UKLC

Educate, Inspire, Enrich

# UKLC PON Options 2019-20

- 3 – 4 Week Programmes – Specifically Designed for Each Group
- Residential or Homestay Accommodation
- London, Bristol and Chester Options
- Entry and Exit Examinations Available
- Attractive Payment Terms
- Programmes Available From – 1st August 2019 – 31st May 2020

**UK Language Courses**

Accredited by the BRITISH COUNCIL for the teaching of English in the UK

ENGLISHUK member

YOUNG LEARNERS ENGLISHUK

ALTO Association of Language Travel Organisations

# UK Language Courses

## Contents:


**PON at UKLC**..... **Page 3**

**PON Options 2019-20**..... **Page 4**

**Bristol**..... **Page 6**

Badminton School – Homestay..... **Page 7**

**Chester**..... **Page 9**

University of Chester – Residence..... **Page 10**

University of Chester – Homestay..... **Page 12**

**London**..... **Page 14**

**St Albans – Residence**..... **Page 15**

**Appendix 1 - Full Work Experience Programme - 3 Weeks – Sample Programme**
**Appendix 2 - Work-Related Seminars, Workshops & Full Work Experience – Sample Programme**
**Appendix 3 - English Lessons, Work-Related Seminars & Workshops – Sample Programme**
**Appendix 4 – Sample Teacher CV**
**Appendix 5 – Sample Teacher CV**


*"I love this school and how the staff welcome us. I'd stay here longer if I could"*

- Luisa, Student - Italy



UKLC
Educate, Inspire, Enrich

# PON at UKLC

UKLC is an experienced PON provider. We understand the specific requirements of PON groups and have been successful with the agencies we work with. From August 2019, UKLC have three options for PON groups in the Nation's capital London and the historic cities of Chester & Bristol.

## Why Choose UKLC

- High quality options in London, Chester & Bristol
- accommodation available between 1st August 2019 – 31stMay 2020
- Flexible programmes design, tailored to the needs of each group
- Experienced English language provider in PON
- Attractive payment terms available

## Why Choose UKLC

- Full board **high quality** homestay accommodation available in Chester & Bristol
- Year-round residential accommodation available in London, St Albans & the University of Chester
- Experienced PON provider
- Easy access to major international airports Manchester & Liverpool (Chester) & Heathrow and Gatwick (St Albans & Bristol)
- **Spilt programme available** (ie 1 week ASL workshops, seminars & business visits, 2 weeks of full work experience)

| Centre | Centre Info, Downloads & Photos | Age | Available Dates |
|---|---|---|---|
| **Bristol Homestay** | Centre Webpage | (15-18) | 1st August 2019 – 31st May 2020 |
| **University of Chester** | Centre Webpage | (15-18) | 1st August 2019 – 31st May 2020 |
| **Chester Homestay** | Centre Webpage | (15-18) | 1st August 2019 – 31st May 2020 |
| **London, St Albans** | **Info on request** | (15-18) | 1st September 2019 – 31st May 2020 |

# UKLC PON Options 2019-20

## Locations

These are summaries of UKLC centres for 2019-20;

**BRISTOL** **Homestay**

- Ages: 15 - 18
- Accommodation: Homestay - single, double or triple person occupancy
- Available Programmes: PON – Full Work Experience, PON - ASL Workshops, Business Visits and Full Work Experience
- Available Dates: - 1st August 2019 – 31st May 2020

