



Comunidad  
de Madrid

Dirección General de Bilingüismo  
y Calidad de la Enseñanza  
CONSEJERÍA DE EDUCACIÓN  
Y JUVENTUD

Programa de Auxiliares de Conversación  
C/ Alcalá, 32 – 4ª Planta – 28014 Madrid  
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## RENEWAL INSTRUCTIONS FOR THE 2021-2022 SCHOOL YEAR

### Instructions for 2020-2021 Madrid Language Assistants who wish to renew for the 2021-2022 school year

**PERIOD FOR APPLICATIONS IN AUXMADRID WILL BE ACTIVE from the 1<sup>st</sup>  
February to 10<sup>th</sup> March 2021.**

#### **WHO IS ELEGIBLE FOR RENEWAL?**

Any language assistant who is currently in their first year of placement at a public school in the Comunidad de Madrid. Current regulations only allow participants to take part in the program for a maximum of two school years. Therefore, any language assistants already in their second year of placement are not permitted to reapply.

A language assistant's request for renewal does NOT necessarily mean acceptance to the program. In addition to the mandatory requirements of the competent body or PROFEX<sup>1</sup> (the Spanish *Ministerio de Educación y Formación Profesional*) for renewal, the language assistant MUST have successfully completed the online course *Auxiliares de Conversación de la Comunidad de Madrid* (MOOC).

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PROFEX allows you to apply for a position in the Language Assistant Program run by the Ministry of Education and Professional Training. Renewals through PROFEX will be processed from January 27<sup>th</sup> to April 6<sup>th</sup> 2021.



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## PROCEDURE FOR LANGUAGE ASSISTANTS FROM CUPO COMUNIDAD<sup>2</sup> WISHING TO RENEW IN THE COMMUNITY OF MADRID

This process varies depending on the language assistant's country of origin and the procedure used to apply for the 2020-2021 school year.

The language assistant **MUST** submit the following **TWO applications**:

### 1. **EXTERNAL APPLICATION: SUBMITTED BY THE LANGUAGE ASSISTANT THROUGH PROFEX OR AN APPROVED NATIONAL COMPETENT BODY.**

All applications should be submitted through [PROFEX](#) or an approved national body, which will vary according to the applicant's nationality ([contact addresses for competent national bodies 2021-2022](#)). The application must be completed by the assistant and will not be valid without a parallel application submitted by the applicant's current school. The various ways that a renewal application can be processed are outlined below.

**A. Most nationalities:** language assistants who applied through the [PROFEX](#) portal or a competent national body ([contact addresses for competent national bodies 2021-2022](#)) **must reapply for renewal through the same portal**. On the [PROFEX](#) website there are instructions on how to complete [this renewal application](#), depending on the language assistant's status and nationality.

#### **Please note that:**

- Candidates from Austria, Germany, Russia and United Kingdom must apply for renewal through their competent body depending on their nationality. **IMPORTANT:** Please make sure you know the deadline for applications of the corresponding competent bodies.
- Candidates from Belgium (French), Brazil, Bulgaria, France, Hungary, Ireland, Malta, Morocco, Poland, Portugal and Tunisia, must apply for renewal through [PROFEX](#), following paragraphs 2 and 3.
- Candidates from Australia, Belgium (English), Canada, Finland, Fiji, India, The Netherlands, Norway, New Zealand, Philippines, Solomon Islands, Singapore, Sweden, Tonga, USA and Vanuatu must apply through [PROFEX](#).
- **Language assistants who applied through AuxMadrid for the current school year (2020-2021) MUST complete their application through [PROFEX](#) or a national competent body as [NEW candidates](#). Applications for renewal which have only been submitted through AuxMadrid will not be accepted.**

Please note that schools requesting the renewal of their language assistants must clearly indicate whether the language assistant is renewing through [PROFEX](#) or through another competent national body. **School renewal requests will not be accepted if this information**

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The Consejería de Educación y Juventud de la Comunidad de Madrid is in charge of the monthly stipend for *Cupo Comunidad* language assistants. These language assistants will collaborate 16 hours per week and the schools where they are placed will pay their stipend. The Community of Madrid will issue their letter of appointment (*carta de nombramiento*). Their collaboration starts on 1<sup>st</sup> October and ends on 30<sup>th</sup> June.



