



CUSTOMISED PROGRAM PROPOSAL



THE UNIVERSITY OF
SYDNEY

Centre for English Teaching

Why choose the University of Sydney?

The University of Sydney, Australia's first university, founded in 1850 is currently ranked in the top 100 universities in the World, with high accolades for our international outlook. We are home to more than 3,000 scholars inspiring more than 51,000 students, and offer research and teaching across 9 campuses. Many Sydney graduates have become inspirational leaders, making a positive difference in Australia and around the world. They've championed human rights for Indigenous Australians, written prizewinning books and won Olympic gold medals. Our alumni are exploring uncharted territory in global medicine and science and continue to change our national and worldwide agendas.

The Centre for English Teaching (CET), now in its 25th year of operation, is located right in the centre of Sydney's beautiful and historic main campus with access to all facilities. CET is accredited by The National ELT Accreditation Scheme Limited (NEAS), Australia's national accreditation scheme for English Language Teaching centres.

CET's mission is to:

- Offer innovative high quality English language programs
- Maintain excellence in teaching
- Regularly review and evaluate programs for relevance and quality
- Ensure client progress and welfare in a supportive environment

At CET we offer the freedom to explore new challenges while helping students develop the skills to tackle global issues and achieve their goals. Our programs provide English-language skills that can be applied in the globalised world. Students will develop global leadership skills and competencies. We also equip them with cross-cultural understanding, diversity in thinking, and the ability to adapt to different work environments. We connect our learners with the best and brightest Sydney students and incorporate university lectures and seminars into our programs. A range of cultural field trips can also be embedded into the curriculum to develop students' cultural competence.

This combination of language teaching expertise and experience, connection to community and the flexibility to fully customise a program for your needs makes CET at the University of Sydney an excellent choice to design and deliver your program.

*The components of the following proposal are all suggested inclusions and can be customised and amended according to your requirements.

Customised Program Team

Program Academic Management: Katherine Olston & Nicole Gallahar
Program Administrative Management: Jacqueline White & Justine Barker

Nicole Gallahar



Nicole Gallahar is the Education Manager for Professional Pathways at the University of Sydney Centre for English Teaching. She has 8 years' experience in teaching and management roles in the ELT industry and completed a Master in Education (TESOL) through the University of Wollongong in 2011. As Education Manager she manages and develops curriculum for Intensive Test Preparation (ITP), General English (GE), English for Specific Purposes (ESP), Business English (BE) and Customised Programs courses. She is committed to developing innovative courses that meet students' needs.

Katherine Olston



Katherine Olston is currently the Deputy Director, Academic and the 'Education Manager – Graduate Programs' at the University of Sydney Centre for English Teaching and has over 14 years' experience in the ELT industry in Thailand and Australia. As 'Education Manager' she manages and develops curriculum for high-level academic skills courses, teacher professional development and also lectures on undergraduate teaching methodology programs. She is passionate about integrating technology-enhanced pedagogies into the classroom and is currently completing a Masters of Learning Science and Technology (University of Sydney).

Jacqueline White



Jacqueline White is an International Education professional and has over 10 years of experience in language education and international education marketing and global engagement in Higher Education in Australia, Japan and Europe and Latin America. She holds an MA and BA in Applied Linguistics. Jacqueline is currently the Manager of International Relations at the Centre for English Teaching, responsible for building strategic partnerships and the development of customised programs for university, government and corporate clients.

About the General English course

The General English (GE) language course is designed to improve English language skills for general conversation, travelling or life in an English-speaking environment. It can also be used to enhance students' prospects for study, employment or for other certification.

The GE course is mapped to the Common European Framework of Reference (CEFR), a globally recognised standard for language competencies, and has six levels:

- A1 Elementary
- A2 Pre-intermediate
- B1 Intermediate
- B2 Upper-intermediate
- C1 Advanced
- C2 Proficiency

Students will learn the English language skills necessary to communicate clearly and function successfully in an English-speaking environment, both socially and professionally. The GE course can help students achieve the English skills and gain the confidence needed to improve job prospects, to travel around the English-speaking world or to prepare for higher education study in English.

Classes are interactive and include excursions that offer direct experience of Australian culture and opportunities to practice English in context. The maximum number of students in a class is 18.

There are no entry requirements for the GE course. Students will be placed in a class according to level indicated in the CET placement test, IELTS test score or equivalent.

Assessment is conducted on a continuous basis. There are weekly assessments to monitor student progress and level assessments every 5 weeks to progress to the next level. Students can generally expect to study 15 weeks in one level before progressing to the next level depending on individual progress.

The textbook that you will use will be provided to you. Our General English program uses two series of texts: **English Unlimited** and **English File**.

