



club rci



Live  
Work  
Travel  
Study  
Have fun in **Spain**

Culture, language, people, sun, tapas,  
art, architecture, fiestas & festivals





## About us

### More than 40 years experience

Club RCI is a cultural, educational and linguistic non-profit 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.

## Our programmes

We have been running our 'Childcare in Spain' programmes for over 43 years with much success. We carefully select host families in order to find the best placements for our applicants, guaranteeing our participants 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 participants 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' 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 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.

## Partners & Associations



Founder members of IAPA, International Au Pair Association since 1994.



Official agent for Au Pair in America in Spain since 1995.



We collaborate with Universidad de Alcalá de Henares - Alcalingua since 1996.



We are an ICEF agency representing top educational institutions and colleges since 2010.

### Follow us





How about spending some time in Spain?

Planning your gap year and thinking about spending some time in Spain? Want some experience of living abroad and fancy a taste of Spanish life? Thinking about learning Spanish or brushing up on your language skills? Whether it's for four weeks, a whole summer or more, if you're an undergraduate or postgraduate student then our programmes are made for you!

These programmes offer you an excellent opportunity to experience Spanish culture - learning Spanish and improving your language skills while living and working with a Spanish family as well as during your time off, when you can travel around and explore the country, make new friends from all over the world and make of it a lifetime experience.

## Our programmes



### Au Pair in Spain

Participants are international students who work and live with a Spanish family helping out with children and assisting with their English, French or German.



### 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.



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# Why booking through us



## Over 40 years experience

We have been running our 'Childcare in Spain' programmes for over 43 years and Tutoring in Spain since 1997 with much success. We also run programmes for Spanish students wishing to live abroad for a while learning a language.



## Experienced & Qualified Staff

All our staff members have lived abroad and have participated in our programmes - been there done that! We all know what it is like to move to a different country away from family and friends and how exciting and enriching it is!



## Assistance during the application process

You will be in touch regularly with our experienced staff members during all application and placement process, including assistance to get a student visa should you need one or enrolling on a Spanish language course.



## Support throughout your stay in Spain

Our participants are not numbers, they are individuals and we treat them as such, trying to accommodate their requests whenever possible, answer questions and try to make their stay in Spain a lifetime experience to remember.

You can always pop into our office to get info, answers to your queries or just say hi and meet us!



## Experience real Spain and live like a local!

These programmes offer you an excellent opportunity to experience Spanish culture - learning Spanish and improving your language skills while living and working with a Spanish family as well as during your time off, when you can travel around the country.



# Au Pair in Spain

Our participants are international students who work and live with a Spanish family helping out with children and teaching informally their language.

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

We have over 43 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.



## Who can apply

- Males or females aged 18 – 30 years old
- Must enjoy working with children
- Childcare experience needed
- Must be able to communicate in Spanish or English

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 12.

Check visa info on page 11.



## 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.

## Responsibilities

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

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

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

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



## Weekly allowance

In exchange of your 25-35 hours a week childcare you will receive 80-120 euros per week.



## Duties

The applicant'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 most cases assisting them with their English, French or German.

Keep in mind that Club RCI's 'Childcare 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 participant will never be asked to do 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 participant will be expected to take a reasonable role with day to day household chores, such as helping to prepare meals, helping to set up the table, put dishes in the dishwasher, general tidying up the children's stuff, etc.



## Work Schedule & Time off

The participant will work 25-35 hours a week, depending on the host family's needs.

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, keep 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.

Participants 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.



## 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 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, keep 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 3-6 months, although most host families prefer longer stays.

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" on page 11.

# 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 minimum education should be high school - sec-

ondary education.

The programme is based on the idea of a cultural exchange, with our host families fully aware that the student's main purpose for coming to Spain is to learn the language and experience the Spanish way of life.

## Who can apply

- Males or females aged 18-35 years
- Be fluent in English, German or French. Preferably native speakers
- Minimum education: high school - secondary education
- No formal teaching qualifications needed, although it will strengthen their application

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 12.

Check visa info on page 11.



## 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.



## 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 and therefore you are expected to informally teach and give conversation classes in your language. You will not be asked to perform domestic chores or child-minding. Should you have queries, do not hesitate to contact us.



## 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.

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.



## 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.



## 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 suitable class timetable.

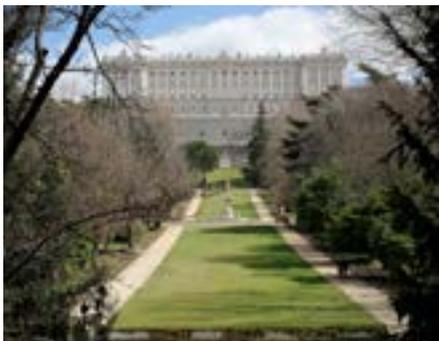
# Other details



## 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.



## 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 Ma-

drid 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.

## Public transport

If you are **17-26 years old** you can purchase a monthly travelcard with **unlimited travel** within the region of Madrid for a **flat rate of 20 € per month**.

## 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.

## Meet other participants

You will get an invite to join our group in Facebook where you can get in touch with other participants in the same area.

## 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.

## Assistance

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 in our headquarters in Madrid. We will love to welcome you!



## Visas & Nationalities

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 procedure 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).

Getting a student visa can take from one week to several months so we 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.

