

# INFORMATION ON CANDIDATES TO RENEW

## Academic year 2023 - 2024

This information concerns those language assistants that are already in the programme of the Ministry of Education and Vocational Training during the academic year 2022 - 2023 who wish to renew their participation in the academic year 2023 - 2024.



### RENEWAL IS NOT AUTOMATIC

**It is not possible to stay in the programme for more than five school years**

**Language assistants from another programme who wish to transfer to the Ministry of Education and Vocational Training's programme must apply as new candidates**

**Renewal is not possible if a positive qualification is not presented in the Assessment Report of the current destination centre.**

Assistants of Italy cannot renew.

Assistants of the Philippines cannot stay in the programme for more than three school years.

Assistants of Germany, Austria, Sweden and the United Kingdom must apply for renewal through the relevant educational organisation in their origin country by the form and deadline established in these countries.

- Germany: <https://www.kmk-pad.org/>
- Austria: <https://www.weltweitunterrichten.at/>
- Sweden: <https://www.movetia.ch/>
- United Kingdom: <https://www.britishcouncil.org/study-work-abroad/outside-uk/english-language-assistants>

Assistants from these four nationalities that apply for renewal in their current destination centre, must also send an e-mail to their Autonomous Region communicating their wish to stay in that Region in the following school year.

In Andalusia, they must also apply for renewal by filling in a form.

In the Community of Madrid, they must confirm the renewal application made by their respective centres through the AuxMadrid language assistant management portal, following the instructions and deadlines published in that regard.

**Look for the number of permitted renewals in each destination**



# RENEWAL THROUGH PROFEX

## Process of application

At the beginning of the process in the Profex application, the option "renewal" should be chosen and the following documents added:

Fotocopy of the passport

Letter of Motivation

Favourable report of the centre

Once the application is registered, Profex generates a PDF document that should be sent along with the number of the application to the correspondent administration within the deadline.

In the Community of Madrid, only the number of the application of Profex should be indicated to the centre for them to make the renewal of the application (intern solicitation)

## Group A

Assistants of Australia, Canada (english and french), Denmark, United States, Philippines, Finland, India, Luxembourg, Norway, New Zealand, Netherlands, Oceanic countries, Singapore and Sweden.

The application meets the necessary requirements + favourable report

From REGISTERED to ACCEPTED

The renewal is attached to a job vacancy, a centre or an Autonomous Community

SELECTED CANDIDATE

The assistant should follow the instructions of the email sent from Profex, in which a period of three days is given to accept the offered vacancy.

If the vacancy is not accepted, the applicant will be off the programme.

## Group B

Assistants from Belgium, Brazil, Bulgaria, France, Hungary, Ireland, Morocco, Poland, Portugal and Túnez.

The application meets the necessary requirements + favourable report

From REGISTERED to ACCEPTED

Candidates will receive a notification that they have been awarded places from the country of origin, from the Ministry or the Community, depending on the quota to which they are assigned.

SELECTED CANDIDATE

The assistant must follow the email instructions sent from Profex, in which you are given a three-day deadline to accept the job vacancy offered.

If the vacancy is not accepted, the candidate is out of the program.

