

The GVI Trust International Scholarship Programme

Check List for Organisations and Projects

Scholars are free to choose any project and organisation that they would like to attend. The scholar will also be responsible for ensuring that the organisation that they have selected meets The GVI Trust's standards, as set out in this document.

All organisations that The GVI Trust's International Scholarship Programme sends scholarship recipients on needs to meet and adhere to certain standards. We will not be able to grant you your scholarship funding unless we are able to verify the details listed in this document.

This is a checklist of information that we will need you to gather from your organisation of choice.

**Please see the end of document for pre-approved providers and requirements attached to each.*

1. Health and Safety

- a. When was your last risk assessment updates? What is the process and timeframe for reviewing and updating your risk assessments? Please supply a copy of the latest risk assessment.
- b. What training or documentation do you have around Emergency Action or Procedure Management? Please send us copy of documentation or a statement outline training and processes
- c. What is the process for emergency contact? Is this available on 24/7 basis?
- d. Do project and local staff have any medical training or knowledge? Please provide the details of what this knowledge is.
- e. What insurance policy is required for your activities and do you offer insurance? If so who is the provider? Please supply a copy of the standard insurance policy
- f. How far are your projects located from the nearest local emergency medical care? Do you have a process for emergency transfer or do you use local emergency transfer?

- g. Do you record all incidents and can you provide an incident log for the last 12 months?

2. Predeparture

- a. Do you screen participants for participation on your programmes?
 - i. What is the criteria?
 - ii. Do you have an inclusion policy allowing for participants with disabilities?
- b. Do you offer advice or services on flights, visas and travel vaccinations? Please supply details.
- c. Training
 - i. Do you send out a 'welcome pack' explaining to participants what to expect and how to prepare for the experience?
 - ii. Do you send out any training manuals pre-departure?

3. Projects

- a. What staff support is offered to participants? Are they offered a mentor?
- b. What is the staff to participant ratio?
- c. What training do participants undergo? Is this accredited by any external agencies or awarding bodies?
- d. Who, if any, are your local project partners?
- e. Do you employ any local staff members or have a local engagement policy? If yes, please supply details
- f. Can you provide any impact reports on the outcomes of your projects? If yes, please supply details
- g. What certification or qualifications can participants hope to be awarded?

4. Post-Project Support

- a. Do you have an active and engaged alumni?
- b. Do you have a feedback and complaints process in place? How does this process work?
- c. Can participants request a personalised reference letter from their project leaders?

- d. Do you employ alumni as staff members? If yes, what is the percentage of current staff that are alumni?

5. Legal

- a. What is your company status? Please supply a copy of your company certificates or registration numbers.
- b. Do you have public liability insurance? Please supply a copy of your latest public certificate.
- c. What other insurance and protection do you hold?
- d. Are you registered with any external governing bodies? If yes, please supply details

Thank you for taking the time to answer this questionnaire. We look forward to chatting further and pursuing options for sending our scholars on your programmes.

If your chosen project provider falls into one of the following categories, please follow the following instructions attached to each.

A. *GVI Volunteer Abroad* projects

- a. All the GVI projects have been preapproved according to the above-mentioned criteria and no further information is required.

B. *American Gap Association (AGA)* listed organisations

- a. All projects listed by AGA, which can be found [here](#), have fulfilled the requirements listed above under nr. 1, 2, 3 and 5. Scholars will need to gather information to cover **4. Post Project Support**.

C. *Year Out Group (YOG)* listed organisations

- a. All organisations listed by YOG, which can be found [here](#), have fulfilled the requirements listed above under nr. 1 and 5. Scholars will need to gather information to cover **2. Predeparture, 3. Projects and 4. Post Project Support**.