

CHECKLISTS: THE ESSENTIALS

LEAVING HOME & ARRIVING IN THE UK

DON'T LEAVE HOME WITHOUT:

- Your passport or national identity card & your travel tickets
- Your medical certificate
- Your SAWS work card (if you're from Bulgaria or Romania – you'll receive a copy of your Concordia work card by email, and pick up the original when you arrive at the farm if you're from another EU country)
- Your EHIC card (please see the section on health)
- Your bank details – for your home account, and for your UK account (if you have one)
- Your National Insurance
- Your driving licence (if you're going to need it in the UK)
- Farm contact information
- Emergency contact details: the farm, Concordia, in your country
- The receipt for services provided by your agent (if you came through one of our agents)
- Unlocking your mobile phone
- Making sure that the farmer know what time you will be arriving at the farm

OTHER ESSENTIALS TO BEING WITH YOU:

- Warm sleeping bag & towels
- About £150 in cash – remember you'll need some money to spend until your first pay day (usually 2 weeks after you start work)
- Waterproof jacket and waterproof shoes – the weather in England is very changeable and we have a lot of rain!
- Some warm clothes (even in the summer it can be quite cold)
- Sun protection cream



HEALTH

EUROPEAN HEALTH INSURANCE CARD

We hope that you won't need to see a doctor or a dentist while you're in the UK, but just in case please make sure that you get a European Health Insurance Card (EHIC) before you leave home (you won't be able to get a card when you are in the UK. This is very important because if you don't have an EHIC you can be charged for any medical treatment that you need. You can find information in your own language on the Internet, you can apply online and it's free of charge.

DOCTORS AND DENTISTS

If you need to see a doctor or a dentist, please talk to the farmer or to your supervisor, and they will be able to arrange a visit for you.

CHEMISTS

For simple every day illnesses like colds you can go to a chemist – they will be able to advise you on any medicine you need. The farm will be able to tell you where the nearest chemist is.



VISITORS TO YOUR FARM

There are different people who might visit while you're working at the farm – they're all there to help you, and are not checking up on you in any way because you've done something wrong!

- **Concordia Field Officers:** one of our Field Officers will make at least one visit to every farm each year. It's their job to make sure that the accommodation meets Concordia standards, and that things are running smoothly. The Field Officer might want to have a chat with you the farm about the services provided to you by Concordia and/ or by our agents, your work, your life on the farm. Our concern here is your welfare.
- **GLA inspectors:** the GLA is the Gangmasters' Licensing Authority. This is an organisation set up to ensure that seasonal agricultural workers are treated fairly, and issues licences to operators who meet their very high standards. Concordia has a GLA licence, as of course do all the agents who represent us abroad, and all the farms we supply labour to – this is your guarantee of fair working and living conditions, and a fair wage. The GLA visit farms periodically to make sure that conditions are as they should be, and their inspectors may want to talk to you. Once again your welfare is their concern.

ACCOMMODATION

- **Shared mobile homes or portacabins:** although some farms may have accommodation in converted farm buildings.
- **Showers & toilets:** on some farms the mobile homes or portacabins will have their own; on others these facilities will be in a separate block.
- **Cooking facilities:** most farms have shared kitchens where you can store and cook your food.
- **Smoking:** if you do smoke, please check with the farm before smoking anywhere in your accommodation, as some farms don't allow smoking
- You'll get full information about the facilities on your particular farm before you leave home.

PROBLEMS

If you have a problem while you are working at the farm, very often this can be easily solved by having a chat with your supervisor, or with the farmer.

If he or she can't help you, or for some reason you don't feel that you can speak to them you can:

- **Call your agent in your country:** our agents all offer a help and support service for you throughout your stay on the farm, so if you came through an agent this is a good option for help in your own language.
- **Call Concordia:** and tell us about your problem, and we will do our best to help.

FEEDBACK

We want you to have a really positive experience working on a Concordia farm – so please complete our feedback form just before you leave and tell us if you have. Equally if you've had any problems, or there are things that you weren't so happy with, then we want to know about these too. So how do you give us your feedback?

- **Follow your online link:** You'll receive an email from us with a link to our feedback form. It only takes a few minutes to complete, and will give us important information about your farm, your agent (if you came through an agent) and about Concordia. All feedback is confidential
- **Get the chance to win £100 cash!** At the end of the year one lucky person who has completed our feedback form will win £100 – it could be you!



