LANGUAGE AND CULTURE ASSISTANTS PROGRAM IN SPAIN
FOR CITIZENS OF SINGAPORE
SCHOOL YEAR 2020-2021

Application period:
January 30, 2020 - April 15, 2020
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1. THE LANGUAGE AND CULTURE ASSISTANTS PROGRAM

The Language and Culture Assistants Program is an initiative of the Ministry of Education and Vocational Training of Spain to provide Singaporean university students (majoring in any subject) and graduates who are native speakers of English or have a full command of English to assist teachers in the English programs in elementary, secondary or language schools in Spain (12 to 16 class periods a week). Some knowledge of Spanish is convenient, but not compulsory.

Language Assistants will spend a full academic year in Spain, from the beginning of October through May 31 (June 30, if placed in Madrid). Specific dates are given in the appointment letter the selected candidate is sent. Preferred placement in different Spanish regions can be requested. Participants in the program will receive a monthly stipend and medical coverage.

Language Assistants’ activity will involve preparing and developing oral comprehension and speaking activities that focus on language and culture. Their activity could also involve supporting Spanish teachers of other subjects delivered in English. Assistants are not responsible for discipline, evaluation or meeting up with parents.

In Spain, the Ministry of Education and Vocational Training and the local education authorities in the regions organize teacher training courses for language assistants during the first days of the school year.

You can find all the information at http://www.educacionyfp.gob.es/australia/convocatorias/programas/auxiliares-de-conversacion-singapurenses.html

Please, take some time to read these guidelines carefully as here you will find answers to most questions. If after reading these guidelines, you are still unclear about any aspect of the program, please send an email with your inquiry to asesoria.singapur@educacion.gob.es

1.1. A quick note about PROFEX

The whole application will be processed through the online system called PROFEX, accessible here: Please complete your Curriculum part and then go to the application (‘solicitud’) for the Language Assistant Program, but only when the application period is open.

1.2. Eligibility criteria: Who may participate?

You will qualify if you comply with the following criteria:

- Hold a Singaporean passport.
• be a graduate or undergraduate student (second or third year university student of a 3-year Bachelor’s Degree or a third or fourth year student of a 4-year Bachelor’s Degree).
• Have a native like command of English.
• Be in good physical and psychological condition. It will be necessary to submit a complete medical evaluation signed by your doctor when applying for your visa.
• Have a clean background check, which will have to be submitted applying for your visa.
• Participants are requested to have an open-minded and flexible attitude since they will be working as language assistants in the classroom, regardless of their previous educational experience.
• It is also advisable, but not compulsory, to have basic communicative skills in Spanish.

1.3. Important information to submit your application

Please check the following step by step guides before submitting your application:

1. Application guidelines (this document).
2. PROFEX Manual or how to register online your application.
3. Manual for new language assistant applications
4. Videos: Learn more about the program Profex, How to complete an application.

1.4. Steps in the application

Before you start preparing your application:

• Make sure you meet all the requirements (check section 1.2.).
• Be aware that, once you submit your application and obtain an application number, for all further email communications with your Spanish education Office, you are requested to include in the “Subject” field of the email:
• 18_2AX plus the last four digits of your application number, plus your name and first name as in the example: 18_2AX Sample, John.

The applicant for the Language Assistantship in Spain needs to follow the steps below to complete his/her application successfully:

Step 1: Create your user profile and password in PROFEX in order to log in the system. Use your passport number as username.

Step 2: Complete your curriculum vitae details and upload all the required documents onto PROFEX. If you submit your application online and do not upload all the required documents, your application will
not be admitted when reviewed by the Spanish Education Office contact person and that would result in delays that could prevent you from successfully participating in the selection process.

**Step 3:** Fill out the application on PROFEX for the Language Assistants Program.

**Step 4:** Choose your destination Autonomous Region(s) in Spain on PROFEX.

**Step 5:** Submit your application online and send the pdf that PROFEX generates signed to the email asesoria.singapur@educacion.gob.es.

For all email communications please include in the “Subject” field of the email 18_2AX plus the last four digits of your application number, plus your name and first name as in the example: 18 2AX Sample, John

**Step 6:** Wait for a message from the Office of Education to hold the interview.

**Step 7:** Await the result from the selection process: confirmation email from PROFEX.

**Step 8:** Accept the offer of your regional placement within three days: confirmation email from regional education authorities and/or PROFEX.

