



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

Test of English  
for Aviation  
Personnel  
(TEAP) approved  
by the UK CAA



# English for Aviation 2023



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# Welcome to Anglo-Continental



Anglo-Continental is one of the world's leading English language teaching organisations with an enviable reputation built over seventy years. We are accredited by The British Council which means our programmes are strictly regulated and our standards are guaranteed. Although one of the largest schools in the UK, we are still a family run organisation and pride ourselves on our friendly personal service and efficient administration.

Anglo-Continental has been providing specialised English language training to aviation organisations worldwide since 1971. Since the introduction of the ICAO language proficiency requirements, we have also developed a range of courses specifically designed to assist aviation organisations and individuals in achieving the mandatory ICAO Level 4 (Operational).

## Our Trainers

We are an approved Cambridge Teacher Training and TKT Examination Centre. All our long-term trainers have the DELTA or an equivalent diploma. In addition, trainers have specialised knowledge and experience in aviation operations.

## Location: Bournemouth, South Coast of England

Anglo-Continental is located in Bournemouth, a lively university town. Bournemouth is a prestigious business centre and several multi-national companies have their regional or United Kingdom headquarters in the town. London Heathrow Airport and London Gatwick Airport are only 2 - 2½ hours away with frequent National Express Coach and train services to Bournemouth. As a cosmopolitan town with no strong regional accent, Bournemouth is the ideal location to learn English in England.

Bournemouth has a mild climate and 12 kilometres of sandy beaches (awarded the prestigious Blue Flag for cleanliness), and it is well known for its beautiful parks, gardens and extensive leisure facilities.

Anglo-Continental English Language Levels	CEFR*
Beginner to Elementary	A1
Pre-Intermediate	A2
Intermediate	B1
Upper Intermediate	B2
Advanced	C1
Proficiency to Near Native	C2

\* CEF = Common European Framework



# Anglo-Continental



**Classrooms**

Charminster 10 minutes' walk

Train and coach stations 10 minutes' walk



**Student Centre**



**Gardens**



**Executive Centre**



**Multi-Media Learning Centre**



**Pavilion**



**Young Learners Centre**



Bournemouth Town Centre 10 minutes' walk  
 Bournemouth Beach 15 minutes' walk

Computer generated image as many large trees make it difficult to take a photograph of the entire campus.



**Language Laboratory**



**Student Services**



**Lecture Room**

# Meet the Team

## The Anglo-Continental Aviation English Division Team



**Jon Underwood**  
**Academic Head/Head of Professional Training**

"I am responsible for coordinating the Aviation English programmes, staff recruitment and course development as well as all administrative aspects of the Anglo-Continental Test of English for Aviation Personnel (TEAP). I also have considerable experience, at home and abroad as a rater, trainer and an interlocutor and ICAO language assessor using the Anglo-Continental TEAP.



**Paul Mellor**  
**Aviation English Specialist**

"My specialist areas are in aviation language training and assessment, teacher training and the phonology of international English. I am also responsible for the development of the Test of English for Aviation Personnel (TEAP)."



**Simon Wilkinson**  
**Aviation Professional**

"As well as being a qualified teacher, I am also a commercial flying instructor and have worked as a Charter Pilot. I enjoy using my varied experience to teach aviation English and help candidates prepare for ICAO spoken English tests."

*This is our core Aviation team. Other members of our Aviation Professionals Panel join us when required.*



**Rachel Williams**  
**Aviation English Specialist**

"I have been a member of the Anglo-Continental rater team for seven years and as a senior rater, I am responsible for developing the Anglo-Continental Rater course for ICAO language proficiency requirement examiners."



**Guido Schillig**  
**Managing Director**

"I am privileged to continue Anglo-Continental's tradition of providing specialised English language training to individuals and aviation organisations worldwide since 1971."



**Véronique Bethell**  
**Professional Training Supervisor**

"I have over 25 years experience in the language school industry, and for a number of years I have been specialising in the Aviation and Professional Training Programmes at Anglo-Continental."

# Introduction to ICAO

The International Civil Aviation Organisation (ICAO) grades English Language performance on a scale of 1 to 6:

**Level 1 Pre-Elementary**

**Level 4 Operational**

**Level 2 Elementary**

**Level 5 Extended**

**Level 3 Pre-Operational**

**Level 6 Expert**

In order to conform with ICAO language proficiency requirements, Pilots, Air Traffic Controllers and all others who use English in R/T communication on international routes must be at ICAO English Language Level 4 (Operational) or above. This must be confirmed by successful completion of a licensing authority approved test.

Those who are assessed at ICAO Level 4 or 5 must be re-tested at regular intervals. Those who fail may not be licensed to operate on international routes.

## ICAO Language Proficiency Requirements


Appendix A (Annex 1) of ICAO Doc 9835, which sets out the language proficiency requirements, states that pilots, air traffic controllers and aeronautical station operators shall demonstrate the ability to speak and understand the language used for radiotelephony communications to the level specified in the Appendix. The six descriptors are:

- ◆ Pronunciation
- ◆ Structure
- ◆ Vocabulary
- ◆ Fluency
- ◆ Comprehension
- ◆ Interaction

The final score for each test-taker is not the average or aggregate of the ratings in each of the six ICAO language proficiency skills but the lowest of these six ratings.







# Test of English for Aviation Personnel (TEAP)

Anglo-Continental's Test of English for Aviation Personnel is widely used to assess the language competence of pilots and air traffic controllers in accordance with the ICAO Language Proficiency Rating Scale. Candidates awarded an ICAO assessment of level 4 or above can apply for their licence to be endorsed by the relevant authority.

The TEAP, in line with ICAO's directives, includes a listening and an oral component. It is designed to generate a sample of the candidate's language skills which enables us to rate the candidate's competence in all areas covered by the ICAO descriptors. It is conducted as an interview, and is divided into four parts:

#### **Part 1**

This consists of an interview including an introduction to the candidate's job and the context in which he/she works.

#### **Part 2**

After listening to a short recording of a non-standard incident, the candidate is required to give a detailed summary. They are then asked to talk about this type of incident in general terms.

#### **Part 3**

In this part, candidates are asked to listen to a maximum of three recordings, two based on radiotelephony and one in an informal style. Prior to each recording, the candidate is asked to listen for specific details. There is no visual contact between the interlocutor and the candidate during this section of the test.

#### **Part 4**

After listening to a long informal report of an incident in aviation, the candidate is required to give a detailed summary. A discussion regarding the more general issues raised by the report follows.

The test has a duration of approximately 30 minutes.

All TEAP interviews are recorded for security and moderating purposes and each candidate is assessed by at least two raters from our team of ten. A report is issued by our aviation specialists providing the candidate's ICAO level profile and the grade attained for each descriptor.

A certificate is awarded to candidates who achieve level 4 or above.

### **Become a TEAP Test Centre**

If you would like to apply to become a test centre please

contact us:  
[aviation@anglo-continental.com](mailto:aviation@anglo-continental.com)

**Approved by the UK CAA**



### **Test Fees 2023**

Test fee per candidate: £ 155

### **Flexible Dates**

Please contact us to book the test at a time convenient to you.

[aviation@anglo-continental.com](mailto:aviation@anglo-continental.com)



# Introduction to Aviation English

This course is intended for people with limited knowledge of aviation, who are aiming to start their training for a career as a pilot or air traffic controller.

This special programme gives them an insight into the world of aviation and an understanding of some of its terminology, whilst improving their general English language at the same time.

The course provides a useful combination of intensive general English and aviation English tuition:

## General English language tuition

The general English component concentrates on structure and usage, oral communication, vocabulary development and listening and reading comprehension.

## Aviation English language tuition

The specialised component of the course concentrates on extending the trainee's aviation English vocabulary, whilst also improving the receptive and productive language skills, using a range of topic areas within the context of aviation.

