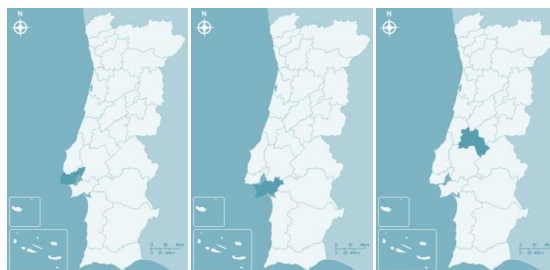




About us

Latitudequation is a company that operates across **Lisbon Metropolitan Area** and **Peninsula of Setubal** (also known as Tagus Valley), as well across the **Medium Tagus** region in the centre of Portugal (including cities as Tomar and Fatima), with special prevalence in Lisbon and Tomar.



Lisbon Metropolitan Area, Peninsula of Setubal and Medium Tagus

The company was formed as a result of its founder experience with international projects and partnerships from all over Europe (Finland, Greece, France, United Kingdom, Italy, Czech Republic, Slovakia, German and Spain) and with educational projects from Portugal to Lusophone Africa, for the past twenty five years. Also participating in **CEDEFOP** and **EFVET** meetings, conferences and working groups. With this experience the founder surrounds his self with multitask and different background professionals, whose currently work with him and constitutes **Latitudequation International Projects** team. From experienced to younger and innovative ones, all team members are multifaceted and have international experience and training.



Portugal in Europe



Over the past 25 years, we have substantial successful experience working with European Commission's programmes, from **Petra** in late eighties/early nineties, to **Lifelong Learning Programme** (including **Leonardo da Vinci**, **Grundtvig** and **Comenius Actions**) - in mobilities for people in the labour market, for those in initial vocational training, in transfer of innovation and development projects, adults education, scholar and education projects, students exchanges and teachers mobilities for training. As sending, intermediary and also hosting organization, we have gained a vast amount of valuable experience, which could contribute to high quality and successful projects

SERVICES PROVIDED

You could request us the following services:

- Work placements in companies
- Accommodation
- Portuguese language training courses
- Regular one-to-one monitoring and mentoring
- Help in obtaining a local travel pass
- Orientation meeting and tour
- Cultural trips and activities arranged
- Transfers from airports
- 24/7 welfare support
- Final certification and Europass Mobility
- Meetings and exchanges arranged for VET professionals.

At **Latitudequation**, we are experienced in organizing unpaid internships for students from different fields, as well as diverse working programs for education sector staff. We work with many companies, from small and medium-sized firms to large business groups, in order to obtain quality and diversified work placements. We also have a large networking in vocational training and scholar education.



WORK PLACEMENTS

We arrange students work placements in areas such as:

- Communication and Marketing
- Advertising and Graphic Design
- Healthcare and Childcare
- Catering, Hospitality and Tourism
- Information Technology and Website Design
- Fashion Design and Clothing Industry
- Photography and Audiovisual
- Sports and Leisure Activities
- Agriculture and Horticulture
- Human Resources and Secretarial

MONITORING, MANAGEMENT AND EVALUATION

Before the mobility we will:

- Help you with any paperwork required
- Organise accommodation
- Prepare work placements and/or a programme of visits
- Arrange socio-cultural programme (if you have asked for)
- Organise Portuguese language course (if you have asked for)
- Send you confirmation of the programme
- Keep you fully informed about developments during the process

In mobility beginning we will:

- Organise transfer from the airport to the accommodation (if you have asked for)
- Meet the group at the airport and guide them to the accommodation (if you have asked for)
- Make sure that the group find everything they need at accommodation
- Introduce the group to the services and shops available nearby
- Arrange a Welcome and Orientation Meeting with our staff
- Present the Portuguese culture and daily routines
- Present the work placements (working hours, dress code, accesses by public transports or walking and tutors)
- Give a city map and suggest points of interest



During the mobility we will:

- Monitor the work placements
- Monitor the students welfare and provide 24/7 welfare support
- Meet the group regularly for social events (if you have asked for)

We welcome Sending Organizations to visit us before the group arrives in Portugal, as well during their stay – since these visits help us to understand your needs, and you to understand how we work. We offer our help in organizing your visit.

In mobility end we will:

- Make sure that any reports/forms needed was filled in
- Ensure that Europass Document was filled, stamped and signed in
- Issue the Certificates of the Programme and/or Portuguese Language Course
- Ask your students to comment on our services
- Meet the group to say Goodbye

After the mobility we will:

- Provide the information needed so that you can produce the final report for your National Agency
- Provide you with other guidance, advice and help in order to finalize your Project
- Ask you to comment on our services

About our Services

FINDING TRAINEESHIPS

The work placements we organize are unpaid and designed to help students and recent graduated from the European Union gain an international traineeship experience - enhancing their understanding of labour market, improving their language skills and developing their European citizenship and sense of belonging.

We find, manage and evaluate the work placements for your students, based on the information you gave us about your project and about your students' education level and training. We try to ensure that the student's qualifications, skills and experience (as demonstrated in the CV, portfolio and/or motivation letter) suite the placement company. As soon as we have general information about your students (like their qualifications and mobility beginning/ending dates) we'll do the first contacts with potential placements companies. As we

have the specific information about your students (like their CV and portfolio) we'll work on the confirmation of placements, since the companies must analyze students' profiles. As soon as possible we send all details to you about the hosting companies.

