



FREQUENTLY ASKED QUESTIONS London, U.K.

THE COURSE IN LONDON

1. What does the fee for the program include?

The fee includes tuition, course materials, certification, and moderation fees. Airfares, accommodation, and food are not included. See the section on housing for accommodation charges. The housing fee will be due at your accommodation on the first day in London.

2. How do I pay for the course?

You may pay the entire course fee at the time of registration, or you may pay a deposit of US\$500, and pay the balance of the course fee of **UK£1,000** before the beginning of the course or on its first day. Late payments will be subjected to a late fee of £50.

3. What is an average program day like?

From Monday to Friday, there are input sessions every morning from 9.30 am to 1 pm, during which trainees learn classroom management, teaching grammar, and other practical aspects of the course. Lunch is from 1 pm to 2 pm. From 2 pm to 5.30 pm, trainees prepare their lessons with assistance of the instructors and teach their lessons to ESL students. These lessons are followed by feedback from the instructors. Our goal is to provide 6 to 10 hours of observed teaching practice over the four weeks. These lessons are taught from Monday to Friday. On Friday, trainees are free after 1pm, and the weekend is theirs. They are, however, encouraged to take their books with them, so that they can study over the weekend! In addition to those hours, there is also time that must be spent preparing materials and completing various assignments.

During the course, you will learn a little of another language using the same techniques as you will use to teach English. This is so that trainees can see the problems that students will face from their perspective.

4. How many students on average are in the program each month?

On average, we have about twenty trainees enrolled in each course, although some months we have more and some months, the numbers are lower. Most of our participants are from English-speaking countries such as: the United States, the United Kingdom, Canada, or Australia. We do accept non-native speakers of English who have a high proficiency in the language.

5. What are the teaching practice students and classes like?

We use local non-English-speaking students for the trainees' teaching practice. Our students are very keen and enthusiastic and come to classes purely because they want to!

6. What are the programme accommodations like? Where are they located?

Private Accommodation

The least expensive way to live in London is in a private residence. To get them is very easy. You will pay anywhere from £60 - £150 per week for a furnished room. We will gladly support you to obtain them. The transportation system in London is excellent and takes you to your destinations quickly, no matter where you live.

HOTELS and HOSTELS

The price of these two types of accommodation depends on the type and rating of a hotel/hostel. Accommodation in an average hostel costs £100 - £350 per week for a private room, and around £70 - £150 per week in a shared room. Accommodation in a hotel will be

much more expensive than a hostel. Prices for a 3-star rating hotel are around £600-£700 per week.

Healthcare

It is very important that you register with a local doctor soon after your arrival. For citizens of the European Union, medical treatment is free under the National Health system. For non-EU students, it is recommended that you take out appropriate Health Insurance. All students following a course of study for more than 6 months are entitled to free accident and emergency treatment.

All students have to pay for dental and ophthalmic treatment.

Our Residence Staff will help you to register with the local doctor. If you are not living on campus, they will help you find a doctor in your local area.

Security

We have 24-hour security in the centre. This high level of security is of great comfort to students.

Orientation Program

Please make sure you arrive in time for the orientation programme, which is arranged to introduce you to staff and procedures. As well as information regarding your studies, you will also find out important things about healthcare, immigration, and part time work, as well as how the London transport system works!

7. Can I bring my laptop?

You can if you like, as the centre offers wireless access to all students.

8. What clothes will I need?

Input Sessions and Lesson Planning:

Attire is casual and relaxed, dress comfortably.

Practice Teaching Sessions at the training centre:

Your clothing has to be smart and conservative. Your shoulders must be covered, and any skirt or trousers must cover your knees when you are sitting down. For women, be careful that your shirts are not too low cut or show your stomach as you may need to lean over to help a student sitting at a desk. Jeans and shorts are not acceptable.

