

ACCREDITATION OF LANGUAGE SCHOOLS 2023

Article 1 : selection criteria relating to technical and professional capacity

To be eligible, schools shall meet the following criteria:

1. Offer quality training in cities in Flanders, The German-speaking Community of Belgium, The Netherlands, Germany, Austria, The United Kingdom, The Republic of Ireland or Malta ;
2. Propose quality accommodation throughout the stay in the vicinity of the school throughout the whole stay;
3. Propose extra-curricular activities (free and/or paid) to learners (visits, cultural or social outings ...)
4. Offer administrative follow-up.
5. Provide support to find companies to visit.

Article 2 : Training

The school offers quality training in the language of the region or country.

The school offers face to face courses in small groups (max 12 participants) in rooms dedicated to language trainings.

The training is learner-based, focused on oral skills and aimed at learners with similar language level. The courses for jobseekers are adapted to adult learners looking for a job.

The school offers a 20-hour course per week as a minimum (60 minutes/ hour) during 2 or 3 weeks for the jobseekers and 18 weeks for the students. In case of overlapping bank holidays during a given week, hours not serviced should be spread over that very week (as per our National Employment Office binding regulations).

Article 3 : Accomodation

The school proposes quality accommodation throughout the stay in the vicinity of the school. It may be in host families, or in a residence/flat/apartment.

If a student chooses to stay with a family, the said family commits to host one French speaker at a time only. This does not apply for the jobseekers.

Regardless of the type of accommodation, it should be in a furnished place with a shower/bath, toilets and a private space. It should meet relevant safety standards and be located in a safe and relatively central area. Internet shall be available when possible. Overall cost shall be reasonable and be proportionate to the quality and location of the accommodation.

The contractor shall provide clean and proper accommodation that interns commit to hand back in the same conditions.

Jobseekers may opt for a package excluding accommodation.

Article 4 : Procedures and administrative follow-up

Once a trainee is enrolled, the school shall send him a **booking confirmation** with the following information:

- **type of course** chosen,
- number of **actual hours** to be delivered,
- course **schedule**.

The trainee submits such booking confirmation to the Language department in charge of transferring the down-payment.

As early as possible, the school shall provide the trainee with all practical information and details relevant to his stay (name of contact person at school, details of host family, commuting time, and recommended means of transportation ...).

Trainees are required to prove their attendance and are expected to submit to the Language department, Head Office, an attendance list duly signed. The school shall fill in, sign and stamp this document on a weekly basis.

At the request of Forem, the school commits to provide the following information: dates of language immersion, clarifications about host family, school, attendance, type of courses or any other requested information.

Article 5 : visits to companies

Students and jobseekers staying abroad with a Forem grant have to include visits to companies to their programme. The aim being for both to be in touch with the world of work. One should understand by "visits to companies" a visit to a local company (individual or in group) with the possibility to discuss with the staff or to follow a staff member in the conduct of his/her daily tasks.

These visits have to be organized by the learner with the help of the school. This help consists of providing addresses of local business that could convene to this end.

Article 6 : Observing legal provisions and regulations

Contractors shall observe all legal provisions (Belgian, foreign and/or international) relevant to their services and commitments.

Article 7 : Contacts with le Forem

For any further queries, please contact:

- Coordination and pedagogy :
Vanessa Kint : 003271 295930 or vanessa.kint@forem.be
- Head of department :
Véronique Amand 003271 295065 or veronique.amand@forem.be

Postal address :
Service Langues et communication
Boulevard Tirou 104
6000 Charleroi
BELGIUM

Article 8 : Sanction

In the event of non-adherence by a school to the terms and conditions, Forem reserves the right to withdraw the accreditation.

Moreover, in case of under-performance on the side of a school, Forem may also withdraw the accreditation.

I, the undersigned,,
duly authorized representative ofhereby state
that I am aware and approve the terms of reference pertaining to the accreditation as a
contractor in the framework of the language immersion programme. I am committed to
providing detailed information to le Forem in view of my accreditation (completed
questionnaire, information package supplemented with photos, relevant documentation and
list of previous programme).

Date and signature :