**is not provided, or if it does not coincide with the information submitted by the language assistant.**

- B.** Language assistants not mentioned above who applied through an organization other than [PROFEX](#) can apply for their renewal with the same organization or via [PROFEX](#). If they choose to apply for renewal through [PROFEX](#), they must submit their renewal application as a [NEW candidate](#). The address to which they must send their documents generated by [PROFEX](#) is listed in [contact addresses for competent national bodies 2021-2022](#).
- C. Fulbright Commission:** Language assistants who applied through the Fulbright Commission will submit their application through [PROFEX](#) as [NEW candidates](#). To do this, please **follow the [Instructions for New Candidates](#)** on the [PROFEX](#) website. The address to which they must send the documents generated by [PROFEX](#) is listed in [contact addresses for competent national bodies 2021-2022](#).
- D. Franklin Institute-UAH:** Language assistants who applied through Franklin Institute-UAH can apply for their renewal with this institute or through [PROFEX](#). If they choose to apply for renewal through [PROFEX](#), they must submit their renewal application as a [NEW candidate](#). The address to which they must send their documents generated by [PROFEX](#) is listed in [contact addresses for competent national bodies 2021-2022](#).

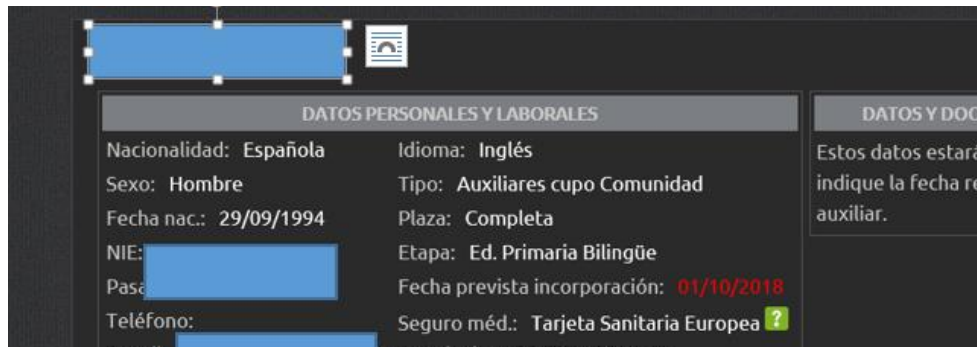
**As outlined in further detail in the next section, in addition to the application submitted through the competent national body, language assistants wishing to renew must confirm their intention to do so on the AuxMadrid portal.**

**2. INTERNAL APPLICATION: TO BE SUBMITTED AT THE SAME TIME ON THE AUXMADRID PORTAL, FIRST BY SCHOOLS, AND THEN, CONFIRMED BY LANGUAGE ASSISTANTS IN THEIR PERSONAL SPACE.**

**The submission period for schools to request the renewal of their language assistants in AuxMadrid will be open from 1<sup>ST</sup> FEBRUARY UNTIL 10<sup>ST</sup> MARCH 2021.**

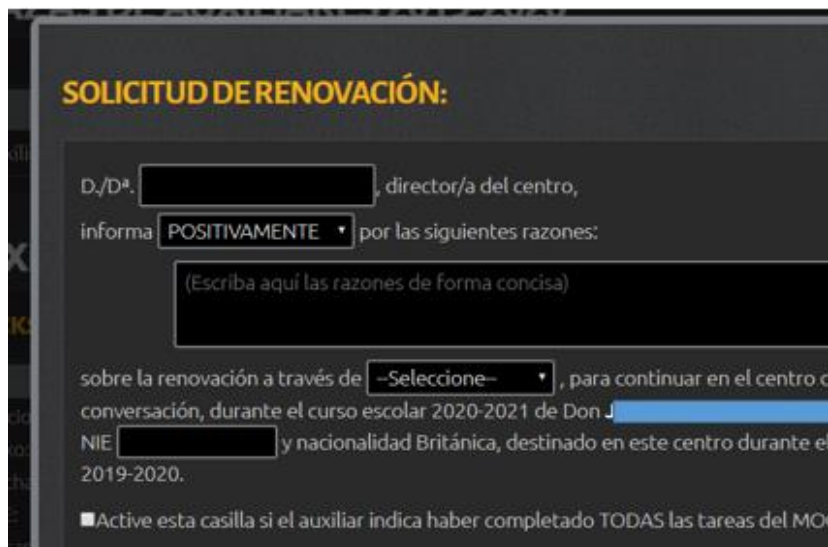
Steps to follow:

- A. The language assistant will provide the school's principal or coordinator with the necessary information for the school to request renewal (*NIE*, information about the renewal organization, application number if required...), following the language assistant's [EXTERNAL APPLICATION](#).



