

WHAT YOUR STUDENTS AND THEIR FAMILIES CAN EXPECT FROM NBTI AS SUPPORTING ORGANISATION IN YOUR PROJECT

NBTI will provide students with the following services:

- **Accommodation** for the entire duration of their stay.
- **Work placement** relevant to their field of study.
- **Flights** including two cabin bags (one underseat cabin bag, max 40x20x30cm, and one large cabin bag for overhead lockers, max 10kg, 55x40x20cm), and a 20kg checked-in bag. If it's a group booking, both suitcases must be checked in.
- **Airport transfer** in Ireland.
- **Transport to work** using a Leap Card or bicycle, if necessary.
- **Two days of tourism.**
- **Medical assistance, personal accidents and civil liability insurance.**
- **Coordination and administrative support.**
- **Interview in English** and assistance to create a CV in English according to European standards to develop the student's professional profile.
- **Information and welcome materials (NBTI English Book)**, along with participant monitoring and report submission to the sending institution after contacting both the participant and the host company.

When promoting your project to students and their families, it is crucial that all parties are thoroughly informed about what to expect during their experience with our hosts in Ireland. We want your students to have a pleasant stay, and it's important that everyone understands what a homestay entails, which is different from staying in a hotel.

Below are some essential guidelines:

ARRIVAL IN IRELAND



NBTI staff will be present at the airport to welcome and escort the group to the NBTI hostel in Dromiskin, Dundalk, using NBTI's transportation or an arranged coach.

A member of NBTI will assist with check-in and provide a tour of the hostel facilities.

Rooms are shared, with up to four people per room (two bunk beds), and students will be allocated according to gender.

A welcome speech will be conducted upon arrival or the following day, depending on the time of arrival.

Typically, the first two days are reserved for tourism (one day in Dublin and one in Belfast). ***These days may occur at the beginning or end of the project, depending on staff availability, hostel conditions, and weather.***

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During the stay at the NBTI hostel, meals will be provided, including breakfast, packed lunch, and dinner. Please inform us of any special dietary requirements (e.g., vegetarian, vegan, lactose intolerant, celiac, food allergies) **before** arrival.

** Please note that we do not offer a Halal diet so students should opt for vegetarian meals or request meals without pork.*

On the third day, the NBTI team will begin transferring students to their designated accommodations. Not all students will be relocated on the same day due to factors such as host availability and transportation logistics.

NBTI will assist students with navigating public transport and planning routes to their work placements.

The company introduction may take place a few days after the students are settled into their accommodations, depending on the company's availability. During busy periods, students may introduce themselves to the company and start work before an NBTI coordinator visits them.

Once students arrive, it generally takes a couple of weeks for them to settle in. They will be staying in different types of homes with various hosts, each with their own house rules.

HOST FAMILIES

Our hosts rent out their rooms to supplement their income, and they come from a wide range of social backgrounds. Students will be accommodated in homes with a mix of Irish and international hosts, including:

- **Families with children aged 0-18 years.**
- **Families with adult children (18+).**
- **Single-parent families.**
- **Households without children.**
- **Retired individuals whose children have moved out.**

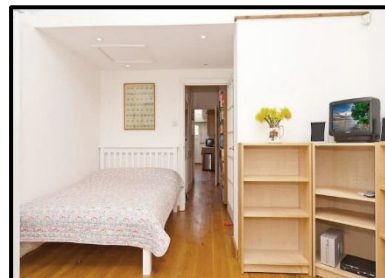
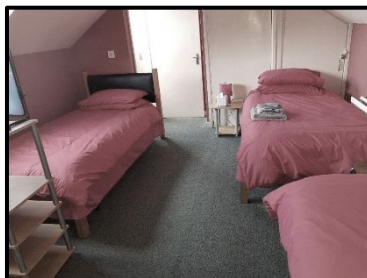
Our hosts' homes are located throughout Ireland, with commuting times to work placements ranging from a few minutes to 75 minutes. Students may need to use buses, trains, or trams with travel cards, and some may require two bus rides. NBTI will top up their Leap Cards through the TFI website.

Students will stay in various types of housing, including houses, apartments, social housing, and modern estates.

Hosts offer a variety of room types, and when booking a group, we provide a broad range of accommodation options.