**CHESTER** **University of Chester - Residence**

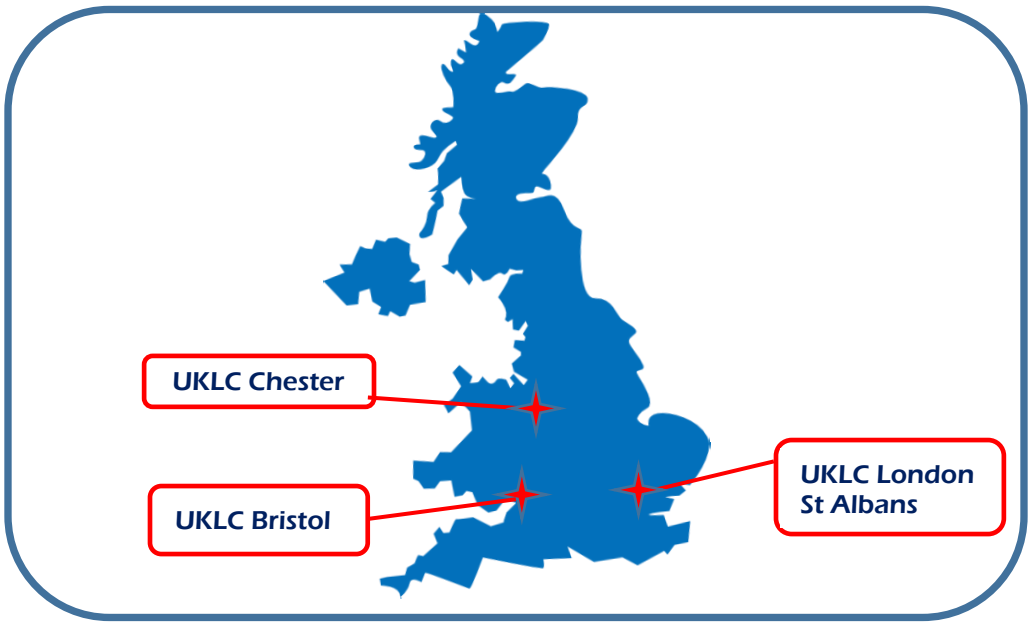
- Ages: 15 - 18
- Accommodation: Single en-suite
- Available Programmes: PON – Full Work Experience, PON - ASL Workshops, Business Visits and Full Work Experience
- Length of Stay: 3 or 4 weeks
- Available Dates: 1st August 2019 – 31st May 2020

**University of Chester -Homestay**

- Ages: 15 - 18
- Accommodation: Two per family
- Available Programmes: PON – Full Work Experience, PON - ASL Workshops, Business Visits and Full Work Experience
- Length of Stay: 3 or 4 weeks
- Available Dates: 1st August 2019– 31st May 2020

**LONDON** **St Albans – Residence**

- Ages: 15 - 18
- Accommodation: Multi-bedded rooms (2-5 bed)
- Available Programmes: PON - ASL Workshops
- Length of Stay: 3 or 4 weeks
- Available Dates: 1st September 2019 – 31st May 2020




*"The Alternanza Scoula-Lavoro programme was excellent because it was tailored on our students' needs.*

*As pilot trainees our students were enthusiastic about the speakers that UKLC invited and absolutely loved the visit to Manchester international airport.*

*A truly empowering experience under several points of view, which really put our students in direct contact with their future profession"*

Italian Group Leader - April 2017

# Bristol

Bristol is one of Britain's favourite cities and was voted UK's best place to live in 2017 by The Sunday Times. It has a proud maritime history and it is from here that many of England's great explorers set off to travel the world. The City is situated in the South West of England with the River Avon on each side.

## Top Visitor Attractions From Bristol

**SS Great Britan**

SS Great Britain is a museum ship and former passenger steamship, which was advanced for her time. She was the longest passenger ship in the world from 1845 to 1854. She was designed by Isambard Kingdom Brunel, for the Great Western Steamship Company's transatlantic service between Bristol and New York.

**Clifton Suspension Bridge**

The world famous Clifton Suspension Bridge was designed by the great Victorian engineer Isambard Kingdom Brunel.
Designed in the early 19th century for light horse drawn traffic, it still meets the demands of 21st century commuter with 11-12,000 vehicles crossing it every day.
The Clifton Suspension Bridge's spectacular setting on the cliffs of the Avon Gorge has made it the defining symbol of Bristol, drawing thousands of visitors a year.

**Bristol Zoo Gardens**

Opened in 1836 by the Bristol, Clifton and West of England Zoological Society, Bristol Zoo is the world's oldest provincial zoo. It is a Victorian walled zoo located between Clifton Down and Clifton College, near Brunel's Clifton Suspension Bridge; it covers a small area by modern standards, but with a considerable number of species.

