

## Milestones of the placement process

### 1 Host schools in Switzerland

**1. Advice:** Schools which are, for the first time, considering the idea of taking on a language assistant can turn to Movetia for advice and clarification of all the questions regarding details.

**2. Application (registration):** Registrations have to be made via an IT-tool, the so called LAP-Admin-Tool.

**3. Selection of the applications:** In most cases, the recruitment is carried out on the strength of standardised application forms in collaboration with a partner organisation in the country of origin. The initial assessment and selection of the applications is already carried out in the country of origin. If possible, the partner organisations running the programme abroad hold an interview to assess aptitude and suitability. In most cases, however, this task is undertaken by decentralised authorities (e.g. universities).

**4. Placement – together with partner organisation:** Movetia receives a certain number of applications, selected by the partner organisation. The number depends on the pre-determined needs of the Swiss host schools. Language assistants are then allocated to the Swiss host schools on the strength of the profile that the schools have given in the application form (registration of needs).

The host schools generally receive only one application file. It is not possible to provide several application files for selection for every assistant's vacancy. The possibility of supplying an alternative application file if necessary depends on the number left on the waiting list.

**Exception:** For spanish and italian assistantships Movetia does supply several applications.

### 1 Swiss host schools abroad

**1. Advice:** Schools which are, for the first time, considering the idea of taking on a language assistant can turn to Movetia or educationsuisse for advice and clarification of all the questions regarding details.

**2. Application (registration):** Registrations will be made via an information tool.

**3. Selection of the applications:** The recruitment is carried out on the strength of standardised application forms. Movetia assesses and selects them.

**4. Placement:** Language assistants are allocated to the host schools according to the profile that the schools have requested in the application form (registration of needs).

The Swiss host schools receive one application file. It is not possible to provide several application files for selection for every assistant's vacancy. The possibility of supplying an alternative application file if necessary depends on the number of applications left on the waiting list.