



club rci

¡hola!



Experience Spain:

*culture, language, people,
sun, tapas, art, fiestas
& festivals*

work,
travel,
study &
have fun
in spain!

we are members of



✉ Calle Ferraz, 82 28008 Madrid ☎ 91 541 71 03 @ info@clubrci.es 🌐 www.clubrci.es

about us



Club RCI (Club de Relaciones Culturales Internacionales) is a cultural, educational and linguistic nonprofit organization with a broad and varied choice of programmes for young people interested in increasing their knowledge of foreign languages and cultures, as well as promoting Spanish language and culture abroad.

For over 40 years, Club RCI has formed and cultivated partnerships with both public and private educational and cultural institutions in several countries. We are linked to an important web of public and private organizations with similar aims dedicated to the development of projects in the fields of language and culture.

Club RCI is founder member of IAPA, the International Au Pair Association.

Club RCI is member of the World Youth Student & Travel Confederation.

Club RCI has been a representative and partner of the University of Alcalá since 1998.

◎ over 40 years experience

We have been running our 'Au Pair in Spain' programmes for over 41 years with much success. We carefully select host families in order to find the best placements for our applicants, guaranteeing our au pairs are never asked or expected to do any household chores. 90% of our host families have a cleaner, and our au pairs' duties are mainly related to childcare and/or teaching languages to children. Our host families do not expect au pairs to do any household duties, apart from assisting the family with daily duties, such as tidying up the children's toys or rooms or helping lay the table for dinner.

In 1997 Club RCI designed the 'Tutoring in Spain' (Language Assistant) programme in response to the wishes of our host families and our applicants alike. Most of our host families' children had grown up and childcare was not needed anymore, but they still wanted to invite a foreign student to their homes to help improve their English, French or German language skills. Lots of our applicants who wanted to enjoy more time off were males (not accepted on the

why booking our programmes?

Au Pair in Spain programme) and/or didn't want to commit to more than 4 weeks, weren't interested in childcare etc, but still wanted to immerse themselves in the language and culture of Spain by living with a Spanish family.

◎ assistance & guidance

All our staff members have lived abroad and have participated in our programmes - been there done that! Our participants are not numbers, they are individuals and we try to help them as much as we can whenever any problem arises. Since we have been running the programme for such a long time, we have the capability to switch our participants to a more convenient host family pretty quickly.

◎ social programme

We organise a social programme for our applicants and introduce participants to other participants living in the same area so they can make new friends as soon as possible.

our programmes



how about spending some time in spain?

Whether you are looking into a gap year, spend 4 weeks, just summertime or have no return ticket home, whether you are planning to learn or brush up your Spanish skills, whether you just want to experience liv-

ing abroad and live in Spain like a local, whether you are a current student, an undergraduate or a graduate, these programmes are suitable for you!

travelling with a friend?



get 25 % discount
on placement
fee

Details on page 16

programme grants



you may be
eligible for a free
placement

Details on page 16

who are our programmes for?

These programmes are a great opportunity to experience the Spanish culture by living and working within a Spanish family, while learning and improving your Spanish language skills or just getting to travel around the country during your time off.

European Union Citizens do not require a visa.

Non European Union Citizens may participate on the programme for up to 12 weeks on a tourist visa. If you are planning to stay for a longer period, you may enrol on a course and apply for a student visa.

Check the brochure for further details (about visas on page 13; about Spanish courses on page 10).

requirements to apply



for both programmes

Be a good-tempered and flexible person

Enjoy getting to know other cultures and languages and sharing their own

Be polite and respectful of the Host Family's rules

Be a non-smoker or be willing to refrain from smoking at home

Non EU Applicants wishing to join the programme for periods longer than 3 months should enroll on a Spanish language course upon applying for our programmes in order to get a student visa.