Job Interviews and Teaching in London:

Suitable clothing is conservative and business-like. Once hired, most schools will provide you with a dress code of their own. However, when you're dressing for an interview, as with any job, remember that you're trying to make an impression. For men, collared shirts, a tie, slacks and smart dress shoes are appropriate and expected. For women, long skirts and dress shoes are expected. Dresses with straps can be covered with a smart sweater.

If you are still unsure of what to bring, you may want to wait until you arrive to buy suitable clothes. There are plenty of inexpensive clothing stores that provide many options.

Please also bear in mind that tattoos should be covered when teaching, and any facial piercings removed.

THE JOB MARKET AND TEACHING IN LONDON; PAPERWORK AND DOCUMENTATION

1. What is the TEFL job market in London like? Will I have trouble getting a job?

The TEFL job market in London is excellent and finding employment is a fairly straight forward matter. With just a little patience, you will certainly locate work in no time, usually in the area of your choice.

2. When do I need to start looking for work? Where do I start?

We suggest you begin setting up interviews and sending resumes in the second or third week of the course after we have covered job-related matters during input sessions. There are dozens of TEFL employers in London alone, and hundreds elsewhere in London. Of course, you're certainly not limited to working in London – where to teach is up to you!

3. What will TEFL International do to help me secure employment?

We can give you a list of available jobs in London as well as in the outer parts of London, and provide schools lists for most countries worldwide. We will also help you with resume writing and interview preparation. We guarantee job placement assistance. This job placement assistance is an integral part of the course, and is available for the duration of your teaching career.

4. What is the average salary like?

The average TEFL salary in London is about £1000 - £2000 per month, though of course this varies depending on what type of school or company you work for, and whether you work full- or part-time.

5. Do most schools provide accommodations for their teachers?

Some employers provide accommodation as part of an employment package, those that do not, will offer assistance in finding suitable accommodation.

6. How many of the TEFL graduates actually find work in London?

Most of our course graduates who have wanted to work in London have been able to secure teaching positions.

7. Do schools provide health insurance?

Generally, yes. Britain has health insurance for its entire people.

8. Do schools provide work permits?

Your employer should help you secure a work permit and visa. This point is adhered to very closely as all employers in London must provide work permits for employees as stated by the British Government.

9. What is a typical teaching position like?

Teaching positions vary greatly and good deal of choice is available. There are teaching positions available in schools, language centres, businesses, hotels and resorts and more.

10. Can I return to my own country and teach with my certificate?

Yes, though the requirements for working in ESL or TEFL in many western countries are different, and sometimes need graduate education in ESL or TEFL.

STUDENT LIFE AND LIVING IN LONDON

1. How do I get to the training location?

In order to be picked up at either London airport or the bus station, please let us know the date and time of arrival, and the flight number if you are flying in, no later than one week before the start of the course. This is so that we can make arrangements to meet you, and take you to your accommodation. If we receive your arrival details after that time, we can't be sure that we'll be able to meet you.

Airport collections (for arrivals between 8:00 am and 6.30 pm only) and accommodation are available from the Wednesday to the Saturday prior to the course start date. Those arriving on the Sunday will need to make their way to their accommodation by airport taxi.

From Heathrow (London Airport)

- Take the underground to Green Park tube station.
- Change at Green Park onto the Jubilee Line (Eastbound).
- Travel on the Jubilee Line to London Bridge Station.

- The training centre is situated on Borough High Street, between London Bridge and Borough Stations.

From Gatwick Airport

- Take the train to Victoria Station. At Victoria Station, change to the underground.
- Take the District or Circle Lines to Westminster and change onto the Jubilee Line (Eastbound)
- Travel on the Jubilee Line to London Bridge or
- Take the Gatwick City Link train to London Bridge

2. Students and Immigration (Non-EU students)

When you arrive in the UK you will have either received permission to remain as a student for a specified period of time or you will have been given temporary admission. Contact our office immediately if you were not able to obtain the right to stay in the UK as a student.