- Aircraft - types, structure and maintenance
- Airport - areas, layouts, equipment and planning
- Phases of flight - pushback, take-off, en route and landing
- Language of flying - communication in the air and on the ground
- Theory of flight
- Meteorology
- Navigation
- Emergency situations



## Programme features

- Insight into the world of aviation
  - Variety of aviation topics
- Combination of general and aviation English
- Opportunity to meet other trainees with similar interests
  - Virtual learning environment - eAnglo

# Introduction to Aviation English Course 2023

Course number	IAE-30
<b>General English lessons</b>	20
<b>Aviation English lessons</b>	10
<b>Total lessons per week</b> <small>(lesson duration 45 minutes)</small>	<b>30</b>
<b>Entry level</b>	Intermediate
<b>CEFR level</b>	B1
<b>General English class size</b>	Maximum 15
<b>Aviation English class size</b>	Maximum 12
<b>Minimum age</b>	16
<b>Course duration (weeks)</b>	2 - 4
Course fees	Pounds sterling
<b>2 weeks</b>	1620
<b>3 weeks</b>	2315
<b>4 weeks</b>	3010
Accommodation fees <small>(Pounds sterling)</small>	18+ Standard homestay - single room 16-17 year olds - Standard homestay - twin room including under 18s supplement
<b>First 2 weeks</b>	360
<b>Each additional week</b>	145
<b>High season supplement</b> <small>(18 June to 6 August - per week)</small>	45
<b>Cashless lunch card</b> <small>(optional per week)</small>	40
<b>Single room supplement for 16-17 year olds</b> <small>(optional per week)</small>	30
Executive homestay accommodation* fees - single room	
	Pounds sterling
<b>First 2 weeks</b>	590
<b>Each additional week</b>	260
<b>High season supplement</b> <small>(18 June to 6 August - per week)</small>	45
<b>Cashless lunch card</b> <small>(optional per week)</small>	40

\* For trainees aged 18+.

## Course fees include...

### Administrative services

- Enrolment fee
- Student card

### Education

- All tuition
- Use of the multi-media learning centre
- All textbooks and teaching materials
- Virtual learning environment - eAnglo
- Anglo-Continental Certificate of Training (subject to satisfactory course completion)

### Internet access

- Free wireless internet access.
- Computers available in the Student Centre, multi-media learning centre and the language laboratory.

### Social Activities Programme

- Afternoon and evening activities.
- Weekly programme available online: [www.anglo-continental.com/leisure.html](http://www.anglo-continental.com/leisure.html)

### Additional study

Trainees are given guided private study material and additional tasks may include pre-session preparation and follow-up work. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, audio, video/ DVD and reference material is available for private use.

## Homestay accommodation fees include...

- Single room from the Sunday before course commencement to the Sunday after its completion
- Light laundry - once per week
- Wi-Fi

### Meals

- Breakfast Monday to Sunday
- Evening meal Monday to Sunday
- Light lunch Saturday and Sunday (Hot and cold lunches may be purchased in the Student Centre from Monday to Friday using a cashless card. You can pre-pay for this card at the time of enrolment. We recommend a budget of £8 per day). For further details of accommodation see pages 22 - 23.

## Airport transfers

- See pages 30 - 31.

## Course entry dates 2023

January	February	March	April	May	June	July	August	September	October	November	December
16	13	13	11	8	5	3, 31	29	25	23	20	11*

Additional entry dates can be arranged for groups

\* 2 weeks only



# Pilots and Air Traffic Controllers

Anglo-Continental's English for Pilots and Air Traffic Controllers Course is designed to help aviation professionals who need to meet the ICAO language proficiency requirements.

The course provides an ideal combination of general and specialised English tuition. This ensures that the trainees have the opportunity to improve their general English language skills, which is essential to support the development of the specialised aviation English required for ICAO language proficiency requirements.

## General English

The general English tuition adopts an integrated skills approach. The course concentrates on structure and usage, oral communication, vocabulary development and listening and reading comprehension. This provides the trainee with an opportunity to communicate and interact with other learners in a multi-lingual environment, as well as develop their language skills in preparation for the specialised component. Options of either 20 or 25 lessons per week are available.

## Specialised Aviation English

The specialised aviation English component focuses on developing the trainee's communicative competence, with particular reference to the six ICAO language proficiency descriptors - pronunciation, structure, fluency, vocabulary, comprehension and interaction. Course participants will develop their listening skills with authentic recordings and practise using the functional language and vocabulary required in both standard and non-standard aviation situations.

The course is aimed at ICAO levels 4 and 5, and is focussed on improving the communication skills needed to achieve operational level and above.



## Programme features

- Oral assessment prior to enrolment
- Experienced aviation English trainers and aviation English specialists
- Special courses for groups can be offered in the UK or in-country
- Virtual learning environment - eAnglo

# English for Pilots and Air Traffic Controllers 2023

## Course fees include...

### Administrative services

- Enrolment fee
- Pre-training assessment
- Student card

### Education

- All tuition
- Use of the multi-media learning centre
- All textbooks and teaching materials
- Virtual learning environment - eAnglo
- Anglo-Continental Certificate of Training (subject to satisfactory course completion)

### Internet access

- Free wireless internet access.
- Computers available in the Student Centre, multi-media learning centre and the language laboratory.

### Social Activities Programme

- Afternoon and evening activities.
- Weekly programme available online: [www.anglo-continental.com/leisure.html](http://www.anglo-continental.com/leisure.html)

### Additional study

Trainees are given guided private study material and additional tasks may include pre-session preparation and follow-up work. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, audio, video/DVD and reference material.

## Homestay accommodation fees include...

- Single room from the Sunday before course commencement to the Sunday after its completion
- Light laundry - once per week
- Wi-Fi

### Meals

- Breakfast Monday to Sunday
- Evening meal Monday to Sunday
- Light lunch Saturday and Sunday (Hot and cold lunches may be purchased in the Student Centre from Monday to Friday using a cashless card. You can pre-pay for this card at the time of enrolment. We recommend a budget of £8 per day). For further details of accommodation see pages 22 - 23.

### Airport transfers

- See pages 30 - 31.

Course number	G-1.35A	
<b>General English lessons</b>	20	
<b>Aviation English lessons</b>	15	
<b>Total lessons per week</b> (lesson duration 45 minutes)	<b>35</b>	
<b>Minimum entry levels</b> (Prior to enrolment, trainees may be required to undertake an oral assessment)	ICAO Level 3 (high level) and above Intermediate	
<b>CEFR level</b>	B1	
<b>Homework</b> (General English and Aviation English)	Yes	
<b>Class size General English</b>	Maximum 15	
<b>Class size Aviation English</b>	Maximum 4	
<b>Minimum age</b>	18	
<b>Course duration (weeks)</b>	2 - 8	
<b>Final Test</b>	TEAP at extra cost (see page 9)	
<b>Course fees</b>	Pounds sterling	
<b>2 weeks</b>	2030	
<b>each additional week</b>	900	
<b>Accommodation fees</b> (Pounds sterling)	<b>Standard homestay - single room</b>	<b>Executive homestay - single room</b>
<b>First 2 weeks</b>	360	590
<b>Each additional week</b>	145	260
<b>High season supplement</b> (18 June to 6 August - per week)	45	45
<b>Cashless lunch card</b> (optional per week)	40	40

### Notes

- ICAO Level 3, Pre-Operational, covers a wide range of ability in terms of language competence. The Anglo-Continental levels of English included (Intermediate to Upper Intermediate) refer to a trainee's overall language competence.
- Any trainee whose English is found to be below the level specified for the course, will automatically be transferred to a General Intensive Course (Course G-1.30). The sponsors will be informed immediately in order that a revised study plan may be agreed.
- Trainees at ICAO Level 2 should contact us for course details.

