

TRAINING COURSE

Reflective Practice, a UK Perspective

Burnley, England 9th-16th March 2014

INFORMATION FOR PARTICIPANTS

This document contains some practical information about the training course and your arrival.

Please, remember to keep all boarding passes, tickets and receipts, as we will need them for financial purposes.

GENERAL INFORMATION

THE COURSE:

This course aims to explore the theory of reflective practice in youth work from a UK perspective. The UK has over 60 years history of professional youth work which this course plans to highlight and demonstrate how this came to be. This course is open to participants based in Estonia, Netherlands, Poland, Romania, Turkey and the UK.

We will be exploring reflection-based practice to gain a better understanding of how we can use it effectively in our own work setting. We will be using the reflection throughout the week in order to assess our progress and see it in practice in UK-based settings. By doing this, we hope that participants will be able to apply what they learn into their own work in their own country. We will seek to share the benefits in order to get the most out of the reflection and then look at how we can apply it with others in our own culture.

During the course, participants will engage in various activities that explore the topic and look at the reflective practice while discussing models for its growth and development in Europe. The course will also foster new collaborations between the partner countries and explain how to gain funding for future cooperation for international youth activity.

This project is the result of a desire to share reflective practice between European countries, by taking a process-based approach that does not assume a level of understanding. Instead, it introduces and builds upon the subject, exploring its relevance and applications in the context of each country, so the each participant will return home with something of real value.

Through the teaching of theory and practice via the use of interactive training we will share this knowledge and skills base with a range of professionals from other countries. The training will be facilitated by experienced and qualified professional Youth Workers from the UK, who are trained in reflective practice. The trainers will deliver a curriculum on a range of subjects centred around the course objectives.

AIMS & OBJECTIVES:

The aim of this project is to bring together 30 participants from five different organizations in order to achieve the following:

Participants will be able to:

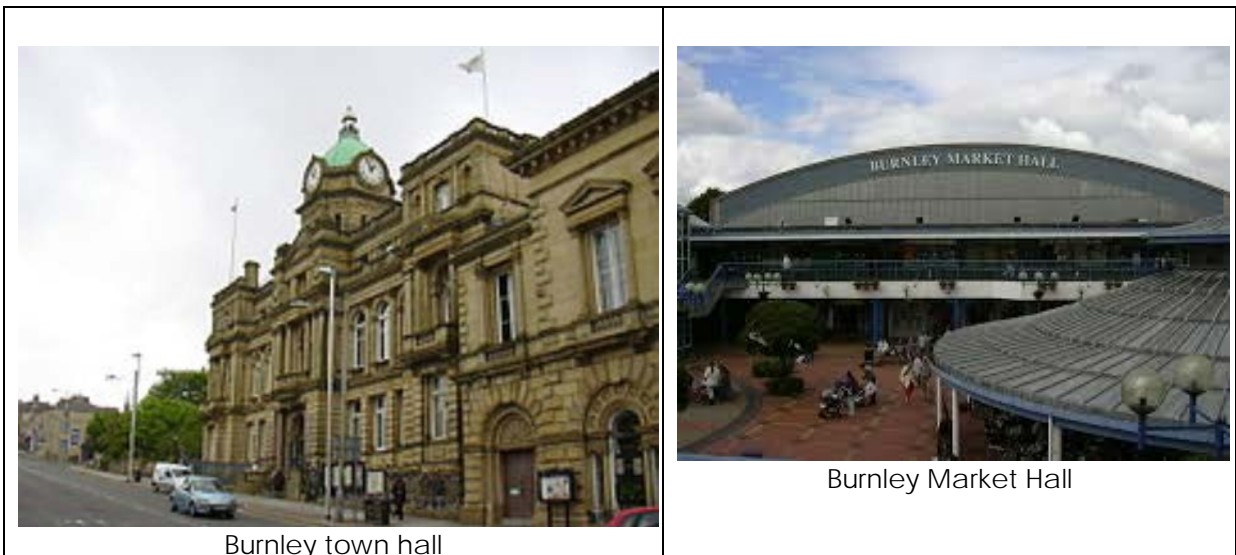
- Identify what reflective-based practice is
- Understand and explain the use of reflective practice
- Locate reflective practice in the context of their own work
- Share the benefits of reflective practice with others
- Understand the challenges of implementing reflective practice in their work

The course also aims to foster partnerships between countries while explaining how participants can continue activity with their new partners and where to access the funding.