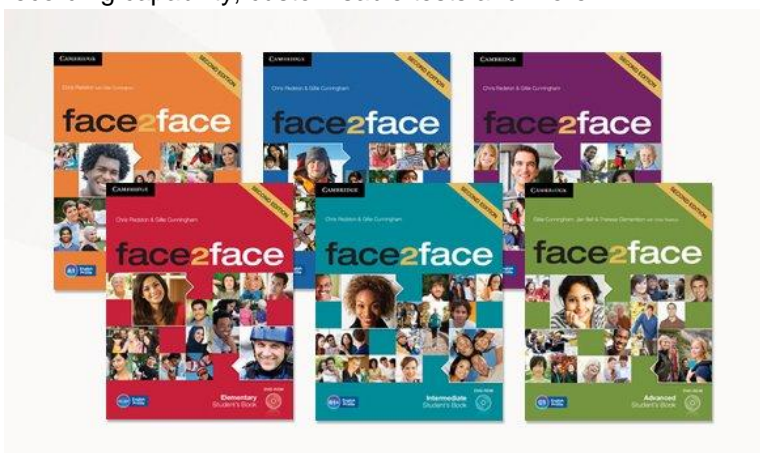
English Unlimited

<http://www.cambridge.org/au/cambridgeenglish/catalog/adult-courses/english-unlimited> is a six-level goals-based course for adults. Centred on purposeful, real-life objectives, it prepares learners to use English independently for global communication. The English Unlimited online workbooks provide the course workbook content plus additional collaborative multimedia projects in a package that supports independent study and teacher-managed self-study. The online workbooks allow students to collaborate and communicate, and enable teachers to easily track work and progress. They offer a classroom without walls for schools that wish to take their teaching into the digital age.



face2face, Second Edition

<http://www.cambridge.org/us/cambridgeenglish/catalog/adult-courses/face2face> is a six-level general English course for adults and young adults. Based on the communicative approach, face2face prepares learners for life in English. Vocabulary and grammar are of equal importance and there is a strong focus on listening and speaking for social situations. Students are given numerous opportunities to practise new language through a variety of communicative activities, many of which are personalised. face2face is fully compatible with the CEF and gives students regular opportunities to evaluate their progress. Mapping is available online, as well as in the relevant Teacher's Book. Each self-contained lesson is easily teachable off the page. Each level provides approximately 80 hours of core teaching material, which can be extended to 120 hours using the photo-copiable resource material and extra ideas in the Teacher's Book (60 hours extendable to 90 for the Starter level). The Student's Books come with a Self-study DVD-ROM offering extra practice activities, video, recording capability, customisable tests and more.



English File, Third edition

https://elt.oup.com/catalogue/items/global/adult_courses/english_file_third_edition/?cc=global&sellLanguage=en&mode=hub

A blend of completely new lessons, updated texts and activities, together with the refreshing and fine-tuning of some favourite lessons from New English File - English File third edition provides the right mix of language, motivation, and opportunity to get students talking. English File third edition offers more support for teachers and students. Teacher's Book provides over 100 photo-copiable activities, plus extra tips and ideas. iTools brings your classroom to life with the Student's Book, Workbook and Teacher's Book photo-copiable activities, on-screen and interactive. iTutor enables students to revise, review and catch up if they've missed a lesson with all audio and video, plus Grammar, Vocab, Pronunciation, Reading and Listening. Students can learn and practise sounds, words and sentences in context - and take wherever they go - with the Pronunciation App.



Course completion certificate and student assessment report

The tuition fee includes one copy of a course completion certificate and student assessment report which is given to each student on the last day at CET. The course completion certificate shows the period of study and the final level of instruction for the student. To describe the level of instruction, we use the internationally recognised CEFR Common European Frame of References for Languages as competency descriptors. A copy of the CEFR descriptors is available at the Council of Europe website at http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp. T

Students also receive an Individual Student Report every 10 weeks and at the end of the course. The student assessment report provides textual feedback from teachers on competencies demonstrated during the course and areas to focus on in the future. **Test scores are only included on programs of 4 weeks or more. For programs shorter than 4 weeks that require test scores, please request this at the time of quotation. Additional copies of a course completion certificate and student assessment report, and/or a special report to meet your institution's specific needs is available as an optional extra. Prices for these additional services are shown below.** All such documentation is sent to you by email in PDF format unless postage is specifically requested. An additional charge applies for postage. If you require an additional or special form of report for grades or some other criteria for assessment purposes in your institution, we ask you to let us know how you want the assessment report to look, and what it should contain. We need to know this information (and preferably have a copy of your desired format) at least a month before your students arrive so that we can include your requirements into our assessment scheme.