DATOS PERSONALES Y LABORALES		DATOS Y DOCUMENTACIÓN
Nacionalidad: Española	Idioma: Inglés	Estos datos estarán disponibles en el portal de AuxMadrid. Indique la fecha de renovación del auxiliar.
Sexo: Hombre	Tipo: Auxiliares cupo Comunidad	
Fecha nac.: 29/09/1994	Plaza: Completa	
NIE: [REDACTED]	Etapa: Ed. Primaria Bilingüe	
Pase: [REDACTED]	Fecha prevista incorporación: 01/10/2018	
Teléfono: [REDACTED]	Seguro méd.: Tarjeta Sanitaria Europea ?	

- B. The PRINCIPAL/BILINGUAL COORDINATOR will state the school's interest in renewing the language assistant's participation at the same school in the AuxMadrid portal.



**SOLICITUD DE RENOVACIÓN:**

D./D<sup>a</sup>. [REDACTED], director/a del centro,  
informa **POSITIVAMENTE** por las siguientes razones:  
(Escriba aquí las razones de forma concisa)

sobre la renovación a través de [REDACTED], para continuar en el centro de conversación, durante el curso escolar 2020-2021 de Don J. [REDACTED]  
NIE [REDACTED] y nacionalidad Británica, destinado en este centro durante el curso 2019-2020.

Active esta casilla si el auxiliar indica haber completado TODAS las tareas del MOC



**IMPORTANT: The school must ensure that the competent national body through which the language assistant has submitted the [EXTERNAL APPLICATION](#) is correct. This information must be provided by the language assistant. Inaccurate information provided will invalidate the application.**

- C. Language assistants should state their interest in renewing on the AuxMadrid portal by using the button *Confirmar solicitud de renovación*. PLEASE NOTE: Renewal implies continuity **at the same school**, as it is not possible to renew and transfer to a different school.
- D. Once steps A, B and C have been carried out, the language assistant and the respective school will be informed, in “*Notificaciones*” (AuxMadrid), that the language assistant has been “*Aceptado provisionalmente*” (temporarily accepted) or “*Rechazado provisionalmente*” (or temporarily rejected, and if so, why).

Final confirmation will be sent to the language assistant once candidates' applications are approved by the Community of Madrid ([INTERNAL APPLICATION](#)) as well as by the corresponding competent national body from their country of origin ([EXTERNAL APPLICATION](#)).

Once they receive confirmation, language assistants must log on to their personal space in AuxMadrid, and read and accept the documents *Code of Good Practices* and *Privacy Policy*, in order to download their letter of appointment (*carta de nombramiento*).

No renewal submissions will be accepted unless both [INTERNAL](#) and [EXTERNAL](#) applications have been approved.



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## PROCEDURE FOR LANGUAGE ASSISTANTS FROM THE COMUNIDAD DE MADRID (CUPO COMUNIDAD) WHO WISH TO CHANGE REGIONS AND LANGUAGE ASSISTANTS FROM THE MINISTRY (CUPO MINISTERIO<sup>3</sup>) WHO WANT TO RENEW WITH THE COMUNIDAD DE MADRID

These assistants must follow the procedure which applies to their specific case, as described in the documents [Manual para la renovación](#), [Información para la renovación en el programa](#) and [Tutorial en inglés](#) from the Ministry of Education and Vocational Training (Ministerio de Educación y Formación Profesional). These language assistants and their school principals must use the corresponding application form ([informe del centro escolar](#)) and send the documentation to the organizations, as specified in [Información para la renovación en el programa](#).

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The Ministerio de Educación y Formación Profesional is in charge of the main part of the monthly stipend for language assistants with the Cupo Ministerio. These language assistants will collaborate 16 hours per week. The Ministerio de Educación y Formación Profesional will provide their letter of appointment (*carta de nombramiento*) and Medical Insurance. Their collaboration starts on the 1<sup>st</sup> October and ends on the 31<sup>st</sup> May.