INTERCULTURAL EVENING

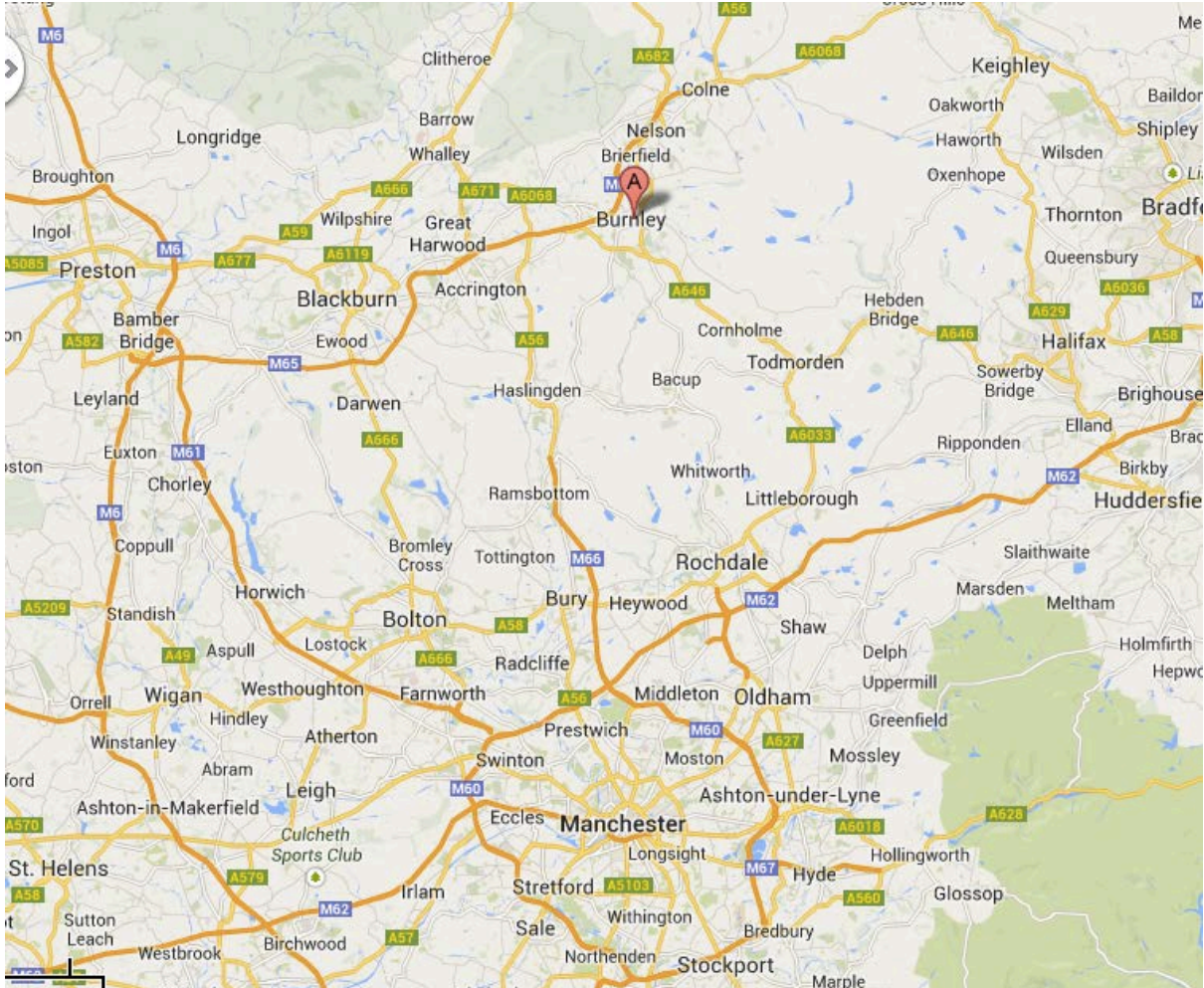
During the training, one evening will be set aside as an intercultural evening where participants are encouraged to share their culture, beliefs and traditions. Each country will be allocated a space to give a presentation, show pictures or videos of the area/country they live in. It would also be nice if you could share materials about your project and the things you do. There is also an opportunity to share food and drink, so please bring with you some traditional food and drinks which are typical of your area, for people to try. It might also be nice to share your music or material culture if possible. Please note, it might not be possible to use refrigeration so please check before bringing food that need to remain cool.