**Step 9:** Await the acceptance letter from the Spanish Autonomous Region (beginning of summer).

**Step 10:** Apply for a visa AS SOON AS YOUR RECEIVE YOUR ACCEPTANCE LETTER, and purchase your airfare once your visa has been issued.

1.5. **Required documentation**

Documents to be uploaded in the corresponding sections on PROFEX

1. A copy of the photo page of your valid Singaporean passport.
2. An official college transcript or a copy of your degree certificate(s) or diploma(s).

**Note:** You will need to upload the pdf document to PROFEX. As for the purpose of the program, we do not require that the official transcripts be sent to us on a sealed envelope from your college or university.

3. A cover letter or statement of purpose for participation in the program, 250-300 words long, in English, addressed to the Education Office.

4. A letter of recommendation in English or Spanish, up to 250 words, written and signed by any current or former professor. If you have been out of school for over three years, you can receive this letter from your supervisor at work. Letterhead, author’s contact information and hand-
signature are required in the letter. Please note that we may contact the author of the letter and ask them to elaborate on its content. Please feel free to review some of the guidelines below, which you can share with the person who will write the letter for you.

**Note:** Do not send the letter to us on a sealed envelope. Please upload it to PROFEX directly.

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### Letter of Recommendation Guidelines

Please, share this document with the person who will write the letter of recommendation that will support your participation in this program.

To whom it may concern,

Thank you for making the time to create a letter for one of the candidates to the Language and Culture Assistants Program from the Spanish Ministry of Education and Vocational Training.

The person you are writing the letter for has applied for an internship within the program. If the applicant is selected, he/she will be offered a position to support teaching in English in a K-12 school or a School of Languages in Spain for one academic year. Therefore, the candidate must be responsible, open to new ideas and cultures, and have good social and communicative skills. The candidate will be assisting the Spanish teacher in classes by means of oral practices and conversation techniques to improve the students’ speaking performance.

In order to simplify the process for you, next you will find a list with the items that need to be present so that the letter is valid and supports the candidate’s application.

The letter, which will be addressed to the Language and Culture Assistants Program Advisor, needs to contain the following elements and information:

- To be on letterhead paper from your institution.
- Your name, title and contact information.
- The capacity in which you know the applicant, and for how long.
- A short paragraph assessing the applicant’s qualifications and qualities for his/her success in the program.
- A final statement, in which you reflect the applicant’s appropriateness for this opportunity, or not.
- Your signature and date.

Please take into account that it is essential that your letter is SIGNED and DATED.

In order to deliver this letter, please hand it out to the applicant, who will attach it to his or her application online. If you are uncomfortable with the content of the letter being visible to the candidate, kindly ask him or her to find another professor or employer to recommend him or her. Thank you for your consideration.
The Spanish Education Office advisor will then review the application and all the associated documents and will confirm that the documentation can be admitted for the selection process. If the application needs to be corrected or completed in any way, they will contact you via email. For all email communications please include in the “Subject” field of the email 18_2AX plus the last four digits of your application number, plus your name and first name as in the example: 18_2AX, 0897, Sample, John. Once your application changes to the status of “Admitida” in the Profex system, you will be notified via email. Please, check your status regularly on PROFEX.

1.6. Conditions

The language assistants will spend a full academic year in Spain, from the beginning of October through May 31. Preferred placement in different Spanish regions can be requested. Applicants will have to mark three preferred destinations. The Ministry of Education and Vocational Training will make an effort to accommodate your preference, but it cannot be guaranteed.

Singaporeans can apply for the following Spanish regions:

Andalucía, Aragón, Asturias, Castilla La Mancha, Castilla y León, Comunidad Valenciana, Extremadura, Galicia, Islas Baleares, Islas Canarias, La Rioja, Madrid, Murcia, País Vasco.

As a language and culture assistant, you will be between 12 and 16 class periods a week at an elementary, secondary or language school. Programs/schedules will be determined by the program coordinator at your school. You might be the only assistant in your school, but there may be other participants assigned to the same school district/area; in some cases your schedule may be split between two different schools.

The language assistants will receive a minimum monthly stipend of 700 euros and full medical insurance. Upon arrival in Spain, they will be offered an orientation course. Travel costs to and from the country of origin will be the responsibility of the assistant.