The types of accommodation available include:

- **Single rooms**
- **Twin rooms**
- **Triple rooms**
- **Quadruple rooms**
- **Self-contained studios in gardens**



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All hosts provide:

- **Basic clean rooms** with Wi-Fi (if Wi-Fi is unavailable, NBTI will provide a SIM card, topped up monthly).
- A **bathroom** - Most homes have shared bathrooms. Due to high energy costs, showers should be quick, ideally lasting no more than 5-10 minutes.
- **Hosts should be the first point of contact for any questions or concerns regarding the accommodation.**

Students must remember that they are living in a home, **not a hotel**, and each host's home will be different. They should embrace their experience as guests in someone's home.

Host families ensure the students' safety by providing guidance and security during their stay in Ireland.

When compared to the cost of a basic hotel stay, which is approximately €150.00 per night without meals, the students are receiving an affordable and cost-effective option in a safe environment.

PETS

Many hosts in Ireland have pets, such as dogs and cats, that live indoors. **It's essential to inform us if any student has allergies or a strong fear of animals before they travel.**

HOUSE RULES

Most hosts have their own set of house rules. We advise all students to ask these to their host upon arrival. Below are some common rules:

- **NO alcohol** is allowed in the house, even if the student is over 18.
- **NO smoking** inside the home - ask where smoking is permitted.
- **NO bringing guests** into the host's home.
- **NO drug** taking.
- **Keep noise levels down after 9pm**, especially when using mobile phones, as many hosts have young children. No loud music or loud voices.
- **Be polite and respectful.**
- Check with the host about shower times, especially if the home has an electric power shower, which can be noisy. There may be restrictions on when the shower can be used, especially if there are more people with different schedules.
- **Keep bedroom and bathroom tidy** and leave them as found. If sharing a room, ensure your area is clean.
- Opening windows in showers and bedrooms to let in fresh air and to avoid condensation which will create mould but also important to remember to close windows when leaving for security and weather changes. Locking of front and back doors.
- Discuss **laundry days** with the host, and ensure the washing machine is efficiently used.
- Store dirty laundry in a fabric bag in your room.
- **Waste Management:** Page 108 in NBTI English Book. Properly manage waste, store leftover food appropriately, and separate items for the freezer.
- **Follow host-established rules for using common areas** like the kitchen and dining room. The hosts prefer the student not to cook late in the evening, so they must be organised with their meals. Normally in Ireland, people have dinner at 6pm-7pm.
- It is **forbidden to eat inside the room** for hygienic reasons.
- The student must wash and put away dishes and utensils after each meal, and keep the kitchen clean. No food left out, put into containers in fridge or cupboards.

- **Report any breakages or damage to the host and NBTI coordinator immediately.** If insurance does not cover the repair, the student will be responsible for the cost.

If issues arise between the host and the student, NBTI will investigate. If issues cannot be resolved and behaviour does not change, we will make every effort to relocate the student. However, if the student is at fault and continues to misbehave after being moved, they will be asked to leave. In such cases, the school will need to arrange alternative accommodation and return flights home.

Students over 18 who plan to visit pubs or clubs and return late at night are advised to stay in hostels or hotels, as most hosts do not permit late-night returns. If allowed, students should avoid making noise upon arrival if they arrive after curfew.

CENTRAL HEATING, IRISH WEATHER AND HOUSEHOLD CLOTHING

The weather in Ireland can be cold and rainy. Many hosts only turn on heating for a few hours in the morning and evening during colder months. Students should **bring warm clothing** as the heating will not be on all day. Extra blankets can be requested if needed.

Hosts or NBTI will provide blankets and a duvet, but students must bring their own towel.

Students are expected to **wash their bed sheets at least once a week.**

WORK PLACEMENT

Our hosts have various expectations when hosting interns. Common expectations include:

- **Daily Routine:** Most hosts expect interns to be out of the house during the day, typically from 9 am to 5 pm. Some hosts may not allow interns to stay home alone.
- **Quiet Environment:** Many hosts work from home and require a quiet environment. It is essential that students understand this before traveling.
- **Additional Activities:** If the work placement involves only 4-6 hours of work per day, students should plan additional activities for the rest of the day.
- **Cultural Exploration:** Students are encouraged to explore Irish culture and should not spend extended periods in their rooms unless unwell.

We strive to match interns with suitable work placements, but please note:

- **Many companies do not accept students under 18 or those staying for only 6-8 weeks,** limiting available placements.
- Interns are often **assigned basic duties** due to the short duration of their stay and lack of prior experience. There isn't enough time to provide extensive training before their departure.
- **Limited English proficiency may restrict available work opportunities.** Students may be asked to leave if they cannot understand basic instructions.
- Interns should be prepared to **perform various tasks and work as part of a team.**
- **Professionalism:** Interns should **dress appropriately**, be **punctual**, and arrive at their positions at least 5-10 minutes early. **Mobile phone use during work hours is not allowed.**
- **Communication:** Interns should have their manager's contact information and notify them if they are running late or are ill.
- **Work Commitment:** Interns must treat their work experience as a job. Continuous tardiness, frequent absences, or failure to perform minimum tasks may result in termination and return to Spain, requiring the grant to be refunded to the school and failing the practices (FCT). Poor behaviour or lack of effort in improving English skills could result in the same actions taken by the company.