## Course entry dates 2023

January	February	March	April	May	June	July	August	September	October	November	December
3, 30	27	27	24	22	19	17	14	11	9	6	4*

Additional entry dates can be arranged for groups

\* 2 weeks only



# ICAO Raters

This course is intended for teachers of aviation English and aviation professionals who are required to assess and rate the English language capabilities of pilots, air traffic controllers and other aviation professionals, according to the Language Proficiency Requirements of the International Civil Aviation Organisation (ICAO), as set out in ICAO Document 9835. The participants' level of English language should be advanced.

As an approved UK CAA language Assessment Body (LAB), we use our considerable experience in test development and language assessment to guide trainees through the course. The training concentrates on interpreting the language criteria of the ICAO Rating Scale and applying them by listening to and assessing sound files of various non-native speaker aviation professionals. It is suitable for trainees who have little or no experience in ICAO language assessment as well as raters seeking annual refresher training as set out in ICAO Document 9835.

Trainees with no experience of English language teaching should contact us at [aviation@anglo-continental.com](mailto:aviation@anglo-continental.com) for advice.

## Pre-Course Tasks

The Rater pre-course tasks are designed to focus and prepare participants on ICAO Doc. 9835 and some of the key information needed for this intensive course.

## Course content

**30 Lessons** in a closed professional group, supplemented by guided private study.

The following areas will normally be covered:

- Evaluating and comparing different test types (e.g. for ab-initio trainees or trained professionals, direct or semi-direct, including computerised tests)
- Identifying the criteria for ICAO levels in: Listening (general comprehension, interpretation and discrimination) Speaking (accuracy, intelligibility and communicative competence)
- Defining and evaluating appropriate levels of competence in communication skills, and the 6 criteria of the ICAO Rating Scale.
- Practical exercises in rating trainees' performance at various levels of the ICAO Rating Scale, with emphasis on Levels 3 - 5.
- Identifying areas for development in failed candidates' performance, and guiding them towards improving their language proficiency.
- Blind rating assessments for standardisation purposes and to assess the course participants' level of competency using the Anglo-Continental Test of English for Aviation Personnel.



## Programme features

- Online pre-course tasks
- Also available in-country on request
- Suitable for initial and recurrent rater training
- Virtual learning environment - eAnglo

# Professional Training Course for Raters 2023

Course number	RAT-30	
<b>Lessons per week</b> (lesson duration 45 minutes)	30	
<b>Entry level</b>	Advanced	
<b>CEFR level</b>	C1	
<b>Class size</b>	Maximum 15	
<b>Minimum age</b>	21	
<b>Course duration (weeks)</b>	1	
Course fees	Pounds sterling	
<b>1 week</b>	735*	
Accommodation fees (Pounds sterling)	Standard homestay - single room	Executive homestay - single room
<b>1 week</b>	215	330
<b>Cashless lunch card</b> (optional per week)	40	40

\* Inclusive of VAT where applicable.

## Online Lessons

This course is available online for closed groups

*"Anyone who would be interested in a course on ICAO rating for aviation personnel will benefit from this course. It provided real life situational recordings and reinforcement of ICAO expectations."*

**Pamela, USA**

## Course fees include...

### Administrative services

- Enrolment fee
- Student card

### Education

- All tuition
- Use of the multi-media learning centre
- All teaching materials, including online pre-course tasks
- Virtual learning environment - eAnglo
- Anglo-Continental Certificate of Training (subject to satisfactory course completion). Throughout the course each trainee's rating skills will be monitored and their level of competence assessed at the end of the programme.

### Internet access

- Free wireless internet access.
- Computers available in the Student Centre, multi-media learning centre and the language laboratory.

### Social Activities Programme

- Afternoon and evening activities. Weekly programme available online: [www.anglo-continental.com/leisure.html](http://www.anglo-continental.com/leisure.html)

### Additional study

- Trainees are given guided private study material and additional tasks may include pre-session preparation and follow-up work. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, audio, video/DVD and reference material.

## Homestay accommodation fees include...

- Single room from the Sunday before course commencement to the Sunday after its completion
- Light laundry - once per week
- Wi-Fi

### Meals

- Breakfast Monday to Sunday
- Evening meal Monday to Sunday
- Light lunch Saturday and Sunday (Hot and cold lunches may be purchased in the Student Centre from Monday to Friday using a cashless card. You can pre-pay for this card at the time of enrolment. We recommend a budget of £8 per day). For further details of accommodation see pages 22 - 23.

## Airport transfers

- See pages 30 - 31.

## Course entry dates 2023

January	February	March	April	May	June	July	August	September	October	November	December
-	27	-	-	-	5	-	-	-	2	-	-

Additional entry dates can be arranged for groups



# Aviation English Teachers

In line with ICAO language proficiency requirements for Aviation Personnel to achieve level 4 or above, Anglo-Continental provides courses to assist those concerned in the attainment of this essential qualification.

Our Teaching Methodology Course for Aviation English Teachers provides vital training for English language teachers with the latest methodology for teaching Aviation English in the context of ICAO standards, along with personal aviation language development which results from working with experienced aviation English trainers.

The objective of the training is to develop the course participants' knowledge of Aviation English and English Language teaching skills within an aviation context, including a practical review of current methodology and classroom practice. Although an aviation background is an advantage, the course is designed to enable English language teachers who have little or no prior knowledge of aviation to teach Aviation English to Aviation Personnel. As all lessons have an aviation context, every part of the course contributes towards expanding the trainees' Aviation English knowledge.

## **Pre-Course Tasks**

The TAE pre-course tasks aim to provide an appropriate foundation for course participants.

## **Course planning**

There will be an initial group needs analysis at the beginning of each course. Sessions will be planned accordingly, also taking into account participants' methodological awareness and aviation background.

## **Course content**

### **Aviation English teaching methodology:**

The following areas will normally be covered:

- Course design and lesson planning
- Phonology – issues of international comprehensibility
- Developing listening skills – gist, specific information and inference
- Targeting the ICAO language descriptors in the classroom
- Assessing a trainee's level regarding the ICAO Language Proficiency Rating Scale
- Language transitions – from standard phraseology to plain English
- Sourcing, creating and exploiting authentic and published teaching materials
- Adapting video and audio materials for comprehension and language skills development

### **Aviation operations and lexis development:**

- Aircraft structures and systems
- Aircraft and air traffic control operations
- The phases of flight
- Aviation personnel and their communicative responsibilities
- ATC organisation and control of airspace
- ICAO standard phraseology and procedures
- Routine and non-routine situations





# Teaching Methodology Course for Aviation English Teachers 2023

Course number	TAE-30	
<b>Lessons per week</b> (lesson duration 45 minutes)	30	
<b>Entry level</b>	Upper Intermediate	
<b>CEFR level</b>	B2	
<b>Class size</b>	Maximum 12	
<b>Minimum age</b>	21	
<b>Course duration (weeks)</b>	1	
Course fees	Pounds sterling	
<b>1 week</b>	905*	
Accommodation fees (Pounds sterling)	Standard homestay - single room	Executive homestay - single room
<b>1 week</b>	215	330
<b>Cashless lunch card</b> (optional per week)	40	40

\* Inclusive of VAT where applicable.

## Course fees include...

### Administrative services

- Enrolment fee
- Student card

### Education

- All tuition
- Use of the multi-media learning centre
- All textbooks and teaching materials, including online pre-course tasks
- Virtual learning environment - eAnglo
- Anglo-Continental Certificate of Training (subject to satisfactory course completion)

### Internet access

- Free wireless internet access.
- Computers available in the Student Centre, multi-media learning centre and the language laboratory.

### Social Activities Programme

- Afternoon and evening activities.
- Weekly programme available online: [www.anglo-continental.com/leisure.html](http://www.anglo-continental.com/leisure.html)

### Additional study

Trainees have guided private study sessions. Tasks set may include pre-session preparation, follow-up work and research assignments. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, audio, video/ DVD and reference material is available for private use.