**Bristol Cathedral**

Bristol Cathedral, formally the Cathedral Church of the Holy and Undivided Trinity, is the Church of England cathedral in the city of Bristol, England. Founded in 1140 and consecrated in 1148, it was originally St Augustine's Abbey but after the Dissolution of the Monasteries it became in 1542 the seat of the newly created Bishop of Bristol and the cathedral of the new Diocese of Bristol. It is a Grade I listed building.



UKLC
Educate, Inspire, Enrich

# Bristol – Homestay

## Location

Bristol is one of Britain's favourite cities. It has a proud maritime history and it is from here that many of England's great explorers set off to travel the world. Now a thriving cultural centre and the country's 11th biggest cityin 2017 Bristol topped the Sunday Times rankings of best places to live in Britain and was listed 4th in the Rough Guide's top ten cities to visit worldwide.

## Accommodation

**Homestay**

All of our host families are located in beautiful parts of the city. We offer single, twin and triple rooms with our accommodating and friendly families who all possess full DBS checks and are of the highest standard.

The families in Bristol are all in the very leafy suburbs of the city within easy access to the city centre itself. All families offer a drop off and pick up service in Bristol everyday for no extra cost.

UKLC have very structured and strict policies and procedures that ensure that the students' safety and wellbeing is paramount. UKLC will also provide a Homestay Co-Ordinator whose role it is to liaise with host families to ensure that students are safe at all times.

# Bristol - Homestay - Factsheet

| | |
|---|---|
| **Available start dates** | 1st August 2019 – 29th June 2020 |
| **Accommodation** | Homestay – single, double or triple person occupancy |
| **Maximum Students on site** | Depends on time of booking |
| **Programmes** | PON – Full Work Experience, PON - ASL Workshops, Business Visits and Full Work Experience (See Appendix for sample programme) |
| **Meals** | 3 meals a day taken including packed lunch |
| **Nearest Airports** | Bristol - 25mins<br>Birmingham - 1 hour 45mins<br>London Heathrow - 2 hours |

**What's Included:**

- Min. 15 hours of English tuition per week (programme specific)
- Initial grading test on arrival (programme specific)
- Maximum classes of 16 students (programme specific)
- 30-40 certifiable ASL hours per week (programme specific)
- End-of-course certificate and report from a British Council accredited provider
- Full-board homestay accommodation as described

# Chester

The City of Chester is a vibrant mix of cafes, shops and ancient walls, rows and architectural and archaeological features. The city is home to all-year-round arts festivals, events exhibitions and street entertainment including the famous Chester races, the Rowing Regatta and the internationally acclaimed Chester Zoo.

## Top Visitor Attractions From Chester

**Chester Cathedral**
Large Visitor Attraction of the Year Award Winner 2015.
Chester Cathedral is many things to many people: a vibrant community of worship, an ancient abbey, an archaeological treasure, a cultural hub, a centre of musical excellence and a unique blend of modern and medieval history.

**Chester Rows**
The Rows are continuous half-timbered galleries reached by steps which form a second row of shops above those at street level. The rows are unique in the world to Chester and nobody is quite sure why they were built this way.

**East Gate Clock**
The Eastgate Clock is a turret clock built above the Eastgate of the ancient walls of Chester. The clock is considered a landmark of Chester and is the second most photographed timepiece in the United Kingdom after Big Ben.

**Chester Racecourse**
Chester Racecourse, known as the Roodee, is according to official records the oldest racecourse still in use in England.

**Liverpool**
Liverpool is one of the UK's most popular tourist destinations which is steeped in history. Students can visit the ever popular Beatles Story attraction and the World Museum as part of their stay.

**Manchester**
Manchester is the northern hub of the UK and considered one of the country's most important cities for trade. This industrial city is packed full of things to do and see including the Museum of Science & Industry (MOSI) and the National Football Museum.



UKLC
Educate, Inspire, Enrich

# University of Chester – Residence

## Location

From the Roman amphitheatre and historic walls to the spectacular range of shops and coffee bars, our courses are based in the centre of it all. It is a classic, contemporary city bursting with must see treasures and 2000 years of history. Chester is a city steeped in history and character based in the north west of England within 40 minutes of the popular and bustling cities of Manchester & Liverpool.