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Actions such as theft, violence, discriminatory treatment, lack of respect, misbehaviour or continue break of the rules would result in being expelled from the Erasmus+ project and legal actions could be taken by the implied parties.

The **company placements** will not all be in Dublin. They **could be anywhere in Ireland** and not with their classmates or friends. We do try to put at least two students where possible in the same company or at least the same town if we can.

It is not up to the student to decide whether they want to work in a certain company or live in a certain area. Our coordinators will provide excellent professional service, they will listen to any suggestions as we appreciate initiative, but that does not determine that they will end working within their preferences.

Each company is different and each student will not be working the same hours/shifts as their classmates or friends. These are not to be compared or to demand to have the same hours/shifts as others to suit them. Students cannot change working hours or days directly with the host company; this must be arranged through their NBTI coordinator.

Students could be working up to 40 hours a week but they could be in the workplace for more than the 40h as **breaks and lunches are not included in their working hours**. The Erasmus+ mobility requires a minimum of 90 days abroad as an intern, meaning students must attend their work placements until the end of their stay. **It is not the same as FCT hours in Spain where they finish up the practices once the student reached the minimum asked by the education office of their region.** Their last day at work will be determined by NBTI and the host company.

Students are responsible for bringing their packed lunch to work. While some students purchase meal deals from nearby stores, we recommend cooking lunch at home to avoid extra expenses. Lunch breaks typically range from 30 to 60 minutes.

HEALTHCARE AND EMERGENCIES

Students from other EU countries must have a **European Health Insurance Card (EHIC)** to receive medical care as they would at home. More details can be found online. [Click here.](#)

In Ireland, for minor illnesses like colds or flu, students should rest and take pharmacist-recommended medication. If symptoms are not severe, showing up to work demonstrates responsibility and commitment.

Students with medical conditions must bring sufficient medication for three months.

Students under 18 who need to go to the hospital must be accompanied by an adult, such as a fellow student, host, or NBTI coordinator. Waiting times in emergency rooms can range from 7 to 24 hours, depending on the severity of the symptoms and the time of the visit.

All students are insured, so the first step in case of an emergency or medical assistance needed is to call the insurance which has a telephone number with Spanish prefix available 24/7, they will indicate to the student how to proceed. A medical certificate should be requested to claim reimbursement.

After receiving care, students should inform NBTI and, if unwell to work, notify the host company. If a student takes more than two days off due to illness, they must present a medical certificate at work.

FORMS OF COMMUNICATION

Please only contact our coordinators between **9am to 7pm** by telephone or email. Coordinators have their own families and do not work 24 hours a day. You can email them anytime, and they will respond as soon as they can.

Any emergencies outside these hours should be referred to the insurance company.

24h medical assistance will only be provided by the insurance company.

The administration department is available to assist by telephone or email **Monday to Friday, 9 am to 5 pm, excluding public holidays.**

The student will be provided with a guide of NBTI contacts once they arrive in Ireland.

Artificial Intelligence should not be used to write emails or documents to NBTI, hosts or companies.

Contact through WhatsApp, Telegram, Line, iMessage, etc., will not be attended to. Only official forms of communication (email and phone) will be used. We appreciate your patience during busy periods; coordinators will return calls as soon as possible.

OTHER ASPECTS

The students' allowances will be transferred by their school or the beneficiary. It is up to the school to transfer it in full or fractioned.

Even if not all students need a Leap Card for work transportation (as some may walk or cycle), it is required that they apply for a young person/student Leap Card online before traveling. Information on how to apply can be found on Page 128 in the NBTI English Book.

Students that work at a Nursing Home or with children will be garda vetted, which involves additional paperwork before their arrival in Ireland. NBTI will assist with this process. **If Garda vetting is not completed a month prior to arrival, the student will not be able to start work until it is finalized.**

National Business Training Institute and our coordinators aim to ensure that students, hosts, and Erasmus+ coordinators have the best possible experience. We look forward to welcoming your project to Ireland and are happy to answer any questions you may have. Please feel free to schedule a call with our team by emailing info@nbt.eu or calling +353 876504320.