to students in an emergency.

- Providing interpreting services.
- Providing emergency telephone help.
- Providing counselling services.
- Providing emergency, out of hours, services.
- Covering transport costs for students travelling between farms due to a transfer that was not their fault (e.g. because work has stopped)
- Providing help with un-insured costs following a serious incident or accident.
- Ex-gratia payments to students in financial difficult through no fault of their own.

English Lessons

English lessons improve communication and confidence and therefore offer invaluable assistance to both farms and students. The following guidelines apply for English lessons:

- Farms should arrange their own teacher, who should be a holder of a TEFL (or equivalent) certificate. If you need advice on arranging a teacher, please contact Concordia.
- The maximum fee paid by Concordia is £22.50 per hour plus reasonable travel expenses (subject to the total budget for the farm).
- Travel expenses will be paid for travel between home and the teaching location by public transport, or at the rate of 40p per mile (travel expenses are not additional to the budget allocation).
- The number of students in each class should not fall below eight. It would be advisable to establish before a course starts the likely number of students.
- Concordia recommends that class sizes should not exceed 20 students.
- The work permit number and name of each student should be recorded for each class. The student should also sign to indicate their attendance for each session.
- It is the farmer's responsibility to ensure that the budget is not exceeded. If a farm is getting close to their total budget, they should contact Concordia to request additional funding.
- Concordia recommends that classes are informal, and concentrate on conversational and oral English, rather than written English. However, the structure and content of lessons remains at the teacher's discretion.
- If possible, the first lesson should include information on local activities that might be of interest to students (e.g. libraries, museums etc).

Making an application for Pastoral Funds

To apply for Pastoral funding, farms should contact the Finance Team on 01273 426497 or e-mail jon@concordia-ysv.org.uk. The farm should give details of planned activities and expenditure. A total budget will be allocated based on the number of course placements (early in the season an indicative budget will be given which will be confirmed once final student numbers are known). It may also be possible to apply for retrospective funding of activities that have already taken place, so long as they are in the current calendar year. **All qualifying receipts must be dated within the calendar year and submitted prior to 31st December. Concordia will not reimburse retrospective claims received after 31st December (if you have not heard from us by the end of the year or 4 weeks after you send in a claim, whichever is the earlier, please contact us to confirm your application has been received as we will be unable to repay claims lost in the post). Faxed or emailed submittals are acceptable.**

Once funding has been agreed by Concordia, the activity or expenditure can proceed. The farm or grower should send (or fax) **copies** of all relevant receipts for the expenditure, up to

the budget limit, which will then be reimbursed by Concordia. Reimbursement will be made in the last quarter of the calendar year for qualifying expenditure up to the confirmed budget. **The fund is not available in advance of expenditure as all expenditure must be verified to student numbers and expenditure invoices.**

If a farm is applying for reimbursement of emergency costs (such unforeseen costs will not affect a farms overall Pastoral Services budget), copy receipts for costs should be provided to Concordia.

All **original receipts should be retained** for your VAT records (see below).

English Lessons

For English lessons, farms should apply to Concordia for a budget to cover the cost of lessons by contacting the Finance Team on 01273 426497 or e-mail jon@concordia-ysv.org.uk Please note that English teaching funds are not additional and are provided as part of the maximum budget available.

Once funding is agreed, farms should send the following to Concordia (samples of standard documentation are available from Concordia):

- A copy of the teacher's invoice, detailing the number of teaching hours.
- Details of any travelling expenses claimed.
- A copy of the weekly register, detailing which students have attended the course.

Concordia will reimburse the farm up to the agreed budget. In most cases farms will pay the teachers directly and arrange for reimbursement from Concordia. However, in some cases Concordia can arrange for the language school or teacher to invoice Concordia directly. Please be aware that Concordia will only accept responsibility for payment up to the English lessons budget agreed for the farm.

VAT

A VAT registered farm will be reimbursed for the net amount of receipts excluding any VAT element. Consequently the budget will also be net of VAT.

If your farm is not registered for VAT the gross amount of any claims will be reimbursed by Concordia, and the budget will also be gross.

Please let Concordia know if you are registered for VAT when you make your claim.

Concordia only requires copies of relevant receipts or statements. The originals must be retained for your VAT records.