BURNLEY



Burnley is a small market town in Lancashire, England, with a population of around 73,500. It is 21 miles (34 km) north of Manchester and 20 miles (32 km) east of Preston, at the confluence of the River Calder and River Brun. The town began to develop in the early medieval period as a number of farming hamlets surrounded by manor houses and royal forests, and has held a market for more than 700 years. During the Industrial Revolution it became one of Lancashire's most prominent mill towns; at its peak it was one of the world's largest producers

of cotton cloth, and a major centre of engineering. Burnley now has a post-industrial economy and landscape, and is increasingly a dormitory town for Manchester, Leeds and the M65 corridor. In 2013 Burnley was awarded an ‘Enterprising Britain’ award by the UK Government for being the ‘Most Enterprising Area in the UK’.



YOUR ACCOMMODATION



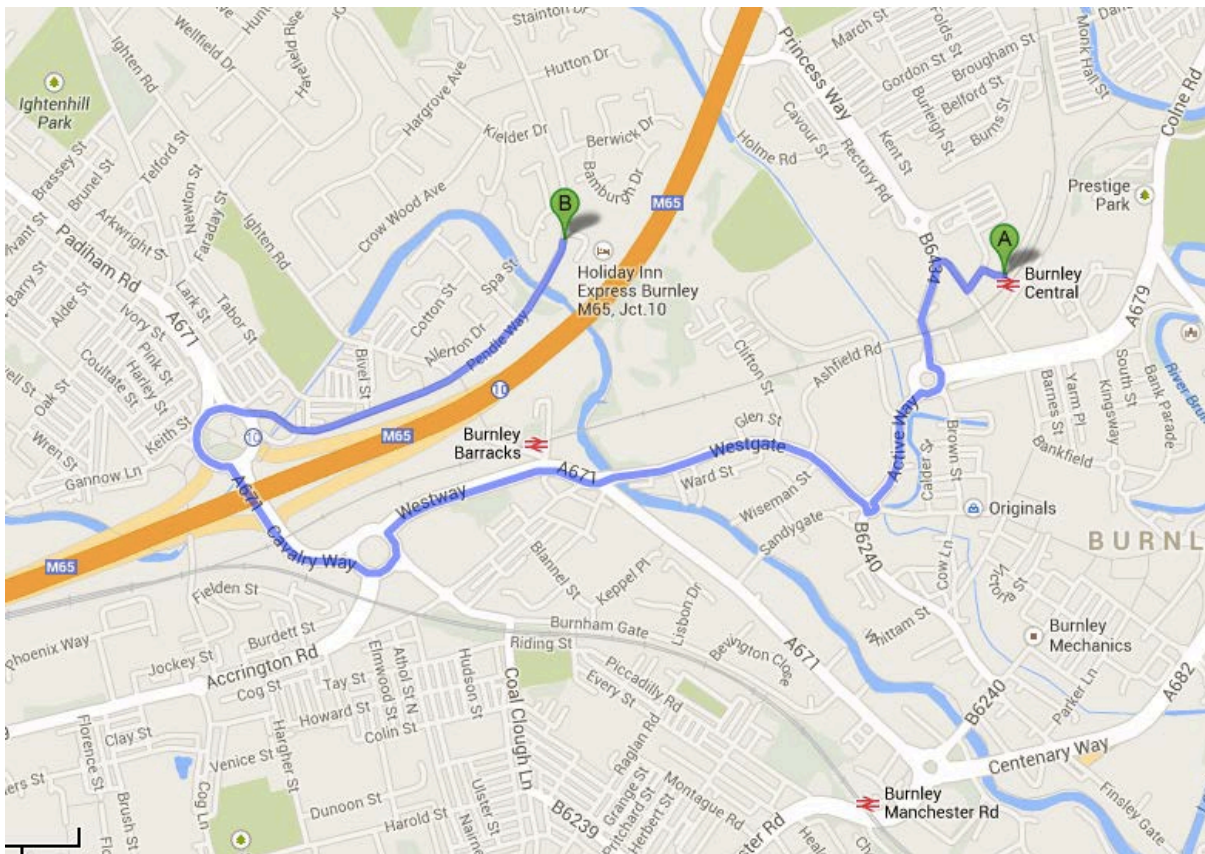


You will stay in a hotel called 'HOLIDAY INN EXPRESS, BURNLEY' where you will share a twin room with another participant (same gender). Please check the hotel website at <http://www.hiexburnley.com/> for more information.

There will be wifi provided in the hotel. We were informed that there will be wifi throughout the hotel but the signal strength might be best in the public areas.

HOW TO REACH BURNLEY

To reach the hotel, you need to fly to **MANCHESTER INTERNATIONAL AIRPORT** then take a train to either Burnley Barracks or Burnley central station. From outside of the station, you need to take a taxi to the hotel, which will take you about 5 minutes (cost about £5).



CURRENCY

The domestic currency is the GBP (British Pound Sterling), which is about £0.86 to the Euro. There are many ATM and moneychangers throughout the town, most will accept Visa, Master Card, Cirrus and Maestro.