Class times

CET operates in three * 4.1-hour shifts each day, Monday to Friday inclusive. Class times are: **08.00 – 12.05; 12.10 – 16.15; and 16.20 – 20.25** Normally, **General English open classes are held in the morning session.** The time for closed classes is flexible and negotiable. This means that when we allocate your students to a class we will be balancing your students' learning needs (their English level) with the timetable for other students if they are in an 'open class', or with classroom availability if your group is in a 'closed class'. Timetable details are always available on our website at http://sydney.edu.au/cet/students/student_timetable.shtml so your students only need to check their class allocations online to know when and where to go for their class. The additional 5 minutes of class time per day is to compensate for planned professional development days 4 times per year when there are no CET classes.

Homestay Accommodation

We absolutely recommend Homestay accommodation so that your participants can experience living with an Australian family and also practice their English after school hours. Homestay accommodation is compulsory for students under 18 years of age. Our Homestay accommodation is arranged by Australian Homestay Network (AHN). <http://www.homestaynetwork.org/>. AHN Homestay Hosts are trained to assist international students:

- Settle into their new community
- Understanding the basics of Australian culture
- Everyday conversational skills
- Learning the basics such as buying transport tickets, where the local shops are, how to access
- Banking, internet, mobile phone and personal safety tips
- Frequently used English and 'Aussie' words and phrases

Unlike other accommodation options students don't need to sign any long-term contracts, pay a bond, find furniture or search for a property themselves. Students are matched by a fully trained AHN Supervisor with a suitable AHN Homestay Host according to the needs of the student and education provider location. An AHN Homestay student is provided with:

- A clean furnished room (this includes items like a bed, desk, wardrobe, chair and a study lamp),
- a supportive family environment and home to live in
- Meals (as specified) and accommodation (including utilities)
- On-going Homestay host and student support
- AHN 24/7 professional phone support
- AHN Contents Insurance for students and hosts as per AHN Insurance Policy
<http://www.homestaynetwork.org/ahn-insurance>
- Bathroom and laundry facilities

Other Accommodation Options

University dormitory accommodation may be available during university semester breaks, but must be booked and paid for well in advance if you want to guarantee space being available.

For more information on the 7 college options available, please visit our website at

http://sydney.edu.au/current_students/accommodation/on_campus/colleges.shtml

For more information on the International House option, please visit our website at

http://sydney.edu.au/current_students/accommodation/on_campus/international_house.shtml

Whichever option you choose for your tour group, you can elect to arrange accommodation/transfers directly with the supplier yourself, or we can make the arrangements and bookings for you. If you ask CET to make the accommodation arrangements for you, we will bill you a service fee of 17.5% of all accommodation-related fees and charges for our work on your behalf.

Activities

CET can assist with arranging a range of educational, extra-curricular and tourist activities and can provide discounted group rates. Please request a quote with your program proposal. For ideas on activities in and around Sydney visit. <http://www.colourfultrips.com/>

Example activity options:

| | |
|--|---------|
| 2 hours Sydney City tour | \$70pp |
| Full day Sydney City Tour | \$100pp |
| 2 hours Sydney Uni Campus Heritage Tour & Museum Collections | \$25pp |
| Taronga Zoo visit + ferry ticket | \$65pp |
| Blue Mountains full day tour | \$120pp |
| Australian Aboriginal Experience | \$100pp |
| Sydney Opera House tour: | \$40pp |

*These tours do not include a CET teacher or guide; they are with independent third party tour companies. Prices are subject to change. An accompanying CET teacher is an extra charge. See below.

Optional Extras – please specify if you would like these added to the program:

| | |
|--|---------------|
| CET teacher to accompany group for optional afternoon activities, per hour, in addition to activity cost: | \$180.00/hr |
| Welcome morning tea: | \$15.00pp |
| Graduation lunch and certificate presentation: | \$30.00pp |
| Extra copy of a course completion certificate and student assessment report, per person: | \$30.00pp |
| Additional or special assessment including design, invigilation, marking and reports, per person: | \$120.00pp |
| Postage for certificates, if required: | \$10.00pp |
| Structured buddy or mentor program with undergraduate students x 5 hours (flexible/negotiable) | \$50 per hour |
| Sydney Uni Sport & Fitness Gold member 10 visit Pass, including unlimited access to the Sports & Aquatic Centre's 50m indoor heated Olympic Pool, gym, group fitness, indoor rock climbing etc.: | \$200.00pp |

- **Please note that these are suggested activities only.**
- **For events at the University of Sydney which can be included in your program:**
<http://whatson.sydney.edu.au/events>
- **There are many more exciting and educational activities around Sydney. Please visit**
<http://www.sydney.com/> for more information.
- **The CET social calendar is regularly updated at:** <https://www.facebook.com/usyd.cet>
- **If you have specific requirements, please let us know.**

Application procedure

If the partner is satisfied with the details of the quote the next steps with *suggested* timelines are as follows:

4 – 6 + months in advance

1. Confirm program dates
2. Confirm number of students and accompanying teachers (if relevant)
3. Reserve accommodation/apply for homestay
4. Agree on program details & inclusions
5. Provide spread sheet of participant details & passport copies of all participants

2 – 4 + months in advance

1. Sign contract & any other necessary documents (e.g. MOU if required)
2. Invoices provided for payment
3. Payment processed
4. Confirm travel details & visa applications as necessary (visitor visa)

1 – 2 months in advance

5. Confirm all details for accommodation & airport transfers as appropriate
6. All details finalised before program commencement

Cancellation conditions

A 10% deposit must be paid within 28 days of signing a contract with us, otherwise the booking will lapse. Third party suppliers such as Homestay and tourist operators may also charge cancellation fees.