If your required professional or vocational sector was not listed here, please contact us and we will do our best to find an appropriate work placement for your students.

EXPERTS EXCHANGE

We organise Staff, Managers and Teachers Exchange programmes, designed to help people meet organisations and experts from across Europe and gain an understanding of different ways of working.

We could organise up to five organisational visits per week and a couple of cultural visits.

We can manage visits to a broad range of companies and organisations, including fields as:

- Education and Training (Schools, Vocational Centres, Universities, Kindergartens)
- Health and Elderly (Hospitals and Retirement Homes)
- Agriculture and Industry (Farms and Factories)
- Commerce and Trade (Shops and markets)
- Government departments and Employment Agencies
- Youth and Solidarity Organisations

Each programme is individually designed and priced so we will do our best to provide a programme that meets your needs within your available budget.

ACCOMMODATION

Latitude offers the following accommodation types:

- Self Catering accommodation - in shared apartments or rooms quite equipped. The Students have conditions to prepare their own meals. They share a kitchen, bathroom and living room in the house or residence. This type of accommodation privileges students' privacy and independence in apartments and the acquaintanceship and socialization in students' residences.
- For short duration mobilities we could provide accommodation in hotels or hostels, with breakfast (or not). It may not include means to prepare meals or laundry, which the students could arrange in specialized stores. This type of accommodation privileges the quality of facilities and room service in hotels and the acquaintanceship and socialization in hostels.

We choose the accommodation with great care, always thinking in the students' welfare, and we regularly inspect the standards and quality, ensuring that accommodation is comfortable, clean, save and meet the students' needs.

LOCAL TRAVEL PASS

Accommodation is chosen as closely as possible to the student's work placement. However, there are occasions when it is not possible to arrange accommodation and work placements walking accessible.

But in both situations, thinking that students would like to explore the city where they are living, is expected that they need a city travel pass.

The cost of the local travel pass varies according to the city in which the group will stay and their needs. We'll help the students arranging the pass without additional costs.

AIRPORT TRANSFER

We would like to help you with the travel arrangements from Lisbon Airport to the accommodation (if it is in Lisbon) or to the city destination (if it is Tomar, Fatima or another city in the area covered by us). Lisbon in particular, and Portugal in general, is covered by public transport network, and the options we can offer include:

- Rail travel
- Public Bus travel
- Private minibus or car
- Taxi
- Metro and Lisbon public transports

Rail Travel - Travelling from Lisbon to another city is relatively easy and stress free and we could ensure that the journey will involve the minimum of changes.

Public Bus Travel - As with rail travel, Portugal is fully serviced with bus and national express line. Buses are running from Lisbon directly to different cities.

Private Minibus or Car - For larger groups, it may prove cheaper to ask us to arrange a private minibus for you. For smaller ones we could arrange a private car to drive you to your destination. This service automatically includes our "Special Welcome Service" (see below), and ensures that your transport is available when you arrive, which avoids possible problems caused by delayed flights.

Taxi - Taxis are always available in the airport, for short or long distances travels. This service ensures that you have transport just when you arrive, which avoids possible problems caused by delayed flights.

Metro and public transports - Lisbon Airport is serviced with underground as well with city bus line.

In order to arrange the Airport Transfer, we have to receive the full arrival information (flight number, time of arrival) at least 10-15 days before the date of travel.

SPECIAL WELCOME SERVICE

In order to help with the initial arrival arrangements, we offer an optional “Special Welcome Service”. As part of this service, someone will be at the airport to meet your group when they arrive and ensure they connect with their transfer travel or even guide them to the accommodation/destination. This service is included free of charge if you have asked us to organise a private minibus or car. It is charged as an extra if you have asked us to book public transport.

PORTUGUESE LANGUAGE COURSE

In order to help students gain some skills in the use of the Portuguese language, we are able to organize a Language Course. We have relationships with Language Schools and Portuguese Language Teachers fully accredited in foreign language teaching methodology.

The courses we are able to offer are organized as follows:

- 10 hours per week (two hours a day for five days)
- 15 hours per week (three hours a day for five days)
- 20 hours per week (four hours a day for five days)
- Portuguese for business or for specific areas (customized programs)

The course organization will be done considering the working hours or other programmed activities. Before the mobility we will send a level test to be filled by your students, helping us to organize adequate Portuguese language course.

In order for students to benefit from the experience in Portugal, it is enough that they are able to speak a standard English level, since this will be the working language and it's also useful in socio cultural interaction – if they don't speak Portuguese. In order to improve their cultural and social experience, as well the working one, we strongly suggest they attend a Portuguese Language Course.

SOCIO-CULTURAL PROGRAMMES

We suggest a broad range of socio-cultural activities designed to meet interests so different as be in contact with nature, practice sports, visit historical places, gastronomic tasting or artistic fruition. Our programmes are individually designed and priced, meeting your available budget.

We are able to organize customized activities and programmes, in order to fulfil your expectations and students interests, and you may consider the following examples as a little part of possibilities available:

- A day trip to any city (up to 200km away from your hosting city)
- A weekend trip to any city (more than 200km away from your hosting city)
- Cultural events, such as cinema, theatre or concerts
- Social events, such as bowling, thematic dinners or dancing
- Sport activities, such as surf, body board, yoga, football, basketball, swimming, horse riding, skating, biking, running or climbing
- Walks in nature, picnic lunch or a beach day
- Cultural or thematic guided walks in Lisbon
- Workshops and ateliers