Registering with the Police

The stamp in your passport will tell you whether you must register with the police or not. If you are one of the few students who have to register, you must do so within 7 days of your arrival in the UK. To register you must take your passport, two black and white passport-size photographs of yourself and the appropriate registration fee to:

**Overseas Visitors Record Office,
Brandon House, 180 Borough High Street London SE1 1LH
The office is open from Monday – Friday 9:00 – 16:00**

Extending your Visa to stay in the UK

In order to remain in the UK as a student, you have to meet and be able to prove the following Home Office criteria:

- You are a full-time student, enrolled on a course of not less than 15 hours per week.
- You have enough money to support yourself and any dependant without recourse to public funds and without working.
- You intend to leave the UK on completion of your studies.

It is essential that you apply to the Home Office to renew your extension of stay before the date that your current permission to stay runs out. Since the Home Office is normally extremely busy processing applications, it is in your best interest to apply for an extension at least one month in advance.

In order to extend your Visa, please see the Registrar or Director of Admissions. You will be given a Home Office form for completion.

The address of the Home Office is:

**Immigration & Nationality Department
Lunar House, Wellesley Road
Croydon, Surrey CR9 2BY**

Working and Studying

If you intend to work while you study, check your passport to ensure that you are legally entitled to do so.

EU Citizens: There are restrictions on your entitlement to work.

Non-EU Citizens: Provided you are legally entitled to work, you may engage in paid employment for up to 20 Hours per week during term time. You may work for up to 40 hours per week during the holidays.

Safety Policy

It gives guidance on what should be done to ensure the safety of staff, students, and visitors anywhere in the Tulip House and on the recommended action in the case of an emergency such as an outbreak of fire. The policy is reviewed from time to time to ensure that its provisions cover all circumstances, which may lead to accident or injury and it relates to relevant changes in legislation.

Fire

- If fire is discovered in the building, the nearest fire alarm should be set off by the person discovering it.
- Leave the building as quickly as possible via the nearest fire escape and go to your assembly point.
- Warn as many people as possible on your way out without slowing your escape.

What you should do when you hear the fire alarm?

- a) Close the windows of the room where you are. Do *not* spend time gathering your belongings together. Go straight to the fire exit and from there to the assembly point on Borough High Street. If the room is empty, close the door behind you as you leave.
- b) Do *not* return to the building until authorised to do so. At all times, do not panic. Act quickly, but quietly (so that you can hear instructions). Obey your supervisors and the Fire Brigade immediately without question. Do not run or panic others.
- c) Do *not* leave your assembly point until instructed to do so. The Fire Brigade will need to know that all persons who had been in the building have safely left it and if you leave the assembly points it may not be possible to confirm this. Members of the Fire Brigade may, as a result, unnecessarily risk their lives trying to find you in the building.

PLEASE NOTE: There will be at least one fire drill every term. You must act in accordance with the regulations given above.

Important Precautions against Fire and Fire Accidents

- Make sure that you are familiar with the emergency fire exits in all parts of the building and the location of fire extinguishers. In the event of a fire, use the fire extinguisher only if your life is not endangered by doing so.
- Read the instructions on what to do in the event of the fire alarm sounding which are posted in each classroom.
- Be safety conscious: **Do not smoke in any parts of the building or in front of the building. It is now against the law to do so.**
- Always pull out the plugs of electrical appliances after use. Turn power switches off.
- Do not interfere with any fire appliances.
- Do not remove fire signs from doors, walls, etc.
- Do not block fire exits by placing furniture or other large obstructive objects against them.
- Fire safety drills are regularly held and organised by the Chief Fire Safety Officer (the Executive Residence Director) in consultation with the Director. These must be treated seriously, so that everyone knows proper fire evacuation procedures in detail. In the event of a fire, this may save lives.

It is a serious and irresponsible offence to deliberately set off a false fire alarm. This wastes the precious time of the Fire Brigade and may divert them from

attending to a genuine fire elsewhere. It may also cause occupants of the building to take fire alarms less seriously and, therefore, in the event of a fire, lead to serious injury or loss of life. Each member of the community, staff and students has a responsibility to report anyone setting off a false fire alarm to the Director immediately.

