



**Entrepreneur's Manual**  
**KA1 - Mobility of Youth Workers - Programme Countries**  
**London, UK**  
**2016-3-UK01-KA105-035046**  
**04/12/2017 – 12/12/2017**

## Info Pack 2

Dear Participants,

As time grows closer to our Youth Exchange we are sending you the second info pack with vital information for the project. Please read this carefully.

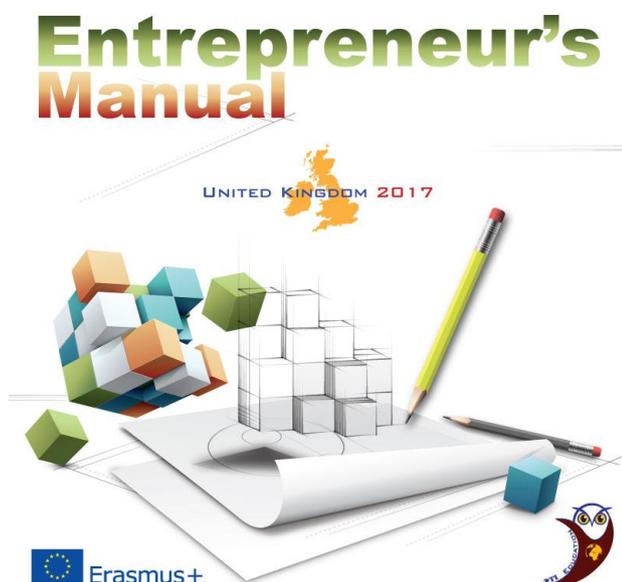
**Please make sure all participants have registered their information here:**

<http://www.otinternational.org/index.php/organisation-participant-application-form>

**Facebook Group** only participants that have registered above will be accepted in the group and their organisations.

### Project Description:

This project was developed by the partners of the project when seeing that a lot of emphasis is given to entrepreneurial skills and assisting young people in gained these skills and competences. We identified a great needs for young people and organisations to obtain these skills and knowledge but as organisations we needed to develop new methods to teach these skills to young people. The combination of experience with young people from 12 countries, especially in identifying the common problems that young people face and the gaps in their knowledge about entrepreneurialism and also taking the experience of other organisations in the business fields the idea was created to develop a training course that would bring together youth workers, trainers and specialist in the field of business to develop new methodologies and activities that can be used in all the partner countries and other countries to help young people develop their entrepreneurial skills and help them start their own business.



The objectives of the project are to identify common problems and lack in the knowledge of young people in each of the partner countries regarding business and especially starting their own business and then to develop a variety of training courses and workshops that will help young people gained the needed skills to start their own business.

By doing this we will be able to help young people in all the partner countries to gain the needed skills to start their own business and simultaneously help combat unemployment in the EU.

The project will address youth unemployment and methods to help young people overcome these problems by creating their own jobs based on their skills and education allowing them to properly measure the risks of starting a business and also evaluating their ability to be self-employed. There is a great need for projects like this within the EU an especially so in countries that have high youth unemployment and we believe the outcomes of the project

will positively affect many young people in making the correct choices and assist them in starting their own careers and therefore overcoming unemployment.

Taking into account how the EU is a common market, we will explore, through intercultural dialogue, the trends and needs of a unified yet distinct EU. We will see how one market influences the other, and more specifically how culture can influence the success or failure of a business. We will see elements of active citizenship and how these affect our rights as citizens of the EU. We will see how inclusion, or exclusion affects the chances of young people to succeed in a very demanding labour market. We will give focus on EU tools available to young entrepreneurs to give them the push needed to start their own business or to give them the skills and competences to make the right decisions regarding their careers and their future.

The idea of the training course is to develop a manual as a final result with tips and guides on how to start a business that can be used by all young people interested in starting their own business.**Arrivals:**



**Please send us your flight information so that we can prepare for your arrivals. The UK public transport system is amazing so getting to the venue should be easy. We suggest you visit [www.tfl.gov.uk](http://www.tfl.gov.uk) to get updated times and schedules and plan your trip. If you are arriving very late then please let us know in advance so that we can help you with airport transfers. You CANNOT reach the venue before 15:00. Please keep all receipts, boarding passes and tickets.**

Full details on how to get to the venue from all airports below, you want to reach **Loughton Underground Station**:



#### **From Heathrow Airport**

From Heathrow Terminals 1-2-3 Underground Station take **Piccadilly Line** to towards Arnos Grove Underground Station or Cockfosters Underground Station get off at Holborn Underground Station and change to **Central Line** towards Epping Underground Station or Debden Underground Station and get off at Loughton Underground Station.



#### **From Gatwick Airport**

Take **Thameslink** towards Bedford Rail Station get off at Farringdon Underground Station and change to **Metropolitan Line** towards Aldgate Underground Station get off at Liverpool Street Underground Station and change to **Central Line** towards Epping Underground Station or Debden Underground Station and get off at Loughton Underground Station.