The balance of the full payment must then be paid to the University within four (4) weeks of the program start. Failure to pay will result in cancellation of the booking and loss of deposit.

The following cancellation fees also apply to customised program group bookings:

1. If a group cancellation is made more than 28 days before the program start date, we will retain the 10% deposit and the non-refundable administration fee for each participant.
2. If a group cancellation is made less than 28 days before the program start date, then we will retain 25% of the total payment and the non-refundable administration fee for each participant.
3. If a cancellation is made for an individual(s) within the group more than 28 days before the program start date, we will retain 10% of the total cost per participant(s) and the non-refundable administration fee per participant. If such cancellation of an individual(s) results in the group containing less than the accepted number of participants, you will still be charged for the minimum number of participants. Individual participant reimbursement will commence at a number above the accepted minimum number of participants.
4. If a cancellation is made for an individual(s) within the group less than 28 days before the program start date, we will retain 25% of the total cost per participant(s) and the non-refundable administration fee for each participant. If such cancellation of an individual(s) results in the group containing less than the accepted number of participants, you will still be charged for the minimum number of participants. Individual participant reimbursement will commence at a number above the accepted number of participants.
5. You also acknowledge that the above amounts are retained by us as a genuine pre-estimate of the loss that we will suffer as a result of the early cancellation by you, and are not penalties.

Health cover

Overseas Student Health Cover (OSHC) is essential for students undertaking courses longer than 12 weeks in duration. For more information visit <https://www.oshcallianzassistance.com.au/>

If you are visiting Australia on a visa that is not a student visa (i.e. visitor visa or working holiday visa), you do not need to pay for health cover. However, for non-student visa holders, CET recommends you consider investing in Educover.

Educover is an insurance product designed for international students and visitors who are undertaking study in Australia (but not on a student visa) and who are not eligible for OSHC or Medicare benefits. Educover benefits to include:

- 24 hour emergency helpline - 1800 814 781
- Dedicated on-campus representatives at 35 campuses nation-wide
- Direct billing at over 85 medical providers across Australia, that means no paperwork for you when claiming
- Claims processing on-campus with vouchers redeemable for cash at Australia Post outlets.

For information on Educover and to purchase insurance, please see <https://www.oshcallianzassistance.com.au/educover/educover.aspx>

Terms and Conditions of Quote

This quote is subject to suppliers' price changes and as such is valid for two (2) weeks from the date of this proposal. This quote excludes GST on taxable items.

Quotation: 4 Week General English Open Class Program

- Prices shown per participant per week
- 20hrs 'Open Class' per week
- Course completion certificate mapped to the *CEFR Common European Framework of Reference for Languages*.
- Welcome morning Tea & Graduation ceremony and graduation lunch (optional)
- Structured undergraduate student ambassador program (optional)
- Accompanying teachers at no charge to audit classes.
 - Details of all accompanying teachers must be provided prior to contract drafting.
 - Accompanying teachers will be required to pay fees for, accommodation & transfers as necessary
- Accommodation not included
- Airport transfers not included
- Public Transport not included
- Afternoon and weekend touristic activities optional extra. Please see price package guidelines.

| Education Services | Description | Cost | Number of Weeks/units | Sub-Total |
|--|---|--------------------|-----------------------|---------------------|
| (i) General English Tuition, open class | 20hrs per week | \$ 380.00 | 4 | \$ 1,520.00 |
| | Administration Fee | \$ 300.00 | 0.5 | \$ 150.00 |
| | Materials Fee | \$ 140.00 | 1 | \$ 140.00 |
| Subtotal for General English Program | | | | \$ 1,810.00 |
| (ii) Student Ambassador program Structured afternoon Communication activities with local undergraduate students | 2 x afternoon sessions - Flexible and negotiable | \$ 30.00 | 2 | \$ 60.00 |
| Graduation Ceremony & Lunch | | \$ 35.00 | 1 | \$ 35.00 |
| Subtotal for Optional Extras (Optional) | | | | \$ 95.00 |
| Total per participant | | \$ 1,905.00 | 1 | \$ 1,905.00 |
| Total per 30 participants | | \$ 1,905.00 | 30 | \$ 57,150.00 |