## Campus

The University of Chester is a new university although having gained this status in 2005, it has a history dating back to 1839. The eclectic mix of modern and historical buildings combine to create an attractive campus set in a city that was founded as a Roman fort 2000 years ago with the name Deva Vitrix. It is now becoming a must see European destination.

The Parkgate campus of the University of Chester is set amongst beautifully kept gardens providing an abundance of green space for students whilst situated only a short walk to the centre of the historic and lively city of Chester. It is just a short walk away from the vibrant city centre with its mix of cafes, shops and ancient walls, rows, amphitheatre, historic architecture and archaeological features.

## Accommodation

**Residential**

The residential option offers groups the chance to stay in high quality single-roomed accommodation on our exclusive Chester University Campus close to the centre of Chester, perfect for groups who would like to base themselves together in the heart of the city which boasts an eclectic mix of modern and historical buildings.

UKLC
Educate, Inspire, Enrich

# University of Chester - Residence - Factsheet

| | |
|---|---|
| **Available start dates** | 1st August 2019 – 31st May 2020 |
| **Accommodation** | Single en-suite |
| **Maximum Students on site** | 30 - 150 |
| **Programmes** | PON – Full Work Experience, PON - ASL Workshops, Business Visits and Full Work Experience (See Appendix for sample programme) |
| **Meals** | 3 meals a day taken in the on-site cafeteria |
| **Nearest Airports** | Manchester - 35mins<br>Liverpool - 35mins<br>East Midlands - 1 hour 40mins<br>Heathrow - 4 hours |

**What's Included:**

- Min. 15 hours of English tuition per week (programme specific)
- Initial grading test on arrival (programme specific)
- Maximum classes of 16 students (programme specific)
- 30-40 certifiable ASL hours per week (programme specific)
- End-of-course certificate and report from a British Council accredited provider
- Full-board residential accommodation as described

# University of Chester - Homestay

## Location

From the Roman amphitheatre and historic walls to the spectacular range of shops and coffee bars, our courses are based in the centre of it all. A classic, contemporary city bursting with must see treasures and 2000 years of history, Chester is a city steeped in history and character. Based in the north west of England, it is within 40 minutes of the popular and bustling cities of Manchester & Liverpool.

## Accommodation

### Homestay

All of our host families are located in beautiful parts of the city. The host families have children of similar ages to students looking to take this option. We offer single and twin rooms with our accommodating and friendly families who all possess full DBS checks and are of the highest standard. Sometimes your students will be the only guest, but some homestays have two, three and occasionally four students in their house. These can be students from the same group or the same nationality or a different nationality, depending upon the requests of your students. Your students may have their own room or in some cases may end up sharing a room. All rooms are furnished with a bed and storage space and bed linen and towels are provided.

UKLC have very structured and strict policies and procedures that ensure that the students' safety and wellbeing is paramount. UKLC will also provide a Homestay Co-Ordinator whose role it is to liaise with host families to ensure that students arrive on time and depart safely back to their homes.

UKLC
Educate, Inspire, Enrich

# Chester in Homestay Accommodation - Factsheet

| | |
|---|---|
| **Available start dates** | 1st August 2019 – 31st May 2020 |
| **Accommodation** | Homestay |
| **Maximum Students on site** | 150 |
| **Programmes** | PON – Full Work Experience, PON - ASL Workshops, Business Visits and Full Work Experience (See Appendix for sample programme) |
| **Meals** | 3 meals a day |
| **Nearest Airports** | Manchester - 35mins<br>Liverpool - 35mins<br>East Midlands - 1 hour 40mins<br>Heathrow - 4 hours |

**What's Included:**

- Min. 15 hours of English tuition per week (programme specific)
- Initial grading test on arrival
- Maximum classes of 16 students (programme specific)
- 30-40 certifiable ASL hours per week (programme specific)
- End-of-course certificate and report from a British Council–accredited provider
- Full-board homestay accommodation as described



UKLC
Educate, Inspire, Enrich

# London, St Albans

## Top Visitor Attractions from St Albans

**Big Ben - London**
Big Ben is the nickname for the Great Bell of the clock at the north end of the Palace of Westminster in London The tower is officially known as **Elizabeth Tower**, renamed to celebrate the Diamond Jubilee of Elizabeth II in 2012. Big Ben holds the second largest four-faced chiming clock in the world (after Minneapolis City Hall).