## Homestay accommodation fees include...

- Single room from the Sunday before course commencement to the Sunday after its completion
- Light laundry - once per week
- Wi-Fi

### Meals

- Breakfast Monday to Sunday
- Evening meal Monday to Sunday
- Light lunch Saturday and Sunday (Hot and cold lunches may be purchased in the Student Centre from Monday to Friday using a cashless card. You can pre-pay for this card at the time of enrolment. We recommend a budget of £8 per day). For further details of accommodation see pages 22 - 23.

### Airport transfers

- See pages 30 - 31.

## Online Lessons

This course is available online for closed groups

## Programme features

- Pre-course tasks
- Aviation English teaching methodology
- Aviation English appropriate to the learner's needs
- Experienced aviation English trainers and aviation English specialists
- Virtual learning environment - eAnglo

## Course entry dates 2023

January	February	March	April	May	June	July	August	September	October	November	December
-	-	6	-	-	12	-	-	-	9	-	-

Additional entry dates can be arranged for groups



# Special Aviation Programmes

Anglo-Continental offers specialised language training both for individuals and professional groups. Specially designed programmes prepare trainees for professional and specialised employment.

## Aviation English language training courses

These courses combine intensive general English tuition with specialised English study - subjects include: Aeronautical Information Service (AIS), Air Navigation, Aviation Management, Aviation Security, Cabin Crew, Engineering in Aviation and Meteorology.

## Training Objectives

Training objectives are defined before enrolment in consultation with trainees' sponsors. All special group programmes can be adjusted to the participants' level of English and professional knowledge and experience.

## Course Content

Group training programmes, usually of **30 lessons per week**, normally include two components:

- **General English Language Tuition**, with other trainees in international classes or in closed professional groups;
- **Specialised English Language Tuition**, normally in closed professional groups.

## Course Durations

Professional training programmes may vary in duration according to the needs of the trainee.

## Language Levels

Trainees can be accepted for general English tuition at all levels of English from beginner to advanced. The minimum level for specialised language training is Low Intermediate.



## Your Career

If you are planning a career as a pilot and are interested in starting your aviation training whilst improving your English language level at Anglo-Continental, we can assist you by introducing you to one of the following local flight training schools once you are in Bournemouth:

Bliss Aviation  
[www.blissaviation.com](http://www.blissaviation.com)

Bournemouth Commercial Flight Training  
[www.bcft.aero](http://www.bcft.aero)

# Aviation English Language Training Courses 2023

## **AERONAUTICAL INFORMATION SERVICE (AIS)**

- ◆ Flight rules
- ◆ Air traffic services
- ◆ Theory of flight
- ◆ Air navigation
- ◆ Meteorology
- ◆ Communications
- ◆ Aerodromes

## **CABIN CREW**

- ◆ Airports
- ◆ Aircraft
- ◆ Boarding and in-flight duties
- ◆ In-flight emergency procedures
- ◆ Dealing with passengers
- ◆ Medical problems
- ◆ Food and drink

## **AIR NAVIGATION**

- ◆ Aircraft characteristics
- ◆ Weather
- ◆ The earth
- ◆ Aeronautical Information Service (AIS)
- ◆ Locations, maps and charts
- ◆ Speed, time and distance
- ◆ Navigational aids

## **ENGINEERING IN AVIATION**

- ◆ Theory of flight
- ◆ Aircraft construction, systems and components
- ◆ Engines
- ◆ Propellers
- ◆ Electricity and electronics
- ◆ Cockpit instruments
- ◆ Tools and workshop practices

## **AVIATION MANAGEMENT**

- ◆ International aviation
- ◆ Aviation services
- ◆ Airline management
- ◆ Airline operations
- ◆ Airport management and operations
- ◆ Telecommunications
- ◆ Airport construction and maintenance
- ◆ Marketing and public relations
- ◆ Management communication

## **METEOROLOGY**

- ◆ Principles of meteorology
- ◆ General aviation terminology
- ◆ Met services at airports
- ◆ Visibility, the atmosphere and pressure
- ◆ Precipitation
- ◆ Forecasting

## **AVIATION SECURITY**

- ◆ Threats to civil aviation
- ◆ Passenger profiling
- ◆ Questioning techniques
- ◆ Methods of concealment
- ◆ Screening of passengers and luggage
- ◆ Explosive devices, other prohibited items, and CBRN threats
- ◆ Document verification
- ◆ Biometric technologies
- ◆ Customer service and effective security
- ◆ Passenger restraint

## **GROUND PERSONNEL**

- ◆ Airport and Ground Operations
- ◆ Aircraft De-icing operations
- ◆ Aircraft Marshalling and Ramp Hand Signals
- ◆ Aircraft Turnaround Coordination
- ◆ Extreme Weather Operations
- ◆ Baggage Handling Services
- ◆ Basic Airside Safety
- ◆ Airport Services – Passenger Handling
- ◆ Ground Vehicles and Equipment

# Intensive Courses plus Aviation English 2023

Course number	AV-1.30	AV-2.30	AV-3.30	AV-4.30
<b>Course type</b>	<b>English for Aeronautical Information Service (AIS)</b>	<b>English for Air Navigation</b>	<b>English for Aviation Management</b>	<b>English for Aviation Security</b>
<b>General English lessons</b>	20			
<b>Specialised lessons</b>	10			
<b>Total lessons per week</b> <small>(lesson duration: 45 minutes)</small>	<b>30</b>			
<b>Language levels for entry</b>	Intermediate to Advanced			
<b>CEFR levels for entry</b>	B1 - C1			
<b>General English - class size</b>	Class average 10 (Max. 15)			
<b>Specialised English - group size</b>	Average 5 (Max. 8)			
<b>Minimum age</b>	18			
<b>Course duration (weeks)</b>	2 - 4			
<b>Course fees</b>	Pounds sterling			
<b>First 2 weeks</b>	2050			
<b>Each additional week</b>	905			
<b>Accommodation fees</b> <small>(Pounds sterling)</small>	<b>Standard homestay - single room</b>	<b>Executive homestay - single room</b>		
<b>First 2 weeks</b>	360	590		
<b>Each additional week</b>	145	260		
<b>High season supplement</b> <small>(18 June to 6 August - per week)</small>	45	45		
<b>Cashless lunch card</b> <small>(optional per week)</small>	40	40		

## Course fees include...

### Administrative services

- Enrolment fee
- Student card

### Education

- All tuition
- Use of the multi-media learning centre
- All textbooks and teaching materials, including online pre-course tasks
- Virtual learning environment - eAnglo
- Anglo-Continental Certificate of Training (subject to satisfactory course completion)

### Internet access

- Free wireless internet access.
- Computers available in the Student Centre, multi-media learning centre and the language laboratory.

### Social Activities Programme

- Afternoon and evening activities.
- Weekly programme available online: [www.anglo-continental.com/leisure.html](http://www.anglo-continental.com/leisure.html)

### Additional study

Trainees have guided private study sessions. Tasks set may include pre-session preparation, follow-up work and research assignments. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, audio, video/DVD and reference material.

## Homestay accommodation fees include...

- Single room from the Sunday before course commencement to the Sunday after its completion
- Light laundry - once per week
- Wi-Fi

### Meals

- Breakfast Monday to Sunday
- Evening meal Monday to Sunday
- Light lunch Saturday and Sunday (Hot and cold lunches may be purchased in the Student Centre from Monday to Friday using a cashless card. You can pre-pay for this card at the time of enrolment. We recommend a budget of £8 per day).

For further details of accommodation see pages 22 - 23.

## Airport transfers

- See pages 30 - 31.

