

work&travelSA

Volunteer work placements in

Southern Africa



www.gapwork.co.za

www.gapwork.co.za

gap year experience friends meet learn train grow fun sun adventure gap year learn

volunteer work placement programme

Thank you for your enquiry about this exciting gap year programme for students and young people. We trust you will find the information of interest and share our excitement to visit our beautiful country and experience our wonderful rainbow nation!



About Work Experience International

Work Experience International (Pty) Ltd is Southern Africa's leading volunteer organisation. We promote affordable work experience programmes whereby participants gain valuable insight into our unique country, natural beauty and diverse cultures. Young people are given the opportunity to learn and experience our country as more than a tourist, in an intimate and rewarding way.

What is the Volunteer Work Placement Programme?

Our programme provides young people between the ages of 18 - 35 yrs the opportunity to work and travel in South Africa. You will have a unique chance to experience South Africa as more than just a tourist and to share your own traditions and culture with people from South Africa, as well as international tourists visiting our country. You can look forward to an exciting working holiday as you meet people from all over the world!

Can I participate?

To be eligible for the programme you must ...

- 1 commit to a 3 month work period,
- 2 be able to converse with other staff and clients in English,
- 3 be able to work with guests,
- 4 be able to work shifts, weekends and irregular hours (normal 40 hour work week),
- 5 be neat and presentable in physical appearance, with no visible body piercing (which may be offensive to other cultures),
- 6 be within the age group of 18 - 35 years,
- 7 be flexible, open-minded and willing to work hard.

As a participant what can I expect?

We will find you a position in South Africa. Your placement will be in a hospitality and tourism establishment such as a hotel, lodge or guest house. Placements are available around the country in scenic tourist locations such as private game reserves, coastal resorts, boutique hotels, country houses and the wine lands.

Project hosts have been screened and vetted by our staff and you are assured of reputable establishments offering a rewarding experience with specific task management and work objectives. You will receive full board and lodging for the duration of your programme as well as a monthly living allowance to pay for personal items.

Your volunteer work placement will last three (3) months after which you will receive a certificate of completion, which is a useful addition to your CV.

What do we offer?

We offer local in-country support and our head office team is always available to assist with arrangements, queries and questions. A Project Co-ordinator will take care of you while you are away from home and assist with your welfare and safety. Project Co-ordinators know their area intimately and are able to assist with any emergency as well as offer emotional and social support.

You will be met upon arrival, given a comprehensive orientation and offered all the support and back-up you may require while you visit our country. We will provide you with information about living and working in South Africa, and do our best to resolve any problems you may have during your stay.



Our placement service includes -

- (i) one confirmed position with a quality pre-screened establishment
- (ii) full board and lodging
- (iii) a monthly living allowance to cover personal expenses
- (iv) return airport transfers to and from the host
- (v) arrival orientation by Project Co-ordinator.

Your attitude is important

Please remember the goal of the Volunteer Work Placement Programme is to provide a cultural exchange and rewarding work experience. The knowledge and experiences that you gain from this programme will be the result of your own efforts and enthusiasm. Your working holiday will be what you make of it, so make it great!

Where in South Africa can I spend my working holiday?

You may give an indication of the type or preferred area for your work experience placement. Most placements are located in tourist areas, private game reserves, coastal resorts and are often in countryside locations away from cities. You will have opportunities to hike, swim, play sport, ride horses and generally enjoy the area. We cannot guarantee that you will be placed in your preferred type or area of placement, so please be flexible.

What type of position can I expect?

We will arrange a basic, entry-level position for you. If you have relevant and applicable study or work experience this could influence the nature of your position.

You are given exposure to all operations and management of a guest house, game farm or tourist hotel. Volunteer duties and responsibilities include management, general supervision and daily operations. Apart from standard bar- and waiter services, volunteers also assist with housekeeping, light maintenance work, food preparation, driving, guest excursions and entertainment. Most placements also incorporate local community or conservation initiatives with which you will be required to assist.

The majority of our placements involve cleaning, housekeeping, kitchen help, maintenance and sales. You must be flexible about the type of work you will be doing. We cannot guarantee that you will be placed in a specific position of choice.

How will I get to my placement?

You will receive travel directions with detailed bus/train/plane schedules and flight details. Do not make any travel reservations until your placement has been confirmed by us. It is advisable to book flight tickets that are refundable and changeable with no restrictions, as occasionally placements may change at the last minute. Upon arrival at the designated airport nearest to your project host, you will be met at the airport and transported to your place of work. If you do not know a travel agent that offers discount air fares we will advise details of agents with special student and youth fares.

Where will I live?

Housing will usually be provided on site or within close travel distance. If you have to incur travel expenses to your place of work your host will reimburse you for such travel costs. You should expect basic accommodation, often commune style with shared bathroom and shared kitchen facilities. Keep in mind that many living situations are dormitory style, and you must be prepared for little privacy and a small living space. Your project host will provide your meals, although you will be responsible for preparing some of your own food. The housing provided with your placement is mandatory and have been visited by our staff; you are not able to find other housing.