Please check our Spanish courses for our applicants on page 10. Check visa info on page 13.

tutoring in spain

Males or females aged 18-40 years

Be fluent in English, German or French. Preferably native speakers

No formal teaching qualifications needed, although it will strengthen their application

au pair in spain

Females ONLY aged 18 – 30 years old

Must enjoy working with children

Childcare experience needed

Must be able to communicate in Spanish or English

Should you like to contact a booking agent in your home country email us to spain1@clubrci.es, please.

programmes at a glance

au pair in spain

Females ONLY

aged 18 – 30 years old

Accommodation:

Included, own room & board, 7 days a week

Duties:

Childcare, light housework and in most cases, assisting with English, French or German

Weekly allowance:

70-80 Euros/week

Work schedule:

30 hours a week

Usual timetable:

The usual being 5 hours a day and 1 day off per week, or 6 hours a day and 2 days off per week. 2 babysitting evenings per week.

Minimum stay:

During the school period (September to June) 6 months;
During summertime from 4 weeks minimum.

Programme fee: 300 Euros

tutoring in spain

Males or females

aged 18-40 years

Accommodation:

Included, own room & board, 7 days a week

Duties:

Teaching English, French and/or German. Native or very fluent speakers. No formal teaching qualifications required

Weekly allowance:

Not applicable

Work Schedule:

15 hours a week

Usual timetable:

3 hours daily from Monday to Friday. Weekends off.
You will have lots of spare time to explore or study!

Minimum stay:

4 weeks throughout the year

Programme fee: 300 Euros

recommended for...

- ☉ Females wishing to live in a family environment.
- ☉ Long stays. Short stays possible during summertime.
- ☉ Applicants who love children and have childcare experience.
- ☉ Applicants from all over the world.

recommended for...

- ☉ More mature or independent students.
- ☉ Applicants who prefer having lots of spare time to travel, explore or travel around Spain and Europe.
- ☉ Short stays, however long stays are possible.
- ☉ English, German and French native speakers.

au pair in spain



Au pairs are international students who work and live with a Spanish host family, helping out with their children.

This programme is based on the idea of a cultural exchange, with the host family welcoming the au pair as a family member, not as an employee or boarder.

We have over 40 years of experience running programmes for au pairs in Spain with great success. We carefully select host families in order to find the best placements for our applicants.

accommodation & board

Full board 7 days a week and accommodation in your own private room.

Details of the accommodation will be provided with the placement offer.

weekly allowance

In exchange of your 30 hours a week childcare you will receive:

- 70 Euros per week if the family lives in the city centre.
- 80 euros per week if they live in the outskirts.

work Schedule & time off

The Au Pair will work 30 hours a week.

The work schedule depends on the family's needs; the usual timetable being 5 hours a day for a 6 day working week with 1 day off, or 6 hours a day for a 5 day working week with 2 days off. 2 babysitting evenings per week.

Please, bare in mind that during school holidays you may be requested to extend your work schedule. In that case your host family will pay you extra.

Au pairs are entitled to one paid holiday week after a 6 month stay, and to two paid holiday weeks after a 12 month stay. Dates should be agreed with your host family.

travelling with a friend?
 get 25 % discount
 on placement
 fee



Details on page 16

responsibilities

The au pair will be expected to keep her room tidy and in a reasonable state.

The au pair is responsible for her phone bills and other personal expenses.

The au pair is expected to respect the rules and routines of the host family and be polite to them.

During summer months the au pair may be asked to join the family at their holiday destination.

starting dates & length of stay

You are welcome to join the programme at any time throughout the year. The exact arrival date in Spain will be agreed upon and confirmed by your host family. Your stay as an au pair can begin at any given date, depending on existing vacancies as well as your skills, childcare experience and -if required- ability to drive

Summer stays cover June, July and August. You could choose to stay 1, 2 or the 3 of these months. Please, bare in mind it might be difficult to attend Spanish classes during summertime due to your work schedule.

The minimum stay during the school period is 6 months, except in the case of English native speakers, where the minimum stay is 3 months.

Applicants from Australia, New Zealand, USA and South Africa wishing to stay in Spain for periods longer than 3 months, please check our visas section under "Other Details".

