

## The GVI Trust International Scholarship Programme

### Preapproval for Organisations listed on [Year Out Group](#)

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 and project that they have selected meets The GVI Trust's standards.

All organisations listed by Year Out Group, which can be found [here](#), have fulfilled the requirements for Health and Safety and Legal. Scholars wishing to attend a project run by an organisation that is listed by Year Out Group will only have to submit information in the following categories:

1. Pre-departure
2. Projects
3. Post Project Support.

#### ***INSTRUCTIONS. Please follow carefully***

- A. Download this form and email it to the organisation of your choice. You will need to explain what the scholarship you are applying for is and why this information is needed.
- B. Collect all relevant information and send it to your correspondent at The GVI Trust.
- C. All answers must be typed on a single word document clearly following the numbering listed below. Any accompanying documentation deemed necessary must be clearly labelled.

## Questionnaire to be Completed by Organisations that are listed by *Year Out Group*

### 1. 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?

### 2. 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?

### 3. 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?