Accidents to the Person

If you have an accident, which results in some form of bodily injury or you feel ill, you should contact the trainer or another person in authority immediately. There is a First Aid box at the reception desk on the ground floor, which can be used in cases of slight injury or minor illness. More serious cases will be referred to a General Practitioner or hospital.

If you are responsible for having caused an accident in which someone is hurt, or you see an accident occur, report the occurrence to someone in authority without delay. Do *not* attempt to move the injured person if it is clear that he/she is unable to move. If the accident is less severe, help the person to get comfortable and then seek medical attention.

Illness

If you fall ill or don't feel well, see the Registrar or someone else in authority as soon as possible, who will then take appropriate action. If you are unable to do so, ask a student or a lecturer to do it on your behalf.

Wilful and Accidental Damage to College/Personal Property

If you observe anybody who is wilfully damaging or stealing the centre's property or property belonging to others, please inform the trainer immediately. Any person to have committed such an offence may be immediately expelled from the centre.

Accidents involving damage to the centre property must likewise be reported.

The centre cannot accept responsibility for damage or loss which occurs to your property. You bring personal possessions to items to the centre at your own risk.

Other Considerations

- Anyone known to be under the influence of alcohol and/or drugs shall not be knowingly allowed to work whilst in that condition.
- No one shall knowingly be permitted or required to work or study while his or her ability or alertness is so impaired by fatigue, illness or other causes that might expose the individual or others to injury. Anyone knowing another person to be so impaired, or under the influence of alcohol or drugs, to such a degree that his or her condition might expose that individual or others to risk or injury, should report that person's condition to the trainer, so that appropriate action may be taken.
- Horseplay, fooling around thoughtlessly and other acts which may tend to endanger the safety or well-being of employees or students are prohibited
- Employees and students must not handle or tamper with any electrical equipment or machinery in any manner not within the scope of their duties unless they have received instructions to do so.

Classroom Regulations

Smoking is not permitted at any time in classrooms or the building.

Noise

Students should at all times keep the noise down to an acceptable level in classrooms, common rooms and corridors. Please do not play radios in classrooms or common areas unless you have a private listening facility.

Personal Property

Students bringing personal property into the building do so at their own risk. In the event of any property being stolen or mislaid, the centre cannot be held responsible. Any thefts must be reported to the trainer and the police after the training.

Drugs

Use of possession of any illegal drugs at any time will make you liable to prosecution by the British Authorities. Conviction may lead to deportation and/or heavy fines. If a student is found to be in possession of drugs, he or she will be expelled from the school (without refund of fees) and reported to the police.

First Aid

There is a First Aid box **at the reception desk on the ground floor**. There are several members of staff in the building who are qualified in the use of First Aid.

The National Health Service

Hospital Treatment

Unless you come from a country with which the UK has a reciprocal health agreement, you will not be entitled to receive free hospital treatment until you have been in the UK for at least 6 months. You are, therefore, advised to take out medical insurance.

In the case of an emergency, contact a member of staff (or ask someone else to do so). Injuries requiring hospital treatment will be referred to St. Thomas' Hospital, Lambeth Palace Road (Tel: 0207 928 9292).

Registering with a Doctor for General Medical Treatment

Register with a doctor in your locality as soon as possible. Names and addresses of doctors (also known as General Practitioners or "GPs" in the UK) may be found in the telephone publication called 'Yellow Pages' or can be obtained at a post office.

Dentists

It is not necessary to register with a dentist, but if you are registered with a doctor for treatment, find a dentist practising in the National Health Service and, when you make an appointment, ask if treatment under the NHS is possible. You must give your NHS number.

LIVING IN LONDON

Transportation in and around London

The most regular and reliable form of transport is the **tube** (underground) railway network and tube (and bus) maps are available from the bookstore or from many stations; these maps are free and worth obtaining. If you are in doubt about your route, consult the large tube maps posted on the platforms or every tube station, noting the different 'lines' indicated by the different colours. The tube usually operates from about 5:00 am until around midnight, with exceptions on certain national holidays (e.g., Christmas).

