

Pastoral Care Services Terms and Conditions 2011

The purpose of the pastoral scheme is to make the seasonal workers' stay more enjoyable and to meet Concordia's mission statement;

"Providing young people with quality opportunities for international work experience, fostering cross cultural understanding and friendship"

Pastoral Services are those which:

- Provide help in case of emergency
- Provide educational opportunities
- Actively encourage the integration and interaction between nationalities and/or with the local community

Qualifying Expenditure

The following provides some guidance on what can be included, based on the principles of the scheme:

a) Providing services to seasonal workers in an emergency:

- Providing interpreting services
- Providing emergency telephone help
- Providing counseling services
- Providing emergency, out of hours, services
- Assisting with transport costs for students travelling between farms due to a transfer that was not their fault (e.g. because work has stopped)
- Providing help with costs following a serious incident or accident
- Ex-gratia payments to students in financial difficulty through no fault of their own

b) Providing educational opportunities to Seasonal Workers:

- Providing English language lessons
- Providing study trips
- Providing PC facilities and internet access

c) Help to encourage integration and interaction with the local community

- Funding to help facilitate integration and interaction between different nationalities on farms. For example, an inter farm sports tournament, a summer barbeque, cookery classes
- Funding to help interaction with the local community such as day trips to community events, community and farm sports tournaments

Making an application for Pastoral Funds

Application for services to seasonal workers in an emergency:

If you require emergency support, please contact Jon Edgell immediately on 01273 422 293, jon.edgell@concordia.org.uk

Emergency funds will be considered and reimbursed on receipt. We can not guarantee the full amount of emergency claims will be reimbursed. But each case will be assessed depending on circumstances.

All other applications:

Step 1: Please fill in the relevant sections of the application form and send to Jon Edgell

jon.edgell@concordia.org.uk.

Step 2: Jon or your Field Officer will be in touch to let you know if funding has been approved

Step 3: Your activity takes place

Step 4: You provide copies of receipts to Jon Edgell for the approved activity. All qualifying receipts must be dated within the calendar year and submitted prior to the 31st December at the latest. Concordia will not reimburse retrospective claims received after 31st December.

Step 5: We will reimburse the agreed amount of expenditure where we have been provided with a copy of a valid VAT receipt. Concordia will make these payments three times during the year:

- Receipts received before 30th June, payment will be made in the first week of July
- Receipts received before 31st October payment will be made in the first week of November
- Receipts received before 31st December payment will be made in the first week of January

Step 6: Your Field Officer will check that provision of the facilities paid for are available to Concordia Seasonal Workers.

A note on VAT

A VAT registered farm will be reimbursed for the net amount of receipts excluding any VAT element. A copy VAT receipt or invoice must be provided (in case of online purchases it is sometimes necessary to make a special request for a VAT receipt). Concordia only requires copies of relevant receipts or statements as the originals should be retained for your VAT records. If your farm is not registered for VAT please let Concordia know.

For further details and to make an application please contact the Concordia office or fill in the application form found on our website www.concordia.org.uk