How much will I earn?

The personal allowance you receive for your volunteer work will reduce but not cover your programme and travel expenses. The allowance should enable you to buy personal items, and is not considered a salary or wage. Given the nature of hospitality positions you will often earn gratuities and tips from guests and patrons at these establishments, which will supplement your income.

You can generally expect a 6 - 8 hour workday and a 5 - 6 day workweek (40 hours per week). Given the nature of tourist establishments and the work you

will perform, you must be willing to work shifts, irregular hours, evenings and over weekends. You should keep in mind that most placements are dependant upon tourist activity and a slow season may lead to a temporary reduction in work hours. You will be allowed sufficient time off to enjoy the area and make the most of your visit to the country.

You will generally get your personal allowance paid every 4 weeks at the end of the month. Depending on when you start your position, you may not receive your first allowance for



the first 3-4 weeks. Neither Work Experience International nor the host can be expected to give out loans or advance allowances. Please budget to ensure you have enough money for 4 weeks. Contact us for an indication of the cost of living.

What are my commitments to my project host?

On the Volunteer Work Placement Programme you must work for a minimum of 3 months, regardless of the length of time you intend to travel afterwards. The work dates that you agree to on your application represent an important commitment to your host; you cannot be considered part of our programme if you cannot make a work commitment and uphold it.

When you receive a placement offer from us, you will also receive a contract form. The contract form indicates your exact work dates, briefly describes your duties and responsibilities, and restates your commitment to your specific host. It is a very important document that must be signed and returned to us within 48 hours of receipt. We are committed to providing you with a quality placement that lets you be more than a tourist. In return we expect you to make a similar commitment to us and your project host.

Placement with a friend

Some of our placements allow for more than one volunteer. We will consider placing you in a position with a friend but can however not guarantee this. We will do our best to accommodate requests. It is important that you clearly state on the application form with whom you would like to be placed. Please be aware that you can only request to be placed with one friend; requests to be placed with more than one other person will not be considered.

Filling out the application

This is your chance to impress project hosts! It is important that you fill out the application neatly and clearly, and type or print information in black ink. Please indicate, in the space provided, any important information regarding your state of health and how it might affect your ability to fulfil your duties. Applicants under 21 years of age must also have a parent or guardian's signature.

Placement procedure?

After you have completed your application form, we will send you a programme confirmation to advise if you are accepted to the Volunteer Work Placement Programme. You will pay your 30% deposit on the programme fees. Upon receipt of your deposit, we will match you to a suitable placement considering your skills and preferences, and send you an official placement offer with a contract. You must remain flexible and be open to a variety of placements and locations. Remember that all our placements adhere to the general standards and requirements of the programme. You will be required to return a signed copy of the placement offer and contract form within 48 hours, as well as a signed copy of our terms and conditions of contract. When you accept the placement offer you agree to fulfil all conditions of your placement indicated in your placement offer, including working hours, appearance standards, and duties of your position. You will then be invoiced for payment of the balance of your programme fees, payable 5 weeks before your starting date.

Ready for a great time? Please apply if you

- Want to volunteer for at least 3 months
- Do not mind performing menial or physical tasks
- Have no difficulty adapting to new situations
- Are flexible
- Have no problem working in teams
- Have no difficulty following orders and instructions
- Do not mind being away from cities

If you are independent enough to live on your own, have an open mind, and have good English ability, then you are a good candidate. We look forward to receiving your application and welcome you to South Africa!

Costs

A placement fee as indicated by your agent* is required for each volunteer work placement. You are responsible for your own travel arrangements and comprehensive medical and travel insurance. A 30% deposit is required on your enrolment in the Volunteer Work Placement Programme, and the balance of the placement fee is payable 5 weeks before arrival.

*If you do not have an agent in your country, please contact us directly to obtain current programme fees.

Cancellations

If you wish to cancel a placement you must do so in writing (by special delivery post, preceded by a fax or phone call if within 2 weeks of departure). The following cancellation charges will apply, the days in question being calculated from the date on which we receive your written cancellation by post.

Petitions for a refund, e.g. for a medical reason preventing participation, will be considered on an individual basis. A full refund, less administration fees of 15%, will be made for volunteers whose tourist visas are denied by the South African Consulate. Proof of visa denial is required.

Days before starting date that notice is received

Cancellation charge % of Total Programme Fee

Any time after confirmation of your enrolment, until 91 days before starting date

15 %

Within 90 days - 61 days before starting date

30 %

Within 60 days - 31 days before starting date

50 %

Within 30 days before starting date

100 %

There is no refund after starting the programme



Your Agent:



Work Experience International (Pty) Ltd

PO Box 3288 | Somerset West 7129 | Cape Town | South Africa

Tel: +27 21 851 9494 | Fax: +27 21 851 8149 | E-mail: info@gapwork.co.za | Web: www.gapwork.co.za