Programme fee

300 Euros (inc. of 21% VAT)

Programme includes

- Accommodation and daily meals 7 days a week
- Weekly allowance: 70/80 Euros per week
- Assistance & advice with Host Familie's placements
- Assistance & advice during your stay in Spain
- Welcome pack via e-mail
- Social programme
- Airport pick-up

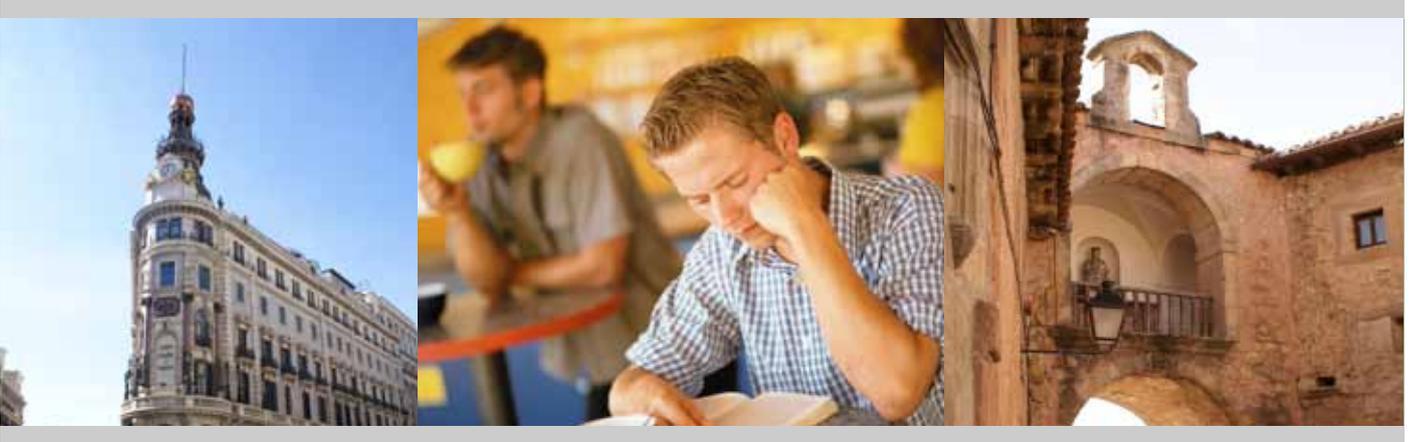
duties

The au pair's duties will include providing their host family with child care, preparing the children's meals, taking care of their clothes, driving/taking them to and from school and other appointments and in some cases assisting them with their English, French or German.

Bare in mind that Club RCI's 'Au Pair in Spain' programme has been carefully designed for our students, taking into account their well-being and ensuring they have enough time to study, attend a course and get to explore the area, meet with friends, etc.

The au pair will never be asked to do heavy household chores as 90% of our host families have a cleaner in charge of such duties and some of them are live-in staff. However, the au pair will be expected to take a reasonable role with day to day household chores, such as helping to prepare meals, washing up, general tidying, helping to set up the table, etc

tutoring in spain



Tutoring in Spain is a programme that enables students to travel to Spain to teach English, German or French in the home of a host family.

Formal teaching qualifications are not compulsory, but any experience will strengthen your application.

The programme is based on the idea of a cultural exchange and our host families are aware that the student's main purpose for coming to Spain is to learn the language.

accommodation & board

Full board 7 days a week and accommodation in your own private room.

Details of the accommodation will be provided with the placement offer.

work schedule & time off

The Applicant will tutor the family member(s) for 15 hours a week, from Monday to Friday.

As you will be teaching mainly in the evenings, either between 5 pm and 8 pm, or 6 pm and 9 pm, you will get the rest of the day off as well as the weekends. During summertime you may be asked to teach in the mornings instead, as the children will be on their school holidays.

weekly allowance

Although your host family won't be paying you a weekly allowance, in exchange for 15 hours tuition you get your own private room and full board 7 days a week; and students seeking private tuition can be found fairly easily all around the country

Club RCI can assist you with finding students if you are interested in earning some pocket money while in Spain. Private tuition prices range on average from 10 to 20 euros per hour per student.

duties

15 hours teaching English, German or French. In most cases you will be teaching the children, but in some cases it may be the parents who are interested in improving their language skills.