Language assistants may participate in the program for a second year, although priority is given to first-time applicants. Renewals are only possible if the candidate receives a positive reference letter at their school. Those who desire to participate for a third year will not be given any type of priority.

Before starting your assignment, you need to attend an orientation course scheduled for your particular region in Spain (Comunidad Autónoma).

At the end of the program your corresponding regional education administration in Spain will issue you a certificate of completion for your services that may count as “professional development credits” for your career.
1.7. **Roles and responsibilities**

Your role is to encourage students to broaden the knowledge of your language and culture, so your work will involve preparing activities that focus on language and culture, such as oral comprehension and speaking activities. Doing a good job and performance will allow you to receive a positive reference letter for the future, and of course you will make the most out of your experience. You are encouraged to be conscientious and aware of the standards and rules set forth by the program and your school.

1.8. **Application dates and deadlines**

The online application period runs from January 30, 2020 until April 15, 2020 at 11:59 pm (time UTC/GMT + 1 hour). Applicants must complete the online application on PROFEX by that date.

Please note that you may not receive notice about a regional placement or waitlist status right away, although your application will be processed when received. We will contact you regarding application updates, placements and wait list status via emails from PROFEX.

Once you have accepted a placement in Spain, you will need to bring with you to your destination the original and official documents listed on #1-8. You are responsible for submitting all your paperwork at the same time and in a timely fashion. We appreciate your diligence, effort and dedication to do so as efficiently and neatly as possible.

2. **REGISTRATION AND APPLICATION PROCESS**

The whole application will be done through the online system called PROFEX, accessible at:

https://sede.educacion.gob.es/tramite/login/inicio.jsp?idConvocatoria=19

2.1. **Online registration and application instructions**

Please check the step by step guide in the PROFEX Manual and the manual for new language assistant applications as well as in the following videos: Learn more about the program Profex, How to complete an application.

You can create a new account on PROFEX and start completing your CV at any time, but you can only submit your application when the period is open.
Selection and regional placement process

- Once each application is submitted (inscrita) online, it is given an application number (e.g. 18_1AX000423).
- The selection process also includes an online interview. Once you have submitted your application, the Education Office will contact you via the email asesoria.singapur@educacion.gob.es to schedule an interview.
- “Admitida” means that your application has been submitted, all the required documents have been uploaded and verified and you qualify to receive an assignment. This status makes you eligible (but not selected) to receive a regional placement. Depending on the regions you applied for and your application number, you may be placed on a waiting list or not be offered a position at all.
- Not everyone may receive their first choice. Every effort is made to give you one of your regional preferences or at least a border region to one of those preferences. Should you be unwilling to go to your assigned region, your placement will be given to someone on the waiting list.
- No change in your region preference order will be granted after you have submitted your application.
- Please be aware that you may only express your preference for a region, but not for a city.
- The regional education authorities (e.g.: Junta de Andalucía, Junta de Castilla La Mancha, Comunidad de Madrid ...) will assign you a city and a school after you have accepted the regional placement offer (research a map with the Spanish Autonomous Regions before choosing one of them).
- If you wish to participate in the program with a family member or significant other, please make sure you are both applying at the same time, you express your preferences for the same region and you include a note in your attached application form explaining your choice and including the full name of the other person.
- Positions are typically assigned in late April. Our priority is to assign all placements that have been requested. This year we anticipate an early position assignment process so we encourage candidates to upload and submit all documents as soon as possible.

How to accept or decline the offer of your regional placement?

Accepting your placement on PROFEX gets the process started. Candidates MUST accept or decline an offer within three days of receiving the placement notification email from PROFEX. If you choose to decline the offer, you will not be considered for any other placement for that school year. However, you may reapply for the next academic year.

How to accept on PROFEX?

- Log in to your account.
- Click on Acceso. On the left hand menu click Auxiliares de Conversación.
- Then click on Gestión solicitudes.
- Click on Aceptación y renuncia candidatos.
• On the drop down menu make sure to select **Auxiliares extranjeros en España 2020**.
• Then click **buscar**. Your name should appear with an option to accept: **Aceptar**.

