

Placement Offer Form

INFORMATION FOR HOST ORGANIZATION	
Name of organization	Creative Learning Programmes Ltd.
Address	1 Lochrin square, 92-98 Fountainbridge
Postal Code	EH39QA
City	Edinburgh
Country	UK
Telephone	00441316183600
Fax	
E-mail	info@clp-edu.uk
Website	www.clp-edu.uk
Size of enterprise [Number of employees: small ≤ 50, medium 51-250, large > 250]	Small
Year of foundation	2015
Short Description of the Company	<p>Creative Learning Programmes- CLP is an educational company active in a wide range of research and educational activities which contribute to the mobility and lifelong learning of people of all ages.</p> <p>The company promotes the development of transnational partnerships and European projects, reinforcing those skills that upgrade professional qualifications. Our goal is to help professionals and learners enhance their knowledge and skills and at the same time strengthen cooperation throughout Europe through the design and coordination of funded training programmes. The company specialises in the fields of Research, Education and Training at all levels -including Special Education and VET-, Historical and Cultural studies as well as Hospitality professions.</p> <p>We organise and coordinate work placements as well as study visits in close cooperation with a network of professionals, according to the interests and needs of target groups. Trainees can take part in educational or professional visits across Europe in order to enrich their professional skills and strengthen their sense of a common European identity. Due to our established network of partner institutions all over Europe, there is a great variety of options to choose from, when we are in search of mobility project collaborators.</p>

	<p>We work with public and private organisations, schools, colleges, universities, non- governmental and non-profit organisations to help them design and manage the European programme that best suits their needs. We specialise in Social research, Linguistics, Education and Training at all levels, European studies, Environmental, Historical and cultural studies.</p>
Other	

CONTACT PERSON DETAILS	
Name	Kate Sailer
Department / Function	Project coordinator
Direct telephone number	00441316183600
Direct mobile	
Direct e-mail address	studies@clp-edu.uk

PLACEMENT INFORMATION	
Host Department / Function	EU projects
Description of activities	<p>Trainees can be involved to all or some of the below mentioned tasks:</p> <ul style="list-style-type: none"> - Arrangement and organisation of work placements for European trainees. - Liaise with local enterprises to secure traineeships. - Meet with local entrepreneurs to explain the company's activities and Erasmus+ scheme in person. - Organise meetings with students or staff, attend and assist in the organisation of meetings for different projects. - Arrange language courses (if applicable). - Organise company tours and visits to different institutions. - Make accommodation arrangements for trainees and tutors. - Organise social/training/cultural activities. - Provide information and assistance to trainees as required. - Provide 24/7 (emergency only) support to trainees when required. - Prepare certificates and reports as required. - Prepare and organise databases, spreadsheets, write/reply to e-mails and phone calls, post or collect mail, file files, contact stakeholders. - Manage promotional campaigns to European and local networks.

	<ul style="list-style-type: none"> - Conduct research, draft reports, edit and proofread texts for research projects or proposals. - Manage social media accounts -Conduct any other administrative task as required.
Duration	Up to 6 months
Working hours / Weekly working hours	10am to 4pm
City	Edinburgh
Help with finding accommodation	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Financial contribution	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other	This role may involve some travelling (expenses covered)

REQUIREMENTS	
Oral and written language skills	C2-Proficient English
Field of study required	Political Sciences, Sociology, European Studies, Cultural studies
Computer skills	Excellent
Other	Second language preferable, Databases and statistics experience