Although you are not expected to have formal teaching qualifications, you are expected to be proactive and to try to engage the family member(s) in conversation so as to improve their speaking skills.

travelling with a friend?

 get 25 % discount
 on placement
 fee
 Details on page 16

starting dates & length of stay

You are welcome to join the programme at any time throughout the year. The exact arrival date in Spain will be agreed upon and confirmed by your host family.

The minimum stay is 4 weeks, preferably 8 weeks. You could extend your stay up to 12 months - except for non-EU citizens on a tourist visa, whose maximum stay would be 12 weeks.

Non-EU citizens could extend their stay if they enroll in a course, making them eligible for a student visa - as long as they enroll before travelling to Spain. Please check out the special deals on Spanish courses that we offer our applicants, should you like us to enroll you in a course.

Club RCI has a special agreement with Inhispania, a language school in the heart of Madrid dedicated exclusively to teaching Spanish as a foreign language, giving our students a special 8% discount when they book through us.

Programme fee

300 Euros (inc. of 21% VAT)

Programme includes

- Accommodation and daily meals 7 days a week
- Weekly allowance: not applicable
- Assistance & advice with Host Familie's placements
- Assistance & advice during your stay in Spain
- Welcome pack via e-mail
- Social programme
- Airport pick-up

responsibilities

Tutors will be expected to keep their rooms tidy and in a reasonable state.

The tutor is responsible for any personal phone bill costs and any other personal expenses.

The tutor is expected to respect the rules and routines of the host family and be polite to them.

During summer months the tutor may be asked to join the family at their holiday destination.

Please note that your role in the host family is as a tutor or 'language assistant' and therefore you will not be asked to perform domestic chores or the duties of an au pair - namely cooking, cleaning or child-minding.



club rci

spanish course in madrid



Finding a Spanish course with a timetable that suits your work schedule can sometimes be difficult.

Club RCI in partnership with Inhispania - a language school in the heart of Madrid dedicated exclusively to teaching Spanish as a foreign language – offers our applicants a special deal, enabling them to find courses with timeables that suit them.

the school

The school is situated in the centre of Madrid and offers a young and modern environment in which each student plays an important role. Each year, more than 1200 students choose this prestigious language school to learn Spanish, which makes it one of the most popular schools in Madrid, and an ideal place for students from all over the world to meet and make new friends.

The school offers you more than just a Spanish course; it offers you a great experience, and is exclusively dedicated to the teaching of Spanish as a foreign language.

The students come from all over the world and are usually aged between 18 and 32 years. The majority of our students are from Europe and North America, although the school receives students from 60 different countries.

More than 95% of the school's students arrive in Madrid alone without any friends in the city; the school enables them to meet new people and make new friends.

the course

Tuition

Courses cover grammar, writing skills, conversation and pronunciation.

Methodology

The method for teaching Spanish is based on the idea that language is an instrument of communication; the student is therefore considered to be the centre of the learning process. Our teaching plan and course programme are both in compliance with the Common European Framework of Reference for Languages of the Council of Europe, and the Curricular Plan of the Instituto Cervantes.

Levels

Courses and levels are structured in compliance with the Common European Framework of Reference for Languages. On their first day, students are tested in order to place them on the right course, covering levels A1 to C2.

starting dates

Levels A2, B1, B2, C1 & C2

Every Monday, except on bank holidays

Absolute beginners A1

(No previous knowledge of Spanish)

2014

January 07, 13, 20

February 03, 17

March 03, 17, 31

April 07, 21

May 05, 19

June 02, 16, 30

July 07, 14, 21, 28

August 04, 11, 18, 25

September 01, 08, 15, 22, 29

October 06, 20

November 03, 17

December 01

activities

Learning Spanish is more than simply learning the grammar. For this reason, the school invites you to take part in a selection of extra-curricular activities. This gives students the opportunity to socialise with other students and teachers from the school and make new friends. Inhispania offers you the chance to visit Madrid and its surroundings, watch Spanish films, discover the nightlife in Madrid, take up dance classes, and much more. We are sure that our weekly schedule of activities will make your stay unforgettable.