WEATHER

The weather in the UK is currently very unpredictable, but we expect something between 13-20 degrees Celcius. Rain is also expected occasionally so please be prepared for that too.

ELIGIBLE TRANSPORT

You are entitled for the reimbursement of up to 70% of your travel costs. However, in order to receive this, there are few rules you need to follow:

1. Travel must be economy/2nd class for a plane, train or bus ticket. No taxi costs will be refunded unless there is no public transport that covers your journey.
2. You must travel the most economic way available.
3. You must present all the travel documents and receipts.
4. You must present a completed the Reimbursement form.

Even though up to 70% travel costs can be reimbursed, the actual amount that participants can recover from each of the different participating countries may vary. For more details please contact the person in charge in your organization.

Please note that you can only claim 70% of the travel cost. If this exceeds our budgeted amount, you will have to cover these costs yourself

MAXIMUM TRAVEL COSTS PER PERSON

Promoter	Country	Total costs (100%)	Max Reimbursed (70%)
Act Global	UK	€55	€70
Stichting The Exchangeables	The Netherlands	€300	€210
Fundacja Na Rzecz Wspierania Kultur Alternatywnych i Ekologicznych	Poland	€500	€350
ADDO Association - The Centre for Development and Training	Romania	€500	€350
MTÜ Kultuur aitab hingata	Estonia	€500	€350
Istanbul Youth Initiative	Turkey	€500	€350

REIMBURSEMENT PROCESS

In order to claim the reimbursement, you will need to provide all your tickets including boarding cards so please try to get the online tickets and boarding passes, as without these we will not be able to reimburse your travel costs on the spot. Before arriving, you need to send us the travel claim form, explaining your travel details.