#### **From Luton Airport**

From Luton Airport Parkway Rail Station take **Thameslink** towards Three Bridges Rail Station get off at Farringdon Underground Station and change to Metropolitan Link towards Aldgate Underground Station or **Hammersmith & City Line** towards Barking Underground or **Circle Line** towards Liverpool Street and Tower Hill get off at Liverpool Street Underground Station and change to **Central Line** towards Epping Underground Station or Debden Underground Station and get off at Loughton Underground Station.



### **From Stansted Airport**

From Stansted Airport Rail Station take Abellio Greater Anglia towards London Liverpool Street Rail Station get off at Tottenham Hale Rail Station and change to Abellio Greater Anglia towards Stratford Rail Station get off at Stratford Underground Station then change to Central Line towards Epping Underground Station and get off at Loughton Underground Station.

**Please check the TFL website ([www.tfl.gov.uk](http://www.tfl.gov.uk)) to check times. If you enter the "FROM" and "TO" locations it will give you a detailed summary of your trips and you can print this out to know how many stops you will have and also the exact times. If you need to change buses and trains please allow enough time for this.**

**It is best to buy your tickets before boarding on trains or buses as it is much cheaper. Ask at helpdesks of each station or Staff.**



**The Venue: (we have already completed many successful projects at this venue)**  
[Gilwell Park, Chingford, London, E4 7QW](#)



The venue is complex similar to educational campus dormitories. With small sized rooms with en-suite W/C, showers etc. We rent the entire building which is supplied without bedding (sheets, pillows etc). Each room has heating, beds and storage space. Please bring your own bedding as it is not supplied. You may rent sheets and a pillow for approximately £10 per day. Advance notice is required for bedding rentals. The venue has good WIFI connection in many areas indoors and outside in all areas.

#### **Things to bring:**

- Personal Hygiene (shampoo, soap, toothbrush, toothpaste, bath towel etc)
- **Bed Sheets or Sleeping Bag**
- **Pillow (and Blanket if you need, heating is provided)**
- **Indoor slippers**

It will be cool/cold and sometimes wet during the day so please bring appropriate clothing. In the event of rain, shoes are not allowed in the bedrooms or the activity rooms, so bring some slippers or sandals for indoor use and other shoes for outdoor use. We will have some time to allow for some hiking or outdoor activities so bring appropriate shoes for this.

#### **Electricity:**

The supply in the UK is 240 volts, a.c. 50Hz. Sockets are usually 13 amp, square-pin in most buildings. More than one low current rating appliance may be operated from the same supply point, by using an adaptor (i.e. radios, electric clocks etc.). The use of adaptors for operating high current rating appliances is not recommended (i.e. electric heaters, toasters, irons etc.).

#### **Currency:**

UK uses the Pound Sterling but we can find places and banks everywhere for exchange. If you want to change at the airport you can but generally it is not the best rate and you will be charged a fee. Most establishments accept credit cards.



We suggest you bring spending money though as we might not have access to banks during the project times.



**Local weather:**

The nights will be colder so we suggest you bring a jacket or jersey for the evenings. There is a chance of rain so please dress accordingly.



**Health and Travel Insurance:**

Remember travel and health insurance is your responsibility so make sure you have E111 or other private medical insurance. If you purchased your tickets with a VISA credit card then you should have insurance automatically. These costs are considered as contribution and will not be reimbursed as it is choice of the participant with which insurance or health institution may be suitable for them. Please note that each participant is required to have travel insurance and health insurance and will need to have proof of this.



**Medication:**

If you take any medication via prescription or any other specific medication please remember to bring it with you, we have pharmacies here but if you need prescription medication or something more specific, you may not find them and may cannot buy them over the counter without a prescription. Also please inform us of any medical conditions we need to be aware of through the online form during participant registration. **If participants have any allergies especially to food this needs to be expressed during the online registration, changes to the menu might not be possible once the project starts. Please note we are not able to cater for all special needs so please send us your special needs ASAP. As also we are not allowed to give any medication.** Our staff are Basic Life Support providers and trained.



**Cultural Nights:**

We will have a cultural night for each country, so feel free to bring food and drinks and traditional clothing that you want to share with fellow participants. We will have a TV/projector for the presentations so you may bring what you need. We DO NOT have access to the kitchen. Please bring all the items you need or purchase them in the UK before your night.



**Erasmus+ Funding:** Please note that as participants of this project your participation is funded by the European Commission. The funding received for your participation required you to be an active participant in the project during all phases of the project. During the project activity you are required to have 100% participation in all sessions and activities. After the project you are required to assist with the final reporting of the project and also to undertake at least one dissemination activity in your country and send us all information and pictures of this activity. Failure to do any of these could result in you not receiving your travel cost reimbursement fully or partially.

**Before purchasing any flight tickets confirm with us with at least 3 option offers or if you need assistance for the most value for money flight we can help you.**

**Please KEEP all Boarding Passes for each flight and Invoices for each flight/transportation, Tickets and any other travel documents with you. You will have to send everything originally issued to our Accounting Department after the project activity is completed.**

We advise you to read the [Reimbursement Guide for UK](#) for travel arrangements. For questions, inquiries, flight options, additional help and any other information you need do not hesitate to contact our team via our [HELP DESK](#) platform. Our team will be happy to assist you!

See you all soon!