**London Eye**
The London Eye is one of London's most recognisable tourist attractions set on the South Bank of the River Thames. The London Eye is Europe's tallest Ferris wheel and stands at 135m tall and has a diameter of 120m. The London Eye is the UK's most popular paid tourist attraction with over 3.75 million visitors each year.

**Cambridge**
Cambridge is one of the UK's most popular tourist destinations and is home to the world's second oldest English-speaking university, The University of Cambridge, which was founded in 1209. Students can enjoy punting along the river Cam as well as a visit to the popular King's College Chapel

**Buckingham Palace - London**
Buckingham Palace is the official London residence and administrative headquarters of the reigning monarch of the United Kingdom. The Palace became the principal royal residence in 1837 on the accession of Queen Victoria who was the first monarch to reside there. Buckingham Palace is one of London's must-see destinations.

**Windsor**
Windsor is home to one of the official residences of the British Royal Family and is situated just 25 miles from central London. Located on the south bank of the River Thames, it is a popular destination with tourists who would like to visit a typically English regal town.

**Oxford**
Oxford, like Cambridge, is home to one of the world's most famous universities. Oxford University was founded in 1249 and has remained one of the World's leading higher education institutions. Students can visit the Christ Church Cathedral made famous by the Harry Potter films in the 2000s.



UKLC
Educate, Inspire, Enrich

# London, St Albans

### Campus

St Albans campus is set among beautiful woodland and green space within 30 minutes of London Heathrow Airport. Built in 1901 as a convent for the All Saints sisters, this campus has undergone a recent renovation to convert it to an international education centre.

# London, St Albans

UKLC
Educate, Inspire, Enrich

# London, St Albans - Factsheet

| | |
|---|---|
| **Available start dates** | 1st September 2019 – 31st May 2020 |
| **Accommodation** | Residence – Multi-bedded (2-5) Single for leaders |
| **Maximum Students on site** | 100 |
| **Programme** | PON - ASL Workshops |
| **Meals** | 3 meals a day taken in the on-site cafeteria |
| **Nearest Airports** | London Heathrow - 45mins<br>London Gatwick - 1 hour 30 mins<br>Stansted - 1 hour<br>London Luton - 20mins |

**What's Included:**

- Min. 15 hours of English tuition per week (programme specific)
- Initial grading test on arrival
- Maximum classes of 16 students (programme specific)
- 30-40 certifiable ASL hours per week (programme specific)
- End-of-course certificate and report from a British Council–accredited provider
- Full-board accommodation as described

# Appendix 1

## 3 Week Full Work Experience Programme – Chester & Bristol Only

| DATE | ACTIVITY |
|---|---|
| **Week 1** | **09:00 – 17:00** |
| **Sunday** | Arrive and settle in |
| **Monday** | Full Work Experience Placement |
| **Tuesday** | Full Work Experience Placement |
| **Wednesday** | Full Work Experience Placement |
| **Thursday** | Full Work Experience Placement |
| **Friday** | Full Work Experience Placement |
| **Saturday** | Liverpool with Beatles Museum (Chester) or Oxford with Punting (Bristol) |
| **Week 2** | |
| **Sunday** | Free time/Optional Excursion |
| **Monday** | Full Work Experience Placement |
| **Tuesday** | Full Work Experience Placement |
| **Wednesday** | Full Work Experience Placement |
| **Thursday** | Full Work Experience Placement |
| **Friday** | Full Work Experience Placement |
| **Saturday** | Manchester With MOSI (Chester) or Bath with Roman Baths (Bristol) |
| **Week 3** | |
| **Sunday** | Free time/Optional Excursion |
| **Monday** | Full Work Experience Placement |
| **Tuesday** | Full Work Experience Placement |
| **Wednesday** | Full Work Experience Placement |
| **Thursday** | Full Work Experience Placement |
| **Friday** | Full Work Experience Placement |
| **Saturday** | Llandudno & Conwy Castle (Chester) or London with walking tour (Bristol) |
| **Sunday** | Depart |