- ☉ Guided visits around Madrid.
- ☉ Excursions to Toledo, Segovia, El Escorial, etc.
- ☉ Tapas and other Spanish cuisine.
- ☉ Spanish films shown at our school.
- ☉ International parties.
- ☉ Dance classes.

All activities, guidance and assistance are provided without any additional cost (except for trips that are not organised by the school). However, entrance fees, transport costs and food and drink are paid by the student. There are also additional costs for cookery lessons and dance classes.

Course fees include

- Registration
- 20 lessons/week
Mon - Fri 10:00 to 13:00
- Course book for entry level
- Additional materials
- Welcome pack
- Activities
- Personal assistance
- Unlimited internet access at school
- Certificate of attendance

course fees

Long term courses

12 weeks	24 weeks
1530 Euros	2845 Euros

Short term courses

1 week	2 weeks	3 weeks	4 weeks	5 weeks	6 weeks
190 Euros	320 Euros	445 Euros	575 Euros	705 Euros	825 Euros
7 weeks	8 weeks	9 weeks	10 weeks	11 weeks	
940 Euros	1045 Euros	1170 Euros	1290 Euros	1410 Euros	

social programme



Madrid

Madrid is the capital of Spain and it is home to some of the most renowned institutions aimed at nurturing and promoting the Spanish language, such as the National Library or the Cervantes Institute.

Madrid is a cosmopolitan city with an open character and a meeting point for different nationalities and cultures. Students from around the world find Madrid an exceptional place to learn a language that is already spoken by more than 400 million people worldwide.

Exhibitions, shows and an endless array of artistic initiatives and leisure activities (shopping, dining out, clubbing, etc) help those who visit Madrid to improve their linguistic skills and increase their knowledge of the Spanish culture.

There is also plenty of things to be done and seen in the surrounding areas, such as day trips to Segovia, Toledo, Aranjuez, El Escorial, etc.

Meet other participants

We organise a social programme for all of our participants. We offer day trips, nights out, wine and tapas tastings, full day excursions, weekend trips to other parts of Spain, themed parties, cultural visits, flamenco and salsa classes - you name it!

We can also accommodate requests from students and tailor the social programme to their activities or trips of choice.

Costs to be covered by the participants. Activities will be organised with discounted prices for all Club RCI members.

You will get an invite to join our group in Facebook where you can get in touch with other participants, as well as checking out our social programme activities.

Welcome Pack

Our participants get a Welcome Pack via email with info on how to get around Madrid with public transport, where to find Spanish language schools, etc.

other details

locations in spain

Most host family placements tend to be in the larger cities, such as Madrid, where 80% of our host families live, as well as other cities such as Seville, Barcelona, Malaga, Santander and more.

Applicants may request specific locations; however, we cannot guarantee placements in those locations, but we will try our best to accommodate their preferences.

visas & nationalities

Getting a student visa can take from one week to several months so we can always recommend starting the application process as early as possible or at least get confirmation from the consulate as to approximately how long the process will take.

All documentation required for the student visa to Spain has to be presented in person at the nearest Spanish consulate.

Normally the consulate will ask for a confirmation letter from the Spanish course provider stating which course you are signed up for, how many hours you will be studying and the length of the course. Frequently the consulate will also request an accommodation confirmation letter stating where you will be living and who will be responsible for your accommodation. Club RCI will ensure you receive all the documentation needed.

You will also have to fill out a number of forms and bring at least 3 passport-sized photos.

Apart from these documents the consulate will also require that you have a passport that is valid for the full length of your stay.