Those candidates who fail to accept or decline in the specified time will be automatically withdrawn by PROFEX and will not receive any assignment for this school year. If you do not accept your position within 3 days of the receipt of your placement, PROFEX will automatically cancel your application.

Candidates cannot decline an offer once the offer has been accepted. However, in unforeseen personal circumstances you are after all going to decline the offer, you are to inform the local advisor by sending an email to **asesoria.singapur@educacion.gob.es**

2.2. **Await the acceptance letter from the Spanish Autonomous Region**

Each region sends the acceptance letters for their corresponding assistants. If your letter is exceptionally late, please contact your regional coordinator. This letter is extremely important as it details key information such as 1) health insurance. 2) stipend. 3) city and school information. 4) starting and ending program dates. All these details are required for your visa application, which is your next step.

Some regions are very prompt in mailing the acceptance letters, whereas some others may take longer. Please be patient. As long as you accept your assignment on PROFEX and keep communications open with your Education Advisor and your regional coordinator, you will make your way to Spain.

For contact information for each Autonomous Region ("Comunidad Autónoma"), check the contact list on our website and ask your regional coordinator in Spain.

2.3. **Apply for a visa**

Visa application is a consular matter. The Embassy of Spain in Singapore is in charge of these processes. Candidates who have been assigned a school in Spain need to apply for a **Student visa**, which will be valid for 90 days. Once in Spain, within a month of their arrival, they will have to apply for their TIE card (**Tarjeta de Identidad de Extranjero**).

The most updated information regarding Consular jurisdiction, visa application and visa instructions will be posted on the website at the end of March. This information will help you process your visa application.
3. TESTIMONIALS FROM PREVIOUS LANGUAGE ASSISTANTS

Experiencias de auxiliares de conversación en España

4. Appendix 1: Glossary of PROFEX terms

Status in chronological order:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pendiente de destino</td>
<td>Destination not chosen on application. You must still choose 3 regional preferences.</td>
</tr>
<tr>
<td>Borrador</td>
<td>Draft application, NOT SUBMITTED</td>
</tr>
<tr>
<td>Inscrita</td>
<td>ONLINE APPLICATION SUBMITTED</td>
</tr>
<tr>
<td>Registrada</td>
<td>Application registered. It has no real significance in the process.</td>
</tr>
<tr>
<td>Admitida</td>
<td>Application complete. The application has been processed, your email has the correct attachments and your application in PROFEX has the correct documents uploaded. Your application is eligible for assignment.</td>
</tr>
<tr>
<td>Adjudicada</td>
<td>Assigned. A regional placement offer has been assigned and made to the candidate.</td>
</tr>
<tr>
<td>Reserva</td>
<td>Reserve, wait list. The language assistants program does not make use of this status; your application will rather stay in “admitida” status until we reach your application number.</td>
</tr>
<tr>
<td>Aceptada</td>
<td>Placement offer has been accepted by the candidate. The candidate has committed to participating for that region.</td>
</tr>
<tr>
<td>Renuncia</td>
<td>Decline of placement offer. The candidate is no longer eligible for any placement for the upcoming academic year.</td>
</tr>
<tr>
<td>Sin plaza</td>
<td>No placement.</td>
</tr>
<tr>
<td>Excluida</td>
<td>Excluded. Occasionally used to remove your application from the program. Usually if the candidate no longer wishes to be considered before assignments have been made or when the candidate has used the wrong application form, for instance as a new candidate and not renewal.</td>
</tr>
<tr>
<td>Excluída global</td>
<td>Excluded from all vacancies for any programs offered that term.</td>
</tr>
<tr>
<td>Registro excluido</td>
<td>Application excluded.</td>
</tr>
</tbody>
</table>
5. Appendix 2: Spanish regions you can apply for

Language Assistants from Singapore can ask for the regions colored in dark green.

Remember that some Autonomous Regions, such as Valencia, Baleares, Galicia, País Vasco have two official languages.
6. Appendix 3: Other relevant information

✓ **Language Assistant experiences in Spain**

✓ **Materials and resources:**

* **Guides:**

  * Guía del auxiliar de conversación (Spanish), Language assistants guide (English)

  * Funciones del auxiliar de conversación (Spanish), Role and responsibilities of the language assistant (English)

* **Resources:**

  Activities and resources- Auxiliares de conversación

  Propuesta de actividades (Spanish), Activities proposals (English)