## Course entry dates 2023

**AV-1.30, AV-2.30, AV-3.30, AV-4.30**

Contact us for available dates

# Intensive Courses plus Aviation English 2023

Course number	AV-5.30	AV-6.30	AV-7.30	AV-8.30
<b>Course type</b>	<b>English for Cabin Crew</b>	<b>English for Engineering in Aviation</b>	<b>English for Meteorology</b>	<b>English for Ground Personnel</b>
<b>General English lessons</b>	20			
<b>Specialised lessons</b>	10			
<b>Total lessons per week</b> <small>(lesson duration: 45 minutes)</small>	<b>30</b>			
<b>Language levels for entry</b>	Intermediate to Advanced			
<b>CEFR levels for entry</b>	B1 - C1			
<b>General English - class size</b>	Class average 10 (Max. 15)			
<b>Specialised English - group size</b>	Average 5 (Max. 8)			
<b>Minimum age</b>	18			
<b>Course duration (weeks)</b>	2 - 4			
<b>Course fees</b>	Pounds sterling			
<b>First 2 weeks</b>	2050			
<b>Each additional week</b>	905			
<b>Accommodation fees</b> <small>(Pounds sterling)</small>	<b>Standard homestay - single room</b>	<b>Executive homestay - single room</b>		
<b>First 2 weeks</b>	360	590		
<b>Each additional week</b>	145	260		
<b>High season supplement</b> <small>(18 June to 6 August - per week)</small>	45	45		
<b>Cashless lunch card</b> <small>(optional per week)</small>	40	40		

## Course fees include...

### Administrative services

- Enrolment fee
- Student card

### Education

- All tuition
- Use of the multi-media learning centre
- All textbooks and teaching materials, including online pre-course tasks
- Virtual learning environment - eAnglo
- Anglo-Continental Certificate of Training (subject to satisfactory course completion)

### Internet access

- Free wireless internet access.
- Computers available in the Student Centre, multi-media learning centre and the language laboratory.

### Social Activities Programme

- Afternoon and evening activities.
- Weekly programme available online: [www.anglo-continental.com/leisure.html](http://www.anglo-continental.com/leisure.html)

### Additional study

Trainees have guided private study sessions. Tasks set may include pre-session preparation, follow-up work and research assignments. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, audio, video/DVD and reference material.

## Homestay accommodation fees include...

- Single room from the Sunday before course commencement to the Sunday after its completion
- Light laundry - once per week
- Wi-Fi

### Meals

- Breakfast Monday to Sunday
  - Evening meal Monday to Sunday
  - Light lunch Saturday and Sunday (Hot and cold lunches may be purchased in the Student Centre from Monday to Friday using a cashless card. You can pre-pay for this card at the time of enrolment. We recommend a budget of £8 per day).
- For further details of accommodation see pages 22 - 23.

## Airport transfers

- See pages 30 - 31.

## Course entry dates 2023

**AV-5.30, AV-6.30, AV-7.30, AV-8.30**

Contact us for available dates



# Accommodation

## Selection of homestay accommodation

Through careful homestay accommodation selection, we ensure that you are comfortable and well looked after during your course. All homestays registered with Anglo-Continental are regularly checked by our staff and evaluated by our students, to ensure that quality remains at a high standard.

### Why stay in a homestay accommodation?

- Your host family will make you feel welcome and will help you with any concerns during your stay.
- You will enhance the language and cultural experience of your stay in England by living with a host family.
- You will be treated like a member of the family.
- Your host family will make time to speak with you at meal times and will invite you for a chat over a cup of tea. This is a great way to advance your English outside of the classroom.
- Your host family will also help you with practical matters such as how to get to school on your first day.

### Important notice - students under 18 years

*In accordance with British Council recommendations, we check that homestay family members are suitable to accommodate students under 18 years of age by using the Disclosure and Barring Service (DBS).*

### Standard homestay accommodation includes:

- A pleasantly furnished single bedroom for students aged 18+. Twin room for students aged 16-17.
- Shared shower or bathroom and toilet facilities.
- 16 meals per week.
- Bed linen and towels are provided weekly.
- A supply of duvets and blankets are available.
- A light laundry service (one load per week).
- Wi-Fi.

### Standard homestay accommodation with private bathroom (Age 18+ only) includes:

- Same as standard homestay accommodation plus
- Exclusive use of a shower or bathroom and toilet facilities.

### Executive homestay accommodation (Age 18+ only) includes:

For students attending the Executive Programme, Business and Specialised, Professional Training, Aviation and Club 50+ Programmes:

Same as Standard Homestay Accommodation with private bathroom  
Plus

- A spacious, comfortably furnished bedroom
- 16 meals per week (3 course evening meal accompanied by a glass of wine or beer)
- Our executive hosts provide an enhanced standard of hospitality and comfort

*"I thoroughly enjoy looking after students and have learnt so many interesting things and met some wonderful people. One of the most important aspects to hosting students is to eat with the students as much as possible in order to get to know them properly and make them feel welcome."*

**Mrs Langley, Homestay**

### Adult Homestay Accommodation Fees 2023 (Pounds sterling)

	<b>Standard - 16-17 Twin Room Shared Bathroom</b>	<b>Standard - 18+ Single Room Shared Bathroom</b>	<b>Standard - 18+ Single Room Private Bathroom</b>	<b>Executive - 18+ Single Room Private Bathroom</b>
<b>First week</b>	215	215	270	330
<b>Each additional week</b>	145	145	200	260
<b>High season supplement</b> (18 June to 6 August - per week)	45	45	45	45
<b>Single room supplement</b> (optional - per week)	30	~	~	~
<b>Special diet supplement</b> (optional - per week)	25	25	25	25

### Alternative accommodation

Alternative accommodation can be arranged on request for students over the age of 18 years:

- Student hotel accommodation
- Hotel
- Guest houses
- Bed and breakfast
- University residence
- Flats and apartments

Reservations made through Anglo-Continental are subject to a non-refundable administration fee of 5% of the total booking fee per room (minimum £25). Further details and suggested establishments are available on our website:  
[www.anglo-continental.com/alternative.html](http://www.anglo-continental.com/alternative.html)



# Student Support

## **Counselling service**

When you are away from home, problems can arise. Most of these are easily solved with the help of our Student Services staff.

Our Student Support staff provide a confidential and discreet service for problems of a delicate or sensitive nature. The Student Support Team has a wealth of experience in dealing with international students and the variety of problems that might arise.

From your first contact with us to your last day at Anglo-Continental, we will give you all the help you need.

## **Students under 18 years of age**

Anglo-Continental closely monitors students under 18 years of age. Any unauthorised absence is looked into by our Student Services staff. On the first day of school our Student Support Officer meets with new students under 18 years of age on Adult Courses to ensure that they are aware of the Anglo-Continental guidelines for students under 18. These students will also be asked to sign a statement to confirm that they understand and will follow these guidelines.







## Safety and student support

The safety and wellbeing of our students is one of our top priorities. Anglo-Continental has fully trained staff and facilities to provide a high standard of student support, safety and first aid.

- Experienced, caring and approachable staff.
- Students under 18 years of age are strictly monitored and any unauthorised absence is followed up by our staff.
- Fully qualified and experienced first aid staff and a dedicated first aid room.





© One World by the Sea Festival 2017,  
photograph by Zeldia de Hollander

# Activities, leisure & sports

## Leisure

Bournemouth has all the leisure and entertainment facilities of a leading holiday resort:

- Cinemas and theatres with films and plays of every kind
- Concerts, exhibitions and other events of international calibre such as the Air Festival, One World by the Sea Festival, Food and Drink Festival and Arts by the Sea
- Every kind of music - including the famous Bournemouth Symphony Orchestra
- An exceptional choice of pubs, clubs and lively places of entertainment

## Sports (some at extra cost)

You can select from a wide choice of sports activities:

- Every kind of water sport, including sailing, water-skiing, surfing and windsurfing in Bournemouth Bay or in Poole Harbour, Europe's largest natural harbour
- Swimming in the sea or in a choice of indoor pools
- Team games, such as football, volleyball and basketball
- Tennis, badminton, bowls and ten-pin bowling
- Gymnastics, squash, fitness training or martial arts
- Horse riding in the nearby New Forest National Park
- Golf - at a choice of excellent courses in Bournemouth





### Social Activity Programme





















Students aged 16 and over can participate in Anglo-Continental's social activity programme at no additional cost. Activities include the English language conversation club, the popular football club, social evenings every Wednesday, Bournemouth walking tour, beach games and a variety of other sports and leisure activities.