Citizens from EU countries do not require a visa, regardless of the length of stay. For other nationalities planning to stay longer than 90 days, a student visa is necessary.

The following nationalities can stay for up to 90 days in Spain without a Visa:

Australia, New Zealand, USA and South Africa. Applicants wishing to stay for longer periods than 3 months should get a student visa by enrolling in a Spanish course prior to leaving their home country.

Non-EU applicants wishing to join the programme for longer periods than 3 months should enroll in a Spanish language course upon applying for our programmes in order to get a student visa. Please check our special deals on Spanish courses should you wish us to enroll you in a course.

The standard process of getting a visa is described below but as each Spanish consulate (even within the same country) has slightly different rules (or interpret the official regulations differently) the first thing you will have to do when you sign up for your course, if you need a student visa, is to contact the nearest Spanish consulate for full information on what is needed (Please check the Spanish Ministry of Foreign Affairs website).



travel arrangements & airport pick-up

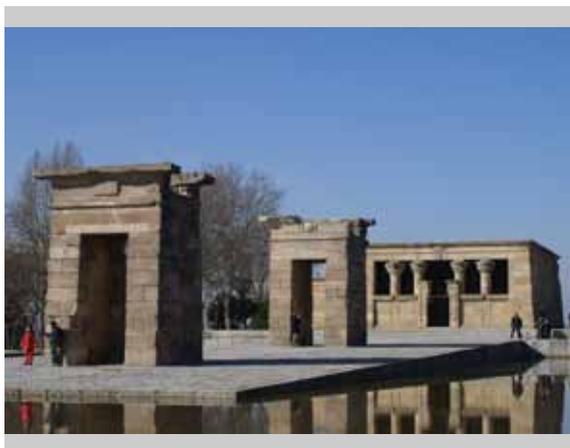
International flights and the cost of travel to your host family are not included.

Your host family will pick you up at the airport, train or bus station on your arrival date.

placement process: step by step

1. We receive your full application and the documents needed to apply.
2. Based on your availability, personal interests, expectations, etc we will match you with the most suitable host family possible. We always bear in mind your requests and try to accommodate them as much as we can. However, sometimes it is not possible. Being flexible is quite important when participating in these programmes.
3. If a host family thinks you are a good candidate for their family, we will contact you to let you know and provide you with a the host family's profile (similar to your application form), where you can see details of the family members, where they live, what they expect from you, their hobbies etc.
4. If you like the host family's terms and conditions, a first contact will be made, usually via e-mail or skype, so you can get to know each other a bit better before committing to a placement. Sometimes one conversation is enough. Other times either the family or the applicant need more time before making up their minds.
5. So, you like each other and are eager to meet in person and start the programme? Great news, the placement is confirmed! You will have to agree on an arrival date that is convenient for both you and your host family. We strongly advise you not to buy an expensive plane ticket without checking with the host family first. Once you get your plane, train or bus ticket, please inform us as soon as soon you can so that we can organise your airport pick-up.
6. What if it didn't work out? No problem!. We will still be on the look out for the best possible match for you, and will continue sharing your profile with families that we think are suitable for you. As soon as another family shows interest in having you as their au pair or tutor, we will repeat step number 5. We will do this as many times as may be necessary.
7. Pay Club RCI's programme fee. We will give you the payment details together with your placement confirmation.
8. Get ready and pack your suitcase.
9. Travel to Spain and start your adventure!

insurance & assistance



If you are a Non-EU citizen you will need to get health and accident insurance covering your whole stay in Spain. If you are not yet insured you should check out the special rates that AVI International offers our applicants.

EU citizens as well as citizens from Iceland, Liechtenstein, Norway and Switzerland should get a European Health Insurance Card from the statutory social security provider of their home country as the card will allow them to receive medical care from the Spanish National Health Service.

You will be assisted during your stay in Spain by our staff. Sometimes placements with families do not work out due to differences in lifestyles, views etc and in those cases we will find a new host family for you, ensuring that you have a pleasant stay.