YOUR FREE TIME

YOU'LL BE WORKING HARD ON THE FARM, BUT WE HOPE YOU'LL ENJOY YOUR FREE TIME IN THE UK TOO!

- **Pubs:** Pubs in the UK are open until 23:00, and often serve snacks, sandwiches and hot food as well as drinks. If you want to taste something typically British, you could try bitter, which is a kind of beer (there are a lot of different types of beer available – you always need to specify which one you would like).
- **Cinemas:** Most films are in English which is an excellent way for you to improve your language skills, although a few cinemas (usually in bigger cities) show foreign language films. Cinema tickets usually cost around £5, and some cinemas offer cheaper tickets on Wednesdays. If you've chosen to be a Concordia member you'll also get 2 for the price of 1 cinema tickets at three cinema chains – ODEON, UCI and Filmworks.
- **Discount vouchers:** If you've chosen to be a Concordia member, you'll find lots of ways of saving money on food & drink, entrances to attractions, and activities such as paintballing and ten pin bowling. Check out the 'Enjoy the UK for Less' booklet in your membership pack.
- **Smoking:** Please remember that under UK law you are not allowed to smoke in any closed public places and workplaces, including shopping centres, public transport, pubs, cafés, and restaurants. There is often an area outside reserved for smokers. And if you do smoke, be warned - cigarettes are very expensive in the UK!

SHOPPING

- **Opening hours:** Shops are usually open from 09:00 to 17:30 from Monday to Saturday, although some stay open until later (supermarkets until 20:00 or 21:00 for example). Large shops and supermarkets generally open on Sundays too.
- **Supermarkets:** Are the cheapest places to shop for food, toiletries and everyday items. There are four main supermarket chains in the UK, Tesco's, Morrison's, Sainsbury's and Asda. There are also some smaller ones.
- **'Cashback':** Are very useful because when you pay for your shopping using a debit card or a payroll card you can get cash as well. This is called 'cashback'. For example if you shopping costs £20, and you want £30 in cash, you card will be debited by £50, and the assistant at the checkout will give you your £30. This is always completely free – there is no charge to the customer.
- **Weekly shop:** The farm will arrange weekly shopping trip, and take everybody to a supermarket, usually by bus or minibus. They will tell you about what the arrangements are on your farm at your induction



WORK PLACEMENTS:

- Are available for citizens of EU member states (including Bulgaria and Romania)
- Are on farms in England, Wales, Scotland and Northern Ireland. You could be picking fruit or vegetables, working in the pack house, or doing heavier work.
- Can be for different periods of time: from a few weeks up to six months

WHAT CAN YOU EXPECT FROM CONCORDIA?

- A fair wage on our farms: you will be paid at least the agricultural minimum wage (£6.10 per hour in 2012)
- A good standard of accommodation – we regularly inspect the accommodation on all our farms to make sure that it's suitable
- A memorable experience and the chance to meet and work with new people from different countries

WHAT DOES CONCORDIA EXPECT FROM YOU?

- Hard work!
- Reliability
- Honesty about your availability to work: a commitment to working for the full period until the end of your placement

MONEY:

- Your wages will either be paid either into a UK bank account or onto a payroll card in your name – each farm will have their preferred system. Your options will be explained to you at your induction.

BANKS

- **Bank accounts:** it can be very difficult for foreign nationals to open accounts in the UK. If your farm doesn't use payroll cards and a bank account is your only option, they will be able to help you with this.
- **Debit cards:** if you do open a bank account the bank will give you a debit card that you can use to buy things in shops as well as get cash from ATMs, and cashback in supermarkets
- **Opening times:** most banks are open from 09:00 to 17:00 from Monday to Friday, and also on Saturday mornings, usually until 12:00.
- **ATMs:** the majority of banks also have 24 hour ATMs – these are free to use if you have a debit card. Sometimes you'll find ATMs in shopping centres and stations – before using these always check as there may be an extra charge.

PAYROLL CARDS

- Your wages are paid directly on to your card.
- These work in a similar way to debit cards. You can pay for things in shops, and get money from ATMs (there is a charge here of £1 per withdrawal) and through 'cashback' in supermarkets (free, so this is the best option if you have a payroll card).