### Timetables

Download the social activity programme timetables: [www.anglo-continental.com/leisure.html](http://www.anglo-continental.com/leisure.html)

All course and activity timetables can be found on the website: [www.anglo-continental.com](http://www.anglo-continental.com)

### Free Social Activities Programme for Students Aged 16+ Typical Timetable

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	<b>Conversation club @13:45</b> 28 	<b>Pancake day @13:45</b> 01 	<b>Board Games @13:45</b> 02 	<b>Musical quiz @13:45</b> 03 	<b>Cultural social in Charminster</b> 04 	05
06	<b>Conversation Club @13:45</b> 07 	<b>International woman's day @13:45</b> 08 	<b>Film Club @13:45</b> 09 	<b>Table Tennis @13:45</b> 10 	<b>Football @13:45</b> 11 	12
13	<b>Conversation club @13:45</b> 14 	<b>Walking Tour Bournemouth @13:45</b> 15 	<b>Board Games @13:45</b> 16 	<b>St Patrick's day @13:45</b> 17 	<b>Cultural social in Charminster</b> 18 	19
20	<b>Conversation Club @13:45</b> 21 	<b>Table Tennis @13:45</b> 22 	<b>Film Club @14:00</b> 23 	<b>Bowling @13:45</b> 24 	<b>Volleyball @13:45</b> 25 	26
<b>IMPORTANT INFORMATION</b> Please visit Reception for more activity information, times, etc. Visit <a href="http://www.anglo-continental.com/timetable">www.anglo-continental.com/timetable</a> For a digital copy Some activities can change due to bad weather. Speak to Sonia if you need any help or have any questions Please see daily posters for times and locations of each activity						



## Sightseeing in London



# Excursions

## The Roman City of Bath



## The New Forest National Park



### Excursions

At Anglo-Continental, we give you every opportunity to see the sights of Southern England. Throughout the year, we offer an extensive choice of full-day and half-day guided excursions to interesting towns and cities, historic castles and stately homes, safari parks and areas of outstanding natural beauty. You can visit the great landmarks of London, go shopping in Oxford Street or see the world's leaders in the waxworks at Madame Tussaud's. You can visit the university city of Oxford or look around Winchester, the ancient capital of England. You can see the famous Lions of Longleat, Stratford-upon-Avon, Warwick Castle and many other fascinating places, according to your choice. Visits and excursions are arranged to events of special interest, such as air displays, exhibitions and international sports fixtures, as they occur. Whatever your preferences, you will probably find them featured in the excursion programme.



## Mudford Spit



# Transfer services 2023

## Recommended Option



### Anglo-Continental's coach transfer services

#### On Arrival

- meet and greet at London Heathrow
- escorted transfer to school
- car to accommodation

#### On Departure

- car from accommodation to school
- escorted transfer to London Heathrow

**Reservation and confirmation** of flight details are required no later than 10 days in advance.

### London Heathrow Airport (LHR) to Accommodation

June 4, 11, 18, 25	July 2, 9, 16, 23, 30	August 6
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**Day:** Sunday  
**Time:** Coaches depart between 0800 to 2000 hours.  
For flights arriving between 08.00 to 18.00 hours.

### Charge per person

£ 70

### Accommodation to London Heathrow Airport (LHR)

June 18, 25	July 2, 9, 16, 23, 30	August 6, 13, 20
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**Day:** Sunday  
**Time:** Coaches depart between 05.00 to 16.00 hours.  
For flights departing between 10.00 - 20.00 hours.

### Charge per person

£ 70



### Anglo-Continental Car Transfer Services

Anglo-Continental offers a personal meet and greet service from any location in Great Britain at any time and on any day. You will be driven directly and comfortably to the destination.

You may be sharing a car with another student.

**Reservation and confirmation** of flight details are required no later than 10 days in advance.

### Anglo-Continental Car Transfer Services Charges 2023 per single journey

#### From/To

London Heathrow
London Gatwick
London City
London Centre
London Stansted
London Luton
Southampton Airport
Bournemouth Airport

#### 1 person

£ 205
£ 220
£ 325
£ 325
£ 305
£ 250
£ 110
£ 80

**Day:** Any day  
**Time:** Any time  
**Waiting time:** The first 2 hours of waiting time are free of charge.  
Extra waiting time is charge at £ 45 per 30 minutes.

**Charge for second passenger travelling in the same car:** £ 22



### National Express Coaches

National Express provides coach services to the public. There are frequent services throughout the day, every day of the year and services from London Heathrow are direct to the Bournemouth Interchange. However, if you arrive at another airport you will have to change coaches. You will need to take a taxi from the coach station to your accommodation. For full details of their services, current timetables and prices please visit [www.nationalexpress.com](http://www.nationalexpress.com)

**Day:** Any day  
**Time:** Coaches depart regularly throughout the day.



### National Rail

Train services from London Waterloo and Southampton Airport Parkway are direct and available every day of the year. Other airports are served by trains but are not direct and may involve a coach or the underground depending on the particular airport. You will need to take a taxi from Bournemouth railway station to your accommodation. For full details of their services, current timetables and prices please visit [www.nationalrail.co.uk](http://www.nationalrail.co.uk)

# Anglo-Continental transfer information

## Reservation

Anglo-Continental car and coach transfers must be booked no later than 10 working days before the date of arrival, stating:

- Name
- Mobile telephone number
- Student reference number
- Date of arrival
- Time of arrival
- Flight number
- Airport of departure
- Airport of arrival
- Details of connecting flight if applicable

## Payment

Payment for transfers must be made before the date of provision of the service. Any additional charges, such as delayed arrival, must be paid on the first day of school.

## Arrival at the airport

When you leave the Customs Hall, look for our Representative carrying a sign with the name of the school.



Full details of the meeting point are given in the confirmation documents.

## Luggage allowance - car and coach transfers

Your free allowance is one piece of luggage of a standard size and shape weighing not more than 23kg, plus one item of hand luggage of not more than 10kg.

If your luggage does not conform with the above, an additional charge may have to be made. It is important that you advise us in advance if there is excess baggage so we can make appropriate arrangements, otherwise you may find that the excess luggage cannot travel with you and there may be additional charges.

## Delayed arrival - car transfers

The driver will wait for 2 hours from the advised arrival time. If you are delayed further, for whatever reason, the driver will wait for up to an additional 2 hours and you will be charged £ 45 per 30 minutes. Any additional charges must be paid on the first day of school.

## Possible waiting times for coach transfers

It is our aim to transfer you to Bournemouth as soon as possible after meeting our representative. However, Anglo-Continental

cannot be held responsible for delays caused by late arrival of incoming flights, congestion at UK Border Control, hold-ups at Customs or heavy traffic on the roads or any other event.

## Cancellation

Notice of cancellation or change of a transfer must be received in writing by the school before 12.00 hours (British Time) on the Wednesday prior to the scheduled day of arrival or departure. If such notice is not received within the period stipulated, we incur obligations to the transport companies and therefore the full charge must be paid.



# Conditions of enrolment

All enrolments are subject to these conditions, which become legally binding on confirmation of acceptance by Anglo-Continental, and to the age limitations and arrangements specified in Anglo-Continental's official publications.