If you can only provide one-way travel tickets for the 9th March, you will be asked to send all your complete travel expenses and receipts to us before 30th March with the mentioned reimbursement form to:

Act Global CIC
Creative Media Centre
45 Robertson Street
Hastings TN34 1HL
United Kingdom

Please also remember to add reference note: UK REFLECTIVE so we can identify your claim.

Also please email these to aini@act-global.eu adding:

- The scanned and signed reimbursement form with the scanned receipt.
- The Excel version of the form in Excel format

Please note this process may take a while. You should receive your money within maximum 1 month of the reimbursement forms being delivered to our office. If possible, please try to get all tickets and boarding passes in electronic format.

INSURANCE

Participants **MUST** arrange their own travel insurance. If you are EU resident, you can use the free European Health Insurance Card (EHIC). For more information, please check:

ec.europa.eu/social/main.jsp?catId=509&langId=en.

Please note that citizens from outside the EU will not be eligible for EHIC and must take private insurance which is not reimbursable by the project.

Please kindly provide us with the details of your insurance before you go.

DIETARY/SPECIAL REQUIREMENTS

Please inform us ASAP if you have any dietary requirements or special dietary requests. If you have any allergies, please also let us know and don't forget to bring your own medicines.

YOUTH IN ACTION

This training course is founded by Youth in Action Program under action 4.3. If you would like to find out more about possible opportunities please follow the bellow link. ec.europa.eu/youth or www.eurodesk.org/edesk



Local Action, Making a World of Difference

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SOCIAL MEDIA

We are on Facebook and Twitter and will update our activities on the social media. We have set up a Facebook group at <https://www.facebook.com/groups/459235850869709/> so if you're not in the group yet, please let us know (email aini@act-global.org) and we will add you in. There we can share all the resources, links to interesting websites, stories and photos of the activities.

YOUR UK CONTACT

Should you have any further questions, comments or requests, please contact your project manager **Aini** at aini@act-global.org or on her mobile **+44 7896176228**. She will also be happy to help you with your travel questions and any emergency requirements.

We look forward to see you in the UK!

Act Global team xx

Week Programme

	9th March	10th March	11th March	12th March	13th March	14th March	15th March	16th March
Morning								
10:00 – 13:30		Formal welcome Intro to course Health and Safety	What is reflective based Practice (continued)	Intrduction to visit and travel into Manchester	Reflection so far and on yesterdays visit	Sharing the benefits of reflective based practice (Continued)	Presentation on the YiA and E+ Programme	Breakfast And Good byes
Early Afternoon								
12:00 – 13:30	Arrival 😊 Settle and integration	get to know you Hopes and fears Expectations The Carousel effect	Stereotypes in Europe	Visit to Manchester to see locally based projects	Locating reflective practice in the context of your work	Understanding the challenges of reflective practice in our own communities	Speed Dating	
Afternoon								
15:30-17:00		Team Building	Understanding and explaining the use of reflective practice		Locating reflective practice in the context of your work (Continued)	Understanding the challenges of reflective practice in our own communities (Continued)	Open Space Project Planning	
Evening								
17:30 – 18:30		What is reflective based Practice	Understanding and explaining the use of reflective practice (continued)	Free Time	Sharing the benefits of reflective based practice	Citizenship Debate and the importance of Non-formal learning	Conclusion and outcome and evaluations,	
	Informal Introduction & some integration activities							Departure 😞
18:30 - 19:00		Space for reflection and updating journals	Space for reflection and updating journals		Space for reflection and updating journals	Space for reflection and updating journals	Space for reflection and updating journals	
Night								
20.30 – 22.00		Intercultural Everning	Intercultural Everning	Meal Out	Living Libraries	Free night	Farewell party	



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LINKS:

 act-global.org

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