



Lifelong Learning Programme

**Yes, we'd like to host a GRUNDTVIG-assistant in our organisation in FLANDERS (BE) !**

**Name of the organisation:**

C.V.O.- K.H.N.B.  
Centrum voor Volwassenenonderwijs  
Kamer voor Handel en Nijverheid Brussel

**Address:**

Vrije Universiteit Brussel  
Pleinlaan 2  
Lokaal D 1.33  
1050 Brussel

**Contactperson:**

Hans Harmen Smet  
Function: coordinator International exchange  
Tel nr: +32485979026 e-mail:hanssmet@hotmail.com

Website of the organisation: [www.cvo-khnb.net](http://www.cvo-khnb.net)

Type of organisation: *(tick the right box)*

**Formal educational organisation**

non-formal educational organisation

Please specify:

Adult education provider

Main characteristics of the organisation:

Rural  **urban**  *(tick the right box)*

Nr of staff dealing with adult learners : .100.....

Nr of adult learners : .9100 (annually- divided over two semesters)

Age range of the adult learners: 16-70.....  
Nr of female learners: 66%..... Nr of male learners: 34%  
Instruction languages: all courses are taught in the target language  
(If applicable) Languages taught: **Dutch, French, English, Spanish, Italian and German**  
Adult learners with special needs: Yes  No  (*tick the right box*)

It's our first experience with an assistant from abroad:  
Yes  No  (*tick the right box*)

**Reasons why we'd like to host the Grundtvig-assistant:**

*Because we would like to meet and get to know you!*

We are a government funded Adult Education Centre focusing on language courses. We are located in the heart of Europe, on the campus of the VUB university in the centre of Brussels. We also teach at five other locations in the capital.

Our centre has previously participated in Grundtvig and other international exchange programmes and is keen to further expand its international dimension, and to offer our students and staff another international encounter.

By hosting a Grundtvig-assistant we seek to further improve our cultural awareness and open another window to the world for our students, staff and management. We are curious to learn what colleagues from other countries can teach us. We are keen to introduce them to Brussels and our own approach to teaching in order to exchange information and views, share expertise and best practice and learn about each other.

We organize day (morning and afternoon), evening and Saturday classes for adults in six different languages and work within the Common European Framework. We offer an interesting international working environment with students from over 130 different countries, reflecting the multicultural identity of Brussels, second most international city in the world. Our staff is mainly Belgian but also includes other (European) nationalities.

**Possible tasks for the Grundtvig assistant in our organisation:**

We are looking to host a Grundtvig Assistant for **French** but we also warmly welcome applicants for the other 5 languages we teach: **Dutch, English, German, Italian and Spanish**.

The tasks to be performed by the Grundtvig Assistant will be discussed between the applicant and our vice-directors for recruitment and international exchange according to the assistant's interests and qualifications.

They could include:

- Assisting teachers and students during language courses.
- Teaching classes to adults. We offer a variety of classes and levels, courses could be

determined based on the level of experience and interests of the assistant.

- Assisting students with individual problems concerning grammar, pronunciation, etc. in our Open Learning Centre.
- Partaking in projects, workshops, etc. in order to improve quality of teaching.
- Interviewing and testing potential students.
- Writing for school online magazine.
- Organising cultural activities and outings for students.
- Guest speaker in other classes: offering information about his/her country of origin.
- Assisting with writing material for our online learning platforms.

**Characteristics of the teachers / adult learners the Grundtvig assistant can be an assistant for:**

All classes at our language centre are taught in the target language by accredited language teachers with a degree in teacher training working within the Common European Framework.

Our student base consists of 130 different nationalities speaking an enormous variety of mother tongues. Students sign up for our courses after completing a language test establishing their level. Our students' language level and the corresponding classes vary from CEF A1 to C1. Beginners are invited to do a cognitive test following government regulations.

Students study at our Adult Education Centre for a variety of reasons. They include university students (both Belgian and international exchange/Erasmus students) wanting to improve their general skills or needing a knowledge of academic language, EU employees, professionals, job-seekers, holidaymakers preparing to visit a country, students learning languages for cultural reasons and more... We also offer blended learning combining classes with online learning.

**Other comments / remarks:**

Are you interested in meeting us? Let's mail, Skype or Facetime and further discuss!