The enrolled trainee intends and is able to follow and complete the course of study at Anglo-Continental and declares that he/she shall abide by all current UK laws and leave the United Kingdom at the end of his/her studies.

Anglo-Continental reserves the right to withhold confirmation of an enrolment, at its discretion, if such action is deemed necessary in the interests of the student or the school or if an incorrect declaration has been made.

## Fees

The fees for courses and accommodation are valid from 1 January to 31 December each year. The fees for the following year are normally published in July/August.

The fees must be received in full by Anglo-Continental no later than four weeks before course commencement, otherwise Anglo-Continental reserves the right to cancel, without notice, the course, accommodation and all other services. Course fees are calculated in complete weeks, and any part of a week is counted as a full week.

No compensation, fee reductions, refunds, credit, additional lessons or extension of the course can be given for:

- services or facilities included in the fees and not used;
- late entry to or absence or early departure from a course without formal curtailment;
- lessons replaced by testing, class allocation procedures or the sightseeing tour on course entry dates;
- days when schools are closed because of official holidays;
- cashless cards.

Any refunds which are approved can only be made by the office or Agent to whom the fees were originally paid. Anglo-Continental reserves the right to make fee adjustments as a result of changes to statutory taxes without prior notice.

## Visas

If you require a visa, **it is your responsibility to ensure that you apply for the correct type of visa** to allow you to study at Anglo-Continental for the entire period of your course(s). You must ensure that all details on your confirmation documents issued by Anglo-Continental are correct before you apply for your visa. Anglo-Continental cannot be held liable for any errors that occur during the visa application process. It is also your responsibility to continue to maintain the correct immigration status to study at Anglo-Continental for the duration of your course(s). Failure to do so may lead to termination of your studies without refund or compensation.

## School regulations

Anglo-Continental publishes regulations to ensure that the courses operate smoothly. Acceptance of and compliance with these regulations, and with English law, are contractual obligations on the part of the trainee or the parent, guardian or other person arranging the student's enrolment with Anglo-Continental where the student is under 18. The school regulations are available online:  
[www.anglo-continental.com/schoolregs.html](http://www.anglo-continental.com/schoolregs.html)

## Cancellation or change of time of a test

Notice of cancellation or change of time of a test must be received in writing by the school at least 5 working days prior to the scheduled test date. If such notice is not received within the stated period then the full charge remains due.

## 14 day cooling off period

The student may cancel an enrolment submitted online within 14 days from the date of submission. We will fully refund the payment of course fees less any bank charges provided that written notice of cancellation is received by Anglo-Continental within 14 days of making the enrolment.

## Cancellation, postponement or withdrawal from a course

A course is not transferable but may be cancelled and your payment of course fees will be refunded (except bank charges and non-refundable deposit), provided that written notice of cancellation, postponement or withdrawal is received by Anglo-Continental not less than four weeks before the scheduled date of course commencement. In the absence of such notice, or if less than four weeks' notice is received no refund of fees can be made.

No refunds can be given in the event of withdrawal from the course after its commencement, or for late arrival, early departure, or failure to make use of any of the facilities or activities of the course. In the absence of such notice, or if less than four weeks' notice is received:

- in the case of cancellation, a fee of £ 500 is payable in lieu of notice;
- in the case of postponement, Anglo-Continental reserves the right to levy a charge to cover administration and accommodation costs incurred on the student's behalf;
- should the application for a visa be refused, we will refund any published fees paid in advance (after deduction of an administration charge of £ 100) provided that you send us a copy of the letter of refusal before the intended start date of the course.

Any additional charges for services provided by a third party (such as hotel accommodation, flat rental and courier services) are not refundable.

## Curtailment of a course

### (Excluding courses with reduced fees)

If a course of more than eight weeks' duration is curtailed by the student, four weeks' notice must be given to the school. If no notice or insufficient notice is given, course fees must be paid in lieu of notice together with any accommodation charges due. In all cases, course fees must be paid for a minimum of eight weeks.

If a course of eight weeks' duration or less is curtailed, no refund of course fees can be given. Students must have personal insurance against inability to attend or continue a course for medical or compassionate reasons (see 'liability and insurance').

## Change of course

### (Excluding courses with reduced fees)

If, after commencement of a course, the student wishes to change to a course of a lower specification, two weeks' notice must be given to the school. If approved, the change must be made on a scheduled entry date for the new course.

Any refund due will be in the form of a credit towards any required extension of the amended course or towards any subsequent course with Anglo-Continental

during the twelve months following the end of the amended course. The credit is not transferable to any other person and no cash refund can be given.

## Incorrect declaration

Anglo-Continental reserves the right to withdraw a student from the course if an incorrect declaration has been made or if information regarding a student's ability to participate in the course has not fully, or partially, been disclosed to us before course commencement. In this case, no refund can be made.

## English language level

Any information about your level received prior to your arrival will act as a guide only. Your English language level will be determined by our entry test on your first day. If you are not at the required level for your course, you will be transferred to a suitable alternative course.

## Accommodation

The fee for the first week in homestay accommodation includes a non-refundable administration charge to cover the cost of selection, reservation and administration.

Any request to change or leave accommodation, either separately or in conjunction with the curtailment of a course, must be made to Anglo-Continental at least two weeks before the date of the proposed move and approved before the change is made. Failing this, accommodation fees are payable in lieu of notice. An administrative charge of £70 will be made for each request to change homestay family accommodation. Accommodation fees continue to be payable for any periods of absence during the course.

## Photography, film, sound recordings and written work

During our courses we sometimes take photographs, film footage and sound recordings, some of which may be incorporated into items such as, but not limited to, future publicity material, social media sites, tests and educational materials. We may also wish to use examples of your written work. If you do not wish to participate in any of these items, please advise Anglo-Continental in writing before the start of the course.

## Liability and insurance

Anglo-Continental will not be liable for any loss, damage, illness or injury to persons or property, however caused, except where such liability is imposed by statute. Anglo-Continental will also not be held responsible for any delay in scheduled services of third party companies or if any service cannot be provided as specified. Any complaints, liabilities, losses or damages arising should be submitted to the third party company concerned. It is the student's responsibility to take out personal insurance against all such risks, including inability to attend or continue a course and for the payment of medical expenses.

Anglo-Continental is partnered with Endsleigh to offer a bespoke insurance policy that is specifically designed for you while partaking on our courses. The insurance prices are published on page 34. Please note, Anglo-Continental reserves the right to revise these prices if Endsleigh increase their premiums. Please check the website for the latest prices:

[www.anglo-continental.com/enrolment](http://www.anglo-continental.com/enrolment)



# Conditions of enrolment (continued)

## **Transfer fuel surcharge**

If a transportation company levies a surcharge because of an increase in the price of fuel, the additional cost will be charged to you. Please check the website for the latest charges:

[www.anglo-continental.com/more-info/transfer-services](http://www.anglo-continental.com/more-info/transfer-services)

## **Force majeure**

It shall be a fundamental condition of the contract between the student and Anglo-Continental or its Agents that neither Anglo-Continental nor its Agents shall be in any way liable to the student in the event of any service contracted to be supplied by them becoming impossible to supply by reason of industrial dispute or other cause outside their control.

## **Data protection**

To ensure that your course at Anglo-Continental meets your requirements we and, if appropriate, the Anglo-Continental Agent in your own country will need to use

the information you provide (such as your personal data and details of any special requirements) in order to process your enrolment.

We must pass your information on to those involved in providing you with services relating to your stay at Anglo-Continental such as, but not limited to, your reservation of accommodation and transfer services. The information may also be provided, if required, to security or credit-checking organisations, customs and the Home Office as required by UK law.

Please note that where your information is held by an Anglo-Continental Agent, it will be subject to your Agent's own data protection policy and their country's national law.

