



Since 1962, Project Overseas has assisted teacher organizations in over fifty countries in Africa, Asia and the Pacific, and the Caribbean. This is a voluntary position that is financially supported by the Canadian Teachers' Federation (CTF) and the Elementary Teachers' Federation of Ontario (ETFO). Each year, 16 ETFO members are selected to participate in Project Overseas.

General Program Questions

Q: Is Project Overseas 2021 different from other years?

A: Yes. The selection process for Project Overseas 2021 will differ from prior years. As a result of COVID-19, all Project Overseas 2020 placements were postponed to 2021. ETFO members who were selected for Project Overseas 2020 will automatically be selected for Project Overseas 2021.

Q: Can I apply if I do not have international development or overseas work experience?

A: Yes. Members without international experience can apply. An applicant can demonstrate a willingness to collaborate, support others and be adaptable through volunteer, community and social justice work. However, many ETFO members who apply have worked and/or volunteered overseas.

Q: Do I need a doctor's note for my application to be complete?

A: No. However, you must disclose any health conditions, physical limitations, severe allergies or dietary restrictions that may affect your capacity to travel and work while participating in Project Overseas. It is crucial for applicants to understand that access to immediate medical care and/or mental health services can be limited in remote areas.

Q: Can my partner or other family members accompany me to my host country if I am selected?

A: No. Family members are not allowed to accompany a Project Overseas participant. You may consider meeting your partner at the end of your placement in the host country. Travel expenses outside of a Project Overseas placement are not covered by CTF or ETFO.

Q: How long does the project last? How much time would I need to be available?

A: The pre-departure orientation takes place in early July, in Ottawa. Following the orientation, teams typically depart immediately from Ottawa to their countries of assignment. With few exceptions, most projects are concluded, and volunteers can be back in Canada by the end of July.



Q: Who pays for Project Overseas?

A: Travel and living expenses are covered by contributions from ETFO via the CTF.

Application Package

Q: When should I start my application package?

A: It is recommended that you start your application sooner rather later to ensure that your application package meets the deadline.

Q: What goes into the application package?

A: The application package includes the application form and supporting documents. Please ensure that you have answered all the application questions. Unanswered questions may deem your application as incomplete.

Q: Can I submit my application electronically?

A: Yes. The application package must be received at the provincial office by **5 p.m. on Friday, October 23, 2020**. Please note that the 2020-2021 year is an exception. In prior years, application packages were mailed to ETFO's provincial office.

Q: Can I apply as an occasional teacher (OT)? Do I need only five years of OT experience?

A: Yes. We welcome applications from occasional teachers. However, if you are an occasional teacher, you would need 10 years of part-time teaching experience to meet the requirement of five FULL years of teaching.

Q: Can I apply again if I have participated in Project Overseas in prior years?

A: Yes. CTF often assigns returning Project Overseas participants to positions as Team Leaders from the pool of experienced participants.

Q: How many years in a row can I participate?

A: ETFO recommends you take a pause after being selected three years in a row; this allows new applicants more opportunities to participate.

Q: Am I guaranteed a placement if I am an experienced Project Overseas participant?

A: No. CTF makes the final selection of candidates based on the needs of its overseas partners and the number of times a candidate has participated.



Q: Why do I need two letters of support?

A: All applicants are required to submit two letters of support. One letter must attest to an applicant's competency and capacity as an educator and the other must demonstrate an applicant's federation involvement.

Q: What knowledge and skills do I need to apply?

A: Project Overseas involves collaboration between Canadian teachers and overseas colleagues to plan and deliver professional development workshops for teachers and education workers. It aims to strengthen the capacity of partner organizations to provide professional services to their members. There is also an emphasis on gender equity that assists in the development of gender-responsive school environments and works to eliminate school-related gender-based violence. Each year, partner organizations request a variety of skills which include strong curriculum planning, classroom management, differentiated instruction, gender equity, assessment and evaluation, and technology in education.

Q: What does local involvement within the Federation mean?

A: Union involvement is an important component of Project Overseas because CTF's partners are teacher unions or associations. ETFO members who participate in Project Overseas tend to be knowledgeable about the Federation and active in different aspects of its work; from participating in a standing committee to volunteering as a poll clerk at ETFO's Annual Meeting. Consult ETFO's main website for opportunities to get involved. Consult your local for other opportunities to get involved.

Candidate Selection Process

Q: What happens after I submit my application?

A: After the deadline, applications are reviewed by the International Assistance Committee (IAC) which is comprised of ETFO members. In November, the IAC assesses whether each application meets the selection criteria and then identifies which candidates will receive a phone interview. All members will be informed via email whether they have been selected for a phone interview. ETFO staff will call to schedule the interviews which are typically scheduled during the following week. Members who have been shortlisted for CTF and approved by ETFO's Executive will be informed. Candidates who have not been shortlisted will also be informed. Please note that feedback about your application form and/or phone interview will not be provided.



Q: What happens after I am approved by ETFO’s provincial executive and shortlisted for CTF?

A: Your application form will be forwarded to CTF in early December. CTF will review and select successful candidates. ETFO staff will inform members who have not been selected by CTF.

Q: When does CTF inform candidates that they have been selected?

A: If selected, ETFO members will be informed in mid-to-late January. Candidates will also be informed of their country of assignment and be contacted by their Team Leader in February.

Q: I’m concerned about privacy and confidentiality, who will look at my application package?

A: Your application will be reviewed by different parties depending on the phase of the selection process. Once your application package is received, it will be handled by ETFO staff for administrative purposes. Afterwards, the IAC and CTF staff will review all sections of the application form.

I’ve Been Selected, Now What?

Q: Who arranges my travel?

A: Travel to host countries will be arranged by CTF in accordance with its established guidelines (developed by the Trustees of the CTF Trust Fund). These guidelines state: “THAT, efforts be made to apply the lowest possible airfares for travel associated with PO that are consistent with the objectives of the program.” Consequently, CTF will arrange travel by the most direct and most economical route and will purchase, whenever possible, excursion air tickets with the limitations that apply to such tickets.

Q: What happens if I must drop out after I have been selected?

A: Emergencies happen. If you must drop out, please contact ETFO and CTF as soon as possible. If there is a situation that arises that could cause you to drop out, please let CTF or your team leader know. In some cases, they can work with you and make minor adjustments to accommodate a situation.

Q: Do I need to have my vaccinations up-to-date before I can travel abroad?

A: Yes. PO assignments in some countries require additional vaccines. The CTF will inform you of the vaccines you need well in advance of your travel date.



Q: Can I request my host country if I am selected?

A: No. CTF matches educators' backgrounds and areas of expertise with identified needs from the partner organization within the host country.

Q: What happens if I need an entry visa?

A: CTF arranges all travel visas for destinations where one is required. CTF will contact those participants with specific details relating to the necessary procedures for travel documents.

Q: Is there training before I go to my host country?

A: Yes. From February to June, you will receive information and will work closely with the CTF, your team leader, and the other members of your team via email and videoconference as you prepare for PO. Also, the CTF provides a mandatory orientation for PO participants in Ottawa in early July, before your assignment starts.

Q: What happens after my placement?

A: Each year, you will be expected to attend a debrief session hosted by ETFO in late September or early October.