The **bus system** covers the whole of London and a further network of 'London Counties' buses can take you outside London itself. The buses are usually busier and you may find yourself waiting longer at bus stops. The destination of each bus is shown on its front and as stated before, maps showing the numbered bus routes are available from London Transport free of charge. You should follow the local convention of joining a queue for each bus and never 'queue jump', since this will cause aggravation. The bus service operates about the same hours as the tube, though some main routes operate through the early hours of the morning.

Travel cards are available for fixed periods, for buses and tubes, if you expect to be travelling frequently, in which case such cards are more economical. Finally, **Taxis/Cabs** are readily available throughout the City and can either be waved down as you see them passing by on the street, or ordered in advance (see the Yellow Pages for listings of cabs and mini cab agencies).

Transport outside London is best achieved via British Rail and full travel details are available at London Bridge Station.

Theatre

London has many theatres. The nearest to your training location are on the South Bank. Known under the general title 'The National Theatre', the 'Cottesloe', the 'Lyttleton' and the 'Olivier' theatres offer different productions simultaneously. The RSC (Royal Shakespeare Company) offers productions in London as well as Stratford.

Films/Concerts

There are also numerous cinemas in London.

The National Film Theatre is located in the South Bank arts complex, which also contains the Museum of the Moving Image. The Royal Festival Hall, the Queen Elizabeth Hall and the Purcell Room, three of London's major concert halls are also to be found here.

Museums/Galleries

All of London's museums and galleries are within reach and entry to most of these is entirely free. Some of the major museums and galleries are: The British Museum (Russell Square tube station), Victoria and Albert Museum (Sough Kensington tube station), Natural History Museum (South Kensington tube station), Science Museum (South Kensington tube station), Hayward Gallery (right across the street), National Gallery (Charing Cross tube station), National Portrait Gallery (Charing Cross tube station), Museum of London (Barbican tube station).

Newspapers/Magazines

There are numerous newspapers to choose from. The 'quality' newspapers include the 'Times', 'Telegraph', 'Independent' and 'Guardian'. These provide excellent business pages, which will help you keep abreast of the latest financial and business news. Weekly magazines such as 'Time Out' give up-to-date information on entertainment in London. There are a number of similar magazines available in most newsagents or branches of W.H. Smith. 'Loot' publication is also a useful source of information for accommodation, job vacancies, items for sale etc.

Places to visit that are free

<u>Bank of England Museum</u>	Bank or Cannon Street Mon-Fri 10:00-17:00
<u>Bethnal Green Museum of Childhood</u>	Mon-Thu 10:00-17:00 Sat 10:00-17:50 Sun 14:30-17:50
British Museum	Mon-Sat 10:00-17:00 Sun 14:30-18:00
<u>Dulwich Picture gallery</u>	Free Fri 10:00-17:00
<u>Geffrye Museum</u>	Tue-Sat 10:00-17:00 Sun/Bank Hols 14:00-17:00
<u>Kenwood House</u>	April-Sept 10:00-18:00 Nov-Mar 10:00-16:00
Kew Gardens and Queen Charlottes Cottage	Weekends and Bank Hols only 11:00-17:30
<u>London Brass Rubbing Centre</u>	Mon-Sat 10:00-18:00 Sun 12:00-18:00
<u>Lothbury Gallery</u>	Mon-Fri 10:00-16:00
<u>National Portrait Gallery</u>	Mon-Sat 10:00-18:00 Sun 12:00-12:00-18:00
<u>National Army Museum</u>	Daily 10:00-17:30
<u>Science Museum</u>	Mon-Sun 9:00-17:30
<u>Victoria and Albert Museum</u>	Mon-Sun 9:00-17:30
<u>Houses of Parliament</u>	Mon-Fri 10:30-16:00
<u>Harrods</u>	Mon-Sat 9:00-17:30

Thank you for registering with us. If you have additional questions, please address by e-mail.