# Appendix 2

## 3 Week - English Lessons, Work-Related Seminars & Workshops & Full Work Experience – Chester & Bristol Only

| DATE | ACTIVITY | |
|---|---|---|
| **Week 1** | **09:00 – 12:30** | **14:00 – 17:30** |
| **Sunday** | Arrive and settling in | |
| **Monday** | Business-Specific English Lessons | CV Writing, Cover Letters & Job Application Workshop |
| **Tuesday** | Business-Specific English Lessons | Project Work – Investigating Local Travel Trends (Market Research) |
| **Wednesday** | Business-Specific English Lessons | Seminar With Local Business |
| **Thursday** | Business-Specific English Lessons | Visit to Local Business |
| **Friday** | Business-Specific English Lessons | Project Presentation & Mock Interview Scenarios |
| **Saturday** | Liverpool with Beatles Museum (Chester) or Oxford with Punting (Bristol) | |
| **Week 2** | | |
| **Sunday** | Free time/Optional Excursion | |
| **Monday** | Full Work Experience Placement | |
| **Tuesday** | Full Work Experience Placement | |
| **Wednesday** | Full Work Experience Placement | |
| **Thursday** | Full Work Experience Placement | |
| **Friday** | Full Work Experience Placement | |
| **Saturday** | Manchester With MOSI (Chester) or Bath with Roman Baths (Bristol) | |
| **Week 3** | | |
| **Sunday** | Free time/Optional Excursion | |
| **Monday** | Full Work Experience Placement | |
| **Tuesday** | Full Work Experience Placement | |
| **Wednesday** | Full Work Experience Placement | |
| **Thursday** | Full Work Experience Placement | |
| **Friday** | Full Work Experience Placement | |
| **Saturday** | Llandudno & Conwy Castle (Chester) or London with walking tour (Bristol) | |
| **Sunday** | Depart | |

***English lesson subjects are flexible and based on the groups request**

# Appendix 3

## 3 Week - English Lessons, Work-Related Seminars & Workshops – Chester, Bristol & St Albans

| DATE | ACTIVITY | |
|---|---|---|
| **Week 1** | **09:00 – 12:30** | **14:00 – 17:30** |
| **Sunday** | Arrive and settling in | |
| **Monday** | Business-Specific English Lessons | CV Writing, Cover Letters & Job Application Workshop |
| **Tuesday** | Business-Specific English Lessons | Project Work – Investigating Local Travel Trends (Market Research) |
| **Wednesday** | Business-Specific English Lessons | Working in the UK Workshop |
| **Thursday** | Business-Specific English Lessons | Project Work – Investigating Local Travel Trends |
| **Friday** | Business-Specific English Lessons | Mock Interview Practice |
| **Saturday** | Excursions depending on location | |
| **Week 2** | | |
| **Sunday** | Free time/Optional Excursion | |
| **Monday** | Business-Specific English Lessons | Multi-Media Platforms in the Workplace |
| **Tuesday** | Business-Specific English Lessons | Project Work – Investigating Local Travel Trends |
| **Wednesday** | Business-Specific English Lessons | How to Successfully Market a Product |
| **Thursday** | Business-Specific English Lessons | Product Development & Sales Pitch |
| **Friday** | Business-Specific English Lessons | Brexit - Debate |
| **Saturday** | Excursions depending on location | |
| **Week 3** | | |
| **Sunday** | Free time/Optional Excursion | |
| **Monday** | Business-Specific English Lessons | Sales & Marketing Techniques |
| **Tuesday** | Business-Specific English Lessons | Project Work – Investigating Local Travel Trends |
| **Wednesday** | Business-Specific English Lessons | Exploration of Different Business Models |
| **Thursday** | Business-Specific English Lessons | Public Speaking Workshop |
| **Friday** | Business-Specific English Lessons | Project Presentation and End of Course Certificate |
| **Saturday** | Excursions depending on location | |
| **Sunday** | Depart | |

# Appendix 4
## Sample Teacher CV

### David Freestone - Curriculum Vitae

**Personal Profile**

Fully qualified CELTA teacher.