If you have any queries or concerns and if you need information or assistance from us, feel free to drop us an email, call or visit us.

payments & cancellations

Club RCI placement fee:

Payable upon confirmation of placement. We will invoice you and send payment details.

Please note that 3 weeks from desired starting date should be allowed for finding a suitable placement.

In the event that you decide to change the starting date or length of stay on your application form, you should inform us immediately.

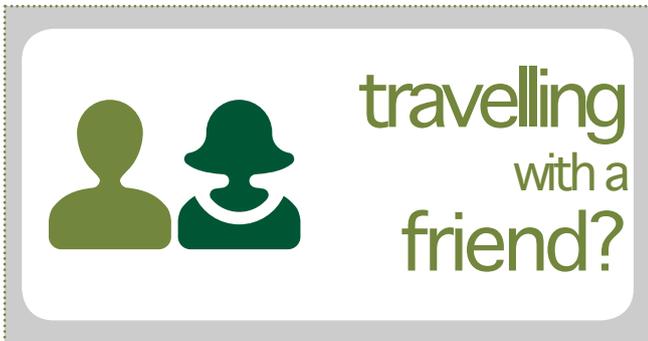
Spanish language course fees:

If you are booking a Spanish language course through Club RCI, payment for full course fees should be paid upon confirmation of your booking (we will invoice you and send payment details) If you are planning to stay in Spain for over 90 days and require a student visa.

If you are an EU citizen or do not need to apply for a student visa, FULL payment of the chosen course should reach Club RCI at least two weeks prior to your chosen starting date.



discounts & grants



If you and a friend would like to apply to the programme together, you should take advantage of our special **‘Travelling with a friend’ 25 % discount**. Just simply tick the appropriate box and type his or her name in the field provided in the application form upon applying.

Conditions apply: both applicants must join the programme. If one of the applications gets cancelled, no discount will be applied and payment of full fee will be requested.



The **Club RCI Grant** is available to certain participants who have been accepted into our au pair or tutor programmes.

The grants are awarded to applicants who show a high level of commitment to their chosen programme. Preference is given toward applicants with limited or no previous international travel experience.

Grant Amount: 300 euros – Free placement fee

Application Deadline: 8 weeks prior to the start of the programme.

Eligibility Requirements: Applicants must be:

- Between the ages of 18 and 28
- Willing to submit a written report upon completion of their programme
- Successfully complete their commitment to their host family

How to Apply:

Applications for Club RCI Grants must be received no later than 8 weeks prior to your program start date:

- Full application and documents
- Personal essay: a short essay (1 – 2 pages) that answers the following question: How will your experience of working abroad help you become a global citizen?
- Supplemental essay: a brief essay (2 – 3 paragraphs) answering one of the following questions:
 - Explain how your stay in Spain will enrich your understanding of the world.
 - What do you wish to learn about Spain, its culture and language

applying

You will need to submit the following:

au pair in spain

Application form

Download it from our website.

Photocopy of passport

3 pictures of you. Smile!

Curriculum Vitae

in Spanish or English

Doctor Certificate

proving you are in good health.

2 Child care reference letters

in Spanish or English.

An introductory letter

in Spanish or English telling your prospective Host Family about yourself, your motivations for applying, what do you expect from your stay in Spain, your future goals, what do you like to do for leisure, etc.

Diplomas or certificates

of qualifications you may have achieved.

tutoring in spain

Application form

Download it from our website.

Photocopy of passport

3 pictures of you. Smile!

Curriculum Vitae

in Spanish or English

Doctor Certificate

proving you are in good health.

2 Character reference letters

in Spanish or English.

An introductory letter

in Spanish or English telling your prospective Host Family about yourself, your motivations for applying, what do you expect from your stay in Spain, your future goals, what do you like to do for leisure, etc.

Diplomas or certificates

of qualifications you may have achieved.

Once you've gathered all the documents needed, please submit them to us via email: spain1@clubrci.es, including your application form in word/pdf document.

Please, state your full name in the subject field when emailing us.