

LANGUAGE ASSISTANTS PROGRAMME
ENGLISH LANGUAGE ASSISTANTS 2019-20

APPLICATION FAQs

DO APPLICANTS COMPLETE THE APPLICATION FULLY ONLINE?

Yes. The entire application is completed online so there will be no paper application made available. Supporting documents will also be uploaded online prior to submission.

DO REFEREES ALSO FILL IN AN ONLINE FORM?

Yes. The applicant enters the details of their chosen referee before submitting their application. After hitting the 'submit' button, a link is sent automatically to their chosen referee to the email address provided by them. They should therefore ensure that they enter the correct email address for their chosen referee.

IS THE REFERENCE REQUEST SENT IMMEDIATELY?

Yes. Once the applicant hits 'submit', the reference request link is sent out immediately. The referee and applicant receive weekly email reminders until the reference has been completed.

CAN THE APPLICANT CHANGE THEIR CHOICE OF REFEREE?

Yes – but only up until they press 'submit'. Once the applicant has pressed 'submit', they cannot change the name of their referee so they need to make sure the referee's details are correct and they have checked if their referee is happy to provide a reference before the deadline of **15 February 2019**.

CAN REFEREES SEE THE APPLICATION AND THE COUNTRY/COUNTRIES TO WHICH THE APPLICANT HAS APPLIED?

No – referees cannot see the application through the link they receive. However applicants can print out their application (either directly from the online application **before** they hit the 'submit' button, or copy it to a Word document first) and show it to their referees/tutors if they wish. The referee will otherwise only see the name of the applicant and the name of the British Council programme to which they have applied – in this case, the Language Assistants programme.

CAN THE REFEREE FORWARD THE REFERENCE LINK TO SOMEONE ELSE TO COMPLETE? (E.G. A YEAR ABROAD COORDINATOR)

No – only the person who has been sent the link, and whose email address was originally provided by the applicant, will be able to complete the reference.

WHO RECEIVES CONFIRMATION THAT THE APPLICANT HAS ACTUALLY APPLIED?

The applicant will receive a confirmation email (with a PDF attachment of their application) once they press the 'submit' button on the application form. The confirmation email tells them that a reference request link has been sent to their referee. The referee will receive an email confirming receipt of the reference once it has been submitted. The applicant will also receive an email once this is done. This email will confirm that their application is being put forward to the assessment stage and will give them information about next steps.

DO UNIVERSITY YEAR ABROAD COORDINATORS ALSO RECEIVE NOTIFICATION OF WHO HAS APPLIED FOR THEIR INSTITUTION?

Yes – but not automatically. At this stage it is only the applicant and referee who will receive confirmation that the applicant has applied. However, as we have done in the past, the British Council will later (after the deadline) send a list via email to each university which includes the names of the students who have applied and the countries to which they have applied. If individual universities prefer, they could ask their students to notify them on their progress throughout the application process and perhaps recommend that students complete text versions in a Word document for checking/corrections by tutors **before** copying, pasting and submitting their application to us.

DO APPLICANTS RECEIVE THE OUTCOME OF THEIR APPLICATION ASSESSMENT AUTOMATICALLY ON AN INDIVIDUAL BASIS, OR IS THIS DONE IN BATCHES?

The results of the assessment phase will be sent out on a country-by-country basis as has been the case in previous years. We prioritise the assessment of those candidates for whom a video interview is necessary. For example, all applicants for Canada would find out at the same time whether they have been invited to a video interview, transferred to their second or third choice country, or have been unsuccessful in the initial assessment phase.

WHAT HAPPENS NEXT AND WHEN WILL THE APPLICANTS HEAR BACK?

Please refer to the ELA Lifecycle document as well as the individual country pages on [our website](#) for information on what happens next with an applicant's application. We understand and appreciate that there is quite a long period of time between applying and hearing if their application has been approved, however we would like to thank applicants in advance for their patience over the coming months. We endeavour to inform unsuccessful candidates as soon as possible to allow them to make alternative plans, if a year abroad is a compulsory part of their degree programme.