Enthusiastic about teaching young learners of wide-ranging abilities, backgrounds and motivation.

Experienced with EFL Cambridge exams; taught exam preparation for PET, FCE, CAE, IELTS and Trinity and trained as a Cambridge exam Supervisor and as an Invigilator.

**Employment History**

- **January 2015 – Present. Senior Teacher, Italy.**
  Providing support to other teachers at the school (particularly with regards to exam preparation courses) as well as teaching full-time for KET, PET and FCE Cambridge Exam preparation courses.

- **July – September 2014. EAM, EFL Teacher & Activities Assistant. UKLC, England.**
  Took role as Excursions and Activities Manager, involving the organisation of timetables, excursions materials, evening activities, management of staff and some centre management duties during the company's British Council inspection.
  Further summer roles included being a full-time teacher for PON groups, teaching general English to monolingual groups of teenagers aged 14 to 18. This course was both general English and Trinity exam preparation and included the second fortnight staying in London, with excursions most days.

- **September 2013 – June 2014. EFL Teacher, Italy.**
  Full-time teacher at a private language school. Classes were mostly exam preparation for PET, FCE, CAE and IELTS, involving teenagers and adults, and were small groups or one-to-ones. Teaching duties also included a general English course (Upper Intermediate), conversation classes (from Elementary to Advanced), being outsourced to local secondary schools for courses, and covering lessons on behalf of absent teachers (often at short notice). During this time I also supervised and invigilated Cambridge exams, as well as running a workshop for peer training regarding TBL.

- **May & June 2013. Centre Manager, Course Director & EFL Teacher. UKLC, England.**
  Working with the international student groups at the company's year-round centre. Duties included co-ordinating teaching staff and the students' courses, managing the activities staff, organising and managing all elements of the students' and group leaders' stays (including accommodation and food), liaising with school staff on certain matters, as well as the management of excursions.
  Classes included some integration programmes with native-speaking students of local secondary schools. Groups were from Spain, Italy and Russia, aged between 11 and 14 and across various levels and abilities.

- **August 2012 – April 2013. EFL Teacher & Course Founder, Turkey.**

Full-time teacher at the newly-established school attached to an educational consultancy firm. Responsibilities included creating courses from scratch without the assistance of course books or colleagues. Classes included young learners (aged from 5 to 9), teenagers (from 12 to 16) and tailored one-on-one courses for adult learners (including preparation for IELTS Speaking paper). Levels ranged from Beginner to Upper-Intermediate. Most classes for the younger learners and teenagers were conversation and games based to promote students' use of English and communication skills.

- **July – August 2012. EFL Teacher, UKLC, England.**

Teaching 14 to 16 year old Italian students of a range of levels for three of the summer school courses. Furthermore, assistant for afternoon activities, evening events and excursions off-site. Activities involved a wider background of students, and I also helped cover lessons with Turkish, French, Russian and Spanish students.

- **September 2011 – June 2012. EFL Teacher, Russia.**

Full-time teacher at a private language school. Classes included young learners (aged from 7 to 10), teenagers (from 12 to 18) and adult learners. Courses were for Elementary, Pre-Intermediate and Intermediate levels, as well as conversation/culture class for Upper-Intermediate students.

- **July 2011. EFL Teacher, UKLC, England.**

Teaching 14 to 16 year olds from all over Italy for two of their summer school courses, as well as an active role in assessments. Also helped to run other activities including excursions off-site, arts & crafts sessions and co-hosting evening events. For the activities, students were from various European countries. [nb – company was known as MJA/Stars Language Ltd at the time of employment, before becoming UKLC]

- **March – April 2011. EFL teacher, Spain.**

Four weeks' temporary work placement teaching in a Spanish state secondary school. Students ages ranged from 12 to 19, from Beginner level to Upper-Intermediate. Also taught some classes with adults at TOP School. Previous to the work placement, took part in EU government funded project (The Leonardo Project) to develop newly qualified EFL teachers involving extra TEFL-related modules and training. [nb – through the company that was to become UKLC]

- **July 2010. EFL Teacher, England.**

Teaching 11 to 14 year old students from various countries at one of their Harrow courses. Responsibilities included teaching English classes in the morning and helping to run afternoon sports or arts and evening activities, as well as excursions off-site.

