



1 November – 15 January

Application Submission

Submit your application online. The application system will guide you through our eligibility criteria and you will be asked to provide your educational and employment background (if applicable) and to complete competency based questions as well as providing referees. The British Council offers a free application service and all information must be submitted by the deadline

15 January – 30 April

Quality Assessment

We will assess your application against the quality criteria. We will inform you of the outcome as soon as possible. This will be different for each candidate as we aim to let people know the outcome as soon as a decision has been made. Don't be alarmed if you don't hear from us until the end of April. It can take several months to get through every application.

January - April Interview

We may follow up on certain areas of your application with an interview, for example to test your language skills or your knowledge of UK culture. We would let you know well in advance should this be the case. Candidates who are shortlisted for non-EU countries will be invited to an assessment centre between February and April

By 30 April

British Council Approval

If your application meets the eligibility and quality criteria, we will let you know the country for which you are being proposed by 30 April

April - May

Overseas Partner Approval

We will propose your application to our overseas partner and if you meet their eligibility and quality criteria, your application will be put forward to the 'matching' stage

June - August

Acceptance of Assistantship

Once you receive notification of your allocated institution, you must write to the local educational authority and/or host institution (depending on who provided the information) and confirm your acceptance of the post. Please remember that most schools will be closed for the month of August. You must also complete a survey which the British Council will send you in order to provide us with the exact location of your post

June - August

Notification of Host Institution

Over the summer, you will receive notification of the exact school or host institution to which you have been allocated. In most cases, this will come from either our overseas partners or the local educational authorities. The British Council is not involved in this stage of the process

May - July

Criminal Record Check

Once you have been successfully allocated, you must apply for a criminal record check. The British Council will provide guidance on the type of check required and will give a deadline by which we must have received the results of your check. The check will cost approximately £60 and you will need to provide a number of signed documents by post to the organisation responsible for producing the certificates. You will not be allowed to start your post and you should not book travel or accommodation until the British Council has received and approved your check

By 30 June

Notification of Allocation

You will receive the results of the 'matching' process by the end of June. If you have been successfully matched you will be given details of the country and region to which you have been allocated. In some cases where the number of applications exceeds the number of posts, we will operate a waiting list system and we will prioritise those who are undertaking a compulsory year abroad

April - May

Matching

We meet with our overseas partners in April and May, the exact date differs depending on which country you are being proposed for. During this meeting, our overseas partners tell us how many posts are available for UK assistants in their country and we try to match your preferences with the preferences of the host institutions. Given that the number of posts in each region and each country are limited, it is not always possible to meet your preferences

June – August (depending on university)

Erasmus+

Assistants undertaking a compulsory year abroad as part of their degree may be eligible for Erasmus+ funding from their UK university. Please speak to the Erasmus+ coordinator at your university about this. Please note that the British Council is not the employer or traineeship provider of English Language Assistants. This means that we are unable to complete any Erasmus+ related documents and you should not put the British Council as the traineeship provider. You should put the name of your host institution once you receive these details. Our understanding is that there is a one month grace period following the start of your placement in which to submit any Erasmus+ documents, however individual universities and Erasmus+ coordinators will have their own internal deadlines

June - August

Starting Teaching

The British Council has designed an online training course specifically for English Language Assistants. You will learn about practical ideas and resources for teaching English. You will also develop your understanding of learners of English and the principles of English language teaching. The course is optional and more information will be provided nearer the time

July – October (see website for approximate dates)

Assistantship

You will start your assistantship on the date specified in the letter from your school/host institution. For most countries, there is also an induction meeting held in the host country. The overseas partners or local educational authorities will provide the dates of each induction at the end of the summer. If you do not receive notification of an induction course then the information will most likely be waiting for you at your host institution

November

Mid-year Survey

Once you are in post you will be the responsibility of your mentor teacher at the host institution, however we would like to know how you are settling into your assistantship. We will send a survey, usually in November, to gather this information

May

End of Year Questionnaire

We will send a questionnaire at the end of your assistantship to gather information on how your experience went in order to make improvements to the programme in future years. We will also ask whether you would like to participate in our Ambassador initiative to share your experiences with future assistants

Key

Application Assessment



Approval / Notification



Pre-departure



Assistantship