## **Declaration form for students 16 and 17 years of age enrolled on Adult Courses**

If your son/daughter will be 16 or 17 years of age at the time of the course, Anglo-Continental must receive a

completed declaration form before course commencement. This form provides essential emergency contact information. In the absence of this form, if an emergency situation arises, Anglo-Continental will make the best judgement on any action which needs to be taken based on professional advice available at the time of the emergency.

## **Validity of conditions**

These Conditions of enrolment are valid from 1 January 2023 and are subject to English law. The English language version is legally binding in all cases.

Anglo-Continental reserves the right to waive or adjust the specifications of a course, which may include age limits, without prior notification.



# General information

## How to enrol

Please complete the online enrolment form: <https://www.anglo-continental.com/enrolment/enrolment-form>. Alternatively, you can download and print a pdf enrolment form from the website: <https://www.anglo-continental.com/enrolment>.

- Choose the course or courses you wish to attend
- Select the entry date and decide how many weeks you wish to study
- Complete the accommodation section
- Decide if you wish to use a car or coach transfer from the place of arrival in England to Bournemouth
- Decide if you wish to take out International Student Travel Insurance with Anglo-Continental or arrange your own insurance for the duration of your course
- Select where, when and how you wish to pay your fees
- Send the completed 'Enrolment form' to our Agent in your country. Alternatively submit it online, email or post it to Anglo-Continental.
- If you have enrolled on an Executive, Business and Specialised or Teacher Training Course we will send you the pre-training assessment form to complete and return to our Agent in your country. Alternatively email or post it to Anglo-Continental.

## Our confirmation

When your 'Enrolment form' is received and accepted by the school, the following documents will be emailed to you:

- A letter of confirmation of enrolment
- An invoice for the full amount of the fees due
- Your accommodation address (due to the careful procedure involved in selecting your accommodation, the address may be sent to you at a later date)
- Our 'Student Handbook'

If you require a visa, we can only send the relevant documents to you after we have received your deposit of £ 500 (deductible when you pay your fees) or the full amount of the fees due.

## Declaration form - Students aged 16/17 years old

As a school accredited by the British Council, Anglo-Continental must follow strict regulations regarding the acceptance of students under 18 years of age. Therefore, if your son/daughter is under 18 years of age at the time he/she attends the course you must complete the Declaration for Students aged 16/17 years old. This form is available to download from the website:

<https://www.anglo-continental.com/enrolment>.

Please send the completed form to our Agent in your country or to Anglo-Continental, to arrive no later than 10 days before the date of course commencement.

## Student Support and medical assistance

- Arrangement of emergency medical and dental treatment as provided by the British National Health Service
- Medical services and assistance with personal problems

## Entry to England

When you pass through UK Border Control on arrival in England, you will be required to show your:

- Passport or identity card
- Visa (if required)
- Confirmation of enrolment from Anglo-Continental
- Copy of the bank's transfer confirmation, or other evidence that you have paid your fees to Anglo-Continental or its Agent.

## Lesson duration

All lessons are of 45 minutes' duration.

20 lessons per week = 15 hours  
25 lessons per week = 18 hours 45 minutes  
30 lessons per week = 22 hours 30 minutes  
35 lessons per week = 26 hours 15 minutes  
40 lessons per week = 30 hours

## Timetables

Sample timetables can be downloaded from the website: [www.anglo-continental.com](http://www.anglo-continental.com)

## School and national holidays

Anglo-Continental is closed:

24 December 2022 to 2 January 2023 for 1 week.

23 December 2023 to 1 January 2024 for 1 week.

Anglo-Continental is also closed on official national holidays declared by the British Government. Those scheduled for 2023 are: 2 January, 7 April, 10 April, 1 May, 29 May and 28 August.

If your entry date coincides with an official holiday, your accommodation will still be reserved for you from the Sunday before your course commences, and we would advise you to plan to arrive on that day. Your course will begin with the entry test on the next working day following the holiday.

No compensation, fee reductions, refunds, credit, additional lessons or extension of the course can be given for days when the school is closed because of official holidays.

## Student travel insurance

For your protection and peace of mind you should have comprehensive travel insurance, which should include any possible cancellation or curtailment charges. Such insurance may be obtained through Anglo-Continental or your own travel adviser.

Anglo-Continental is partnered with Endsleigh to offer a bespoke insurance policy that is specifically designed for you while partaking on our courses. We are working together to ensure you have adequate Insurance for your course while in the UK and to provide complete peace of mind. If you are in the process of applying for a course or have already secured your place you may want to consider what level of insurance protection you have in place in case the worst were to happen. Taking out your travel insurance at the time of booking your course is a really good idea as cover for pre-departure cancellation starts from the policy issue date. This means you'll have cover to recoup your costs if you have to cancel your course for an insured reason such as illness or serious accident preventing you from travelling. How much does it cost? £ 9 per week.

For further information visit: [www.anglo-continental.com/enrolment](http://www.anglo-continental.com/enrolment)

# General information continued

## Accommodation during school holidays

If you are attending a course which continues after the school holiday, 23 December 2023 to 1 January 2024, homestay accommodation will be upgraded to full board during the holiday, at a supplement of £ 70 per week. This will be automatically reserved and invoiced. If you do not require this accommodation, you must inform us at least 4 weeks before the holiday period and we will arrange a full refund.

## UK visa requirements

If you are unsure whether you will need a visa to study in the UK, visit the Home Office website at: [www.gov.uk/visas-immigration](http://www.gov.uk/visas-immigration). You may also wish to consult your nearest British Embassy or Consulate.

If you require a visa in order to study in the UK, we strongly recommend that you apply for your course as early as possible as the application procedure may take several weeks to complete. Before issuing a visa letter, Anglo-Continental must be in receipt of a deposit of £ 500 (deductible when you pay your fees) or the full amount of the fees due.

It is your responsibility to ensure that you apply for the correct type of visa to allow you to study at Anglo-Continental for the entire period of your course(s). You must ensure that all details on your confirmation documents issued by Anglo-Continental are correct before you apply for your visa. Anglo-Continental cannot be held liable for any errors that occur during the visa application process. It is also your responsibility to continue to maintain the correct immigration status to study at Anglo-Continental for the duration of your course(s). Failure to do so may lead to termination of your studies without refund or compensation.

We strongly recommend that you send a scanned copy of your visa to us to check prior to your departure to the UK.

## Refund guarantee

Should your application for a visa be refused, we will refund any published course fees paid by you (after deduction of an administration charge of £ 100) provided that you send us a copy of the letter of refusal before the intended start date of your course.

Any additional charges for services provided by a third party (such as hotel accommodation, flat rental and courier services) are not covered by this guarantee.

## Schengen visa

If you require a visa to travel to the UK and you intend to travel within Europe during your stay, it is advisable that you also obtain a Schengen visa before you travel to the UK. The Schengen visitor visa has made travelling between its 26 European member countries much easier. For further information, visit the Schengen visa website at [www.schengenvisa.cc](http://www.schengenvisa.cc)



# Other Anglo-Continental Publications



## Adult, Young Learners and Vacation Students Prospectus

- General English Programme
- Academic Study Programme
- Examination Programme
  - IELTS
  - B2 First
  - B1 Preliminary
  - C1 Advanced
- Business and Specialised Programme
  - Business
  - Medical Students
  - Medical Professionals
  - Law
- Executive Programme
  - Mini Groups
  - Mini Group plus Individual Tuition
  - Intensive Individual Tuition
- Club 50+ Programme
- Teacher Training Programme
  - Language and Methodology of English Teaching
- Online English lessons
- Vacation Programme (Ages 16 - 17)
  - General English
  - IELTS and General English
- Young Learners and Teenagers Programme (Ages 10 - 16)
- Parent and Child Programme



## Teacher Training Prospectus

- TEFL Taster Days
- Cambridge Certificate in English Language Teaching to Adults (CELTA) Courses



**Over 73 years' experience in teaching English to the world!**



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of English in the UK