As well as the above mentioned documents the consulate will also require that you have a valid passport for the full length of your stay.



### Important note

Once you have applied for your student visa, please contact our programme coordinator, Clara Brabsche - clara@clubrci.es - in order to get guidance on how to proceed next.



## Insurance

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.

# Spanish language course

Due to the participant's work schedule with their host family is sometimes not easy to find a suitable Spanish language course.

Club RCI in partnership with Inhispania, an excellent Spanish private school, has made a special deal for our applicants, getting a suitable course timetable.



## The school

Situated in the centre of Madrid, offers a young and modern environment in which each student plays an important role. Each year, more than 1200 students choose this excellent 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 wants to offer you more than just a Spanish course, they offer 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 students come to the school alone enabling them to meet new people and make new friends.



## The course

### Tuition

Includes Grammar and Writing Skills, Conversation and Phonetics.

### Levels

Courses and levels are established according to the Common European Framework of Reference for Languages. On the first day, students are tested so they are placed in the right level, covering from A1 to C2.

### Methodology

The teaching methods stems from the idea that language is an instrument of communication and that the student is 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.



## Activities & Trips

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 activities will make your stay unforgettable.

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

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



## Starting dates

### Levels A2, B1, B2, C1 +

Every Monday, except on bank holidays\*

### Absolute beginners A1

(No previous knowledge of Spanish)

#### 2017

June 05, 19

November 13, 27

December 11

#### 2018

January 02, 08, 15, 29

February 05, 19

March 05, 19

April 02, 16, 30

May 04, 18

June 05, 19

July 02, 09, 16, 23, 30

August 06, 13, 20, 27

September 03, 10, 17, 24

October 01, 15, 29

November 05, 19

December 03, 17

#### \*Spanish bank holidays

January 01, 06 / April 19 / March 02, 03 / May 01, 02, 15 / June 04 / October 12 / November 09 / December 08, 25.



## Tuition fees

### Includes

- ✓ Registration
- ✓ Course book for entry level
- ✓ Additional materials
- ✓ Welcome pack
- ✓ Activities
- ✓ Personal assistance
- ✓ Unlimited internet access at the school
- ✓ Certificate of attendance
- ✓ Student visa for non EU citizens.

Number of weeks	Tuition Fees
12	1530 €
16	2010 €
24	2970 €
28	3450 €
32	3930 €
36	4410 €
Extra week	120 €

# Our programmes in Spain at a glance

## Au Pair in Spain

<b>Who can apply</b>	● Males or females aged 18 - 30 years old
<b>Accommodation</b>	● Own room & full board 7 days a week
<b>Duties</b>	● Childcare, light housework and assisting with English, French or German
<b>Weekly allowance</b>	● 80-120 Euros/week
<b>Work schedule</b>	● 25-35 hours a week
<b>Usual Timetable</b>	● Usually <b>5 hours a day and 1 day off per week</b> , or 6 hours a day and 2 days off per week. 1-2 babysitting evenings (never in a row) per week.
<b>Minimum stay</b>	● 3 months between September and June 4 weeks between June, July and August

### Recommended for

- Applicants 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.

### Au pair in Spain includes

- ✓ Accommodation and daily meals 7 days a week
- ✓ Weekly allowance: 80/120 Euros per week
- ✓ Assistance & advice with Host Families placements
- ✓ Support during your stay in Spain
- ✓ Welcome pack via e-mail
- ✓ Airport pick-up
- ✓ Access to Au Pair Facebook Group

## Tutoring in Spain

<b>Who can apply</b>	● Males or females aged 18-35 years old
<b>Accommodation</b>	● Own room & full board 7 days a week
<b>Duties</b>	● Teaching English, French and/or German. Native or very fluent speakers. No formal teaching qualifications required
<b>Weekly allowance</b>	● Not applicable
<b>Work schedule</b>	● 15 hours a week
<b>Usual Timetable</b>	● <b>3 hours daily from Monday to Friday. Weekends off.</b> You will have lots of spare time to explore or study!
<b>Minimum stay</b>	● <b>4 weeks</b> throughout the year. Long stays, however, are possible.

### Recommended for

- More mature or independent applicants.
- 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.

### Tutoring in Spain includes

- ✓ Accommodation and daily meals 7 days a week
- ✓ Lots of free time to explore and study!
- ✓ Assistance & advice with Host Families placements
- ✓ Support during your stay in Spain
- ✓ Welcome pack via e-mail
- ✓ Airport pick-up
- ✓ Access to Tutor Facebook Group

# Applying

## Documents needed

- **Application form**  
Download it from our website.
- **Diplomas or certificates**  
of qualifications you may have achieved.
- **Criminal record**
- **Photocopy of passport**
- **Curriculum Vitae**  
in Spanish or English.
- **3 pictures of you**  
Smile!
- **Doctor Certificate**  
proving you are in good health.
- **References**  
If you have chosen to participate in:
-  **Childcare in Spain:**  
2 childcare reference forms  
in Spanish or English
-  **Tutoring in Spain:**  
2 character references letters  
in Spanish or English

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

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

## Fee

**250 €**

(21% VAT included)

Payable when placement is confirmed.

## 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 bare 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 you 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! (Placement fee of 250€ is due).

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 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 childcarer or tutor, we will repeat step number 5. We will do this as many times as may be necessary.

7

Get ready and pack your suitcase.

8

Travel to Spain and start your adventure!