## Education

- **April – June 2010: CELTA course.**

Training took place within an established language school in the centre of Reading, England.

- **2002 – 2006: Oxford Brookes University, Oxford, England.**

BA Spanish Studies and Anthropology.
Included Erasmus programme at Universidad de Zaragoza, Spain.
Degree on hiatus as took sabbatical due to financial stresses.

# Appendix 5
## Sample Teacher CV

### Curriculum Vitae

### Janet Walters

**Date of Birth:** 27 November 1985
**Nationality:** British

**UK Address:** 69 St Paul's Road, Norwich, NR2 4BT

Education, Accreditation and Teaching Qualifications

- IHCYLT Local Tutor — IH Palermo (October 2013)
- Delta : Module 1 (Distinction) — Distance Delta (June 2013)
- Delta: Module 2 (Merit) — IH London (August 2013)
- Delta: Module 3 (Merit) — Distance Delta (June 2014)
- Cambridge English Examiner (YLS, LMS, UMS) — IH Palermo (UCLES ID: CA84KJ)
- IH Cert. In Online Tutoring — IH World (Nov 2014)
- IH Cert. in Advanced Methodology — IH World (June 2012)
- IH Cert. in Teaching Young Learners (Distinction) — IH Torres Vedras (June 2010)
- Cambridge CELTA (Pass B) — IH Bangkok (2008)
- BA (Hons) Linguistics: 2:1 — University of Newcastle (July 2005)
- 4 A-levels; 1 A/S level — North Halifax Grammar School
- 9 GCSEs — North Halifax Grammar School

**Employment**

**International House language Centre, Italy**
September 10 – Present

- YL Co-ordinator in a busy language school.

- Teaching General English from age 7 to adults. From Beginner to Advanced with a strong focus on speaking and listening.
- Young learner Co-ordinator duties include:
    - Enabling teacher development through observation, seminars and day to day support.
    - Responsibility for maintaining administrative systems for YLs
    - Developing action plans for problem YLs and parent, student, teacher liaison.
    - Liaising with teachers, management and administration.
    - Maintaining YL resources and selecting materials, course books; developing syllabuses and test materials
    - Entrance testing

**UKLC** **Summers 2010/ 2011/2012/2013/2014**

- Residential English Teacher and Activity Leader in York and Nantwich and Course Director for summers 2012 and 2014.
- Teaching English to European teenagers (beginner to intermediate) from 12-17 with a focus on fun, communication and building confidence with English as well as project work and Integrating excursions into the classroom.

- Supervising activities and entertainment both on and off site. Accompanying students on excursions and ensuring their safety and welfare at all times.
- CD responsibilities: implementing the didactic programme.
- Teacher – PON C1 programmes

**International House Portugal.**
**Sept 09- June 10**

- English teacher for a wide range of levels from Beginner to Advanced. Mainly teaching Young Learners and Teenagers.
- Teaching exam classes; PET, FCE and CAE.
- Adapting course books to best suit learners' needs using a variety of supplementary materials, including music, art and media.

**International House Thailand**
**August 08 – February 09**

- English teacher in a busy language school teaching a variety of levels from Very Young Learner to Upper Intermediate
- Teaching both private students and classes in a creative, energetic and engaging manner.
- Teaching experience of General English, Business English and exam preparation including IELTS, PET, FCE and IGCSE English.

**International Summer School, Sussex**
June 07 – August 07, June 08 – August 08

- Administrator and Office Manager in a lively residential Summer School for 11-18 years.
- Working in an intensive international environment.
- Providing administrative support to management, teachers and students.
- Pastoral care and supervision of activities, both on and off site.

*Additional Skills*

- Conference Speaking (IH YL Conference) and giving seminars on teaching YLs to Italian state school teachers
- Computer literate. Regular user of Microsoft Office and IWBs
- Clean UK driving licence held since 2004.
- Conversational Italian.