English Language Assistants Lifecycle



MARCH

NOV 24

APPLICATIONS OPEN

Submit your online application:

13 NOV - 30 JAN Reference submission by: 13 FEB 2025

Belgium

JAN - MAR

APPLICATION

ACKNOWLEDGEMENT

AND ASSESSMENT

Your application is assessed

MID - END OF FEB

PRE-

SHORTLISTING

VIDEO

Applicants will be sent a Pre-Shortlisting video

CONFIRMATION **OF POST**

END OF APR

Confirmation and acceptance of allocated host school(s) including region

ALLOCATION

APRIL

Shortlisted candidates matched to regions with our partners

EARLY APR

SHORTLISTING

Candidates informed if they have been shortlisted

NOTIFICATION

APRIL

OCT

INTERNATIONAL CHILD PROTECTION **CERTIFICATE**

END OF APR

Allocated candidates required to apply for their **ICPC**

WORK PERMIT AND VISA

MAY - SEPT

Work permit (Annexe 46) application followed by visa application

PRE-DEPARTURE WEBINAR

MID - END OF JULY

Assistants will attend a a Belgium predeparture webinar

JULY

INDUCTION COURSE

EARLY OCT

All assistants will attend an induction course incountry

TEACHING ENGLISH COURSE

SEPT - OCT

You will have access to our Teaching English course.

PRE-DEPARTURE **INFORMATION PACK**

MID AUGUST

Assistants will receive a Belgium pre-departure information pack

PLACEMENT

1 OCTOBER

Assistants start their placements in Belgium

START OF PLACEMENT EMAIL

MID OCT

Assistants will receive a Start of Placement email

CHECK-IN EMAIL

LATE NOV

Assistants will receive a Check-in email