

English for Aviation



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

Accredited by the



for the teaching
of English in the UK



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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 and a member of English UK, 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

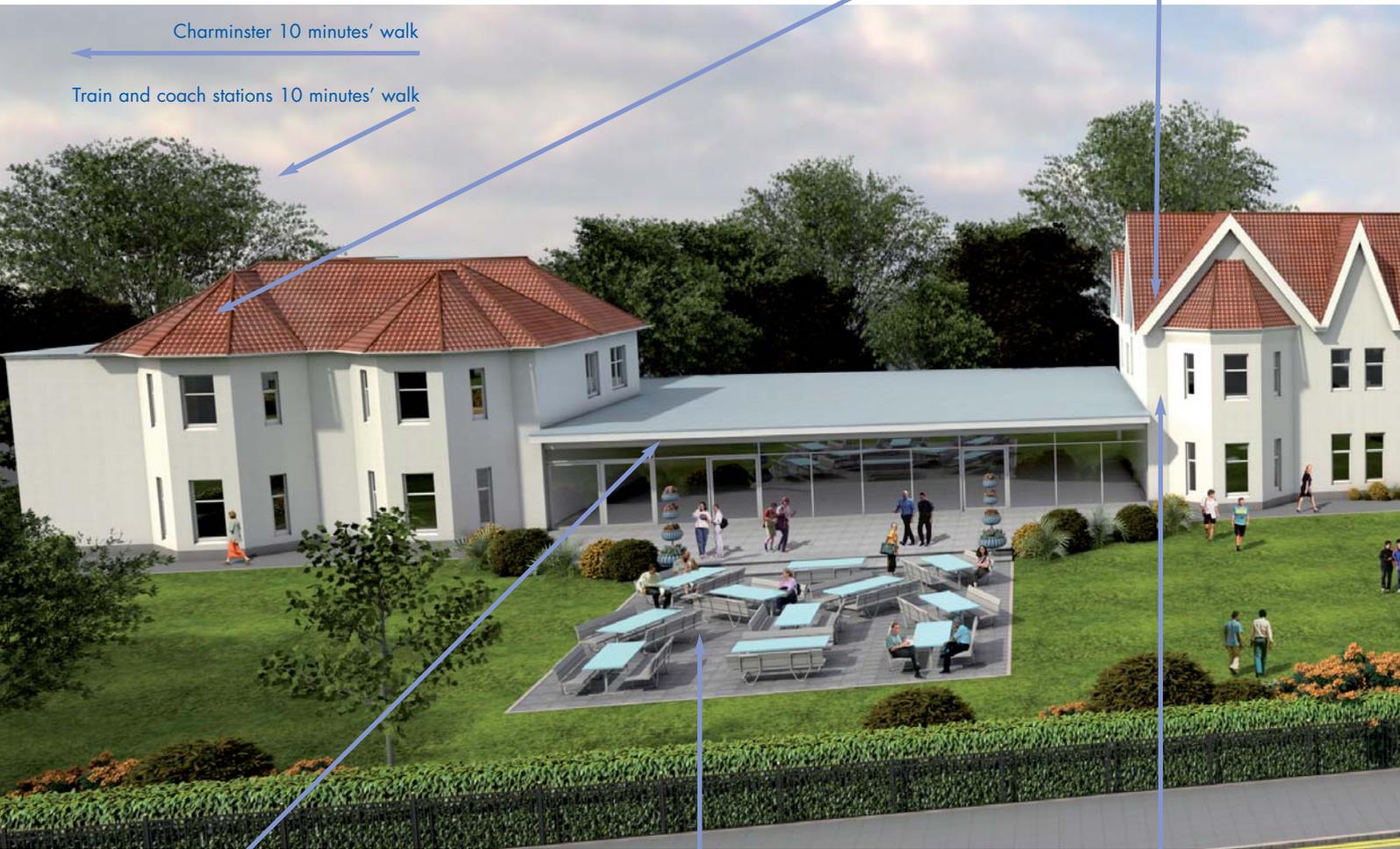
Anglo-Continental is located in Bournemouth, a lively university town. Bournemouth is a prestigious business centre and several multi-national companies have their regional or United Kingdom headquarters in the town. London Heathrow Airport and London Gatwick Airport are only 2 - 2½ hours away with frequent 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

* CEFR = Common European Framework

Every year
Anglo-Continental welcomes
students from 70+
different countries





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.



Meet the Team

The Anglo-Continental Aviation English Division Team



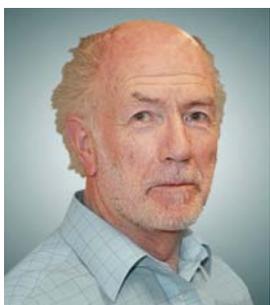
Jon Underwood
Academic Head/Head of Professional Training

"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)."



Paul Steinly
Aviation English Specialist

"My particular interests in Aviation English are in producing aviation materials for use in the classroom and as guided study, and involvement in the raters' courses."



Ron Longley
Aviation Professional

"After careers in the Royal Air Force and National Air Traffic Services, I am now involved in the teaching of English for Aviation and the preparation of teaching and testing materials."



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.



Penny Weal
Aviation Professional

"With a degree in Aeronautical Engineering, and following a career with Rolls-Royce Aero Engines, I now enjoy teaching Aviation English and English for Engineering."



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."



William Delmas-Black
Professional Training and Business Development Coordinator

"I am responsible for developing the Middle-East markets and promoting professional training courses such as English for Aviation, Maritime English, Medical English and English for Business. I have experience working in sales, as well as operations and managing accounts."

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

Approved by the UK CAA



Test Fees 2020

Test fee per candidate: £ 137

Flexible Dates

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

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

Introduction to Aviation English Course 2020

Course number	IAE-30	IAE-35
Entry level	Intermediate	Intermediate
CEFR level	B1	B1
Lessons per week (45 minutes)	30	35
	20 lessons of General English plus 10 lessons of Aviation English	25 lessons of General English plus 10 lessons of Aviation English
General English class size	Maximum 15	Maximum 15
Aviation English class size	Maximum 12	Maximum 12
Minimum age	16	16
Course duration (weeks)	2 - 4	2 - 4
Course fees	Pounds sterling	Pounds sterling
2 weeks	1410	1500
3 weeks	2015	2150
4 weeks	2620	2800
Accommodation fees (Pounds sterling)	18+ Standard homestay - single room	16-17 year olds - Standard homestay - twin room including under 18s supplement
First 2 weeks	320	320
Each additional week	130	130
High season supplement (14 June to 9 August - per week)	37	37
Single room supplement (per week)	~	30
Cashless lunch card (per week)	35	35
	Executive homestay accommodation* fees - single room	
	Pounds sterling	
First 2 weeks	552	
Each additional week	246	
High season supplement (14 June to 9 August - per week)	37	
Cashless lunch card (per week)	35	

* 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
- Notebook
- 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

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

Meals

Breakfast and evening meal Monday to Friday; breakfast, a light lunch and evening meal on Saturday and Sunday (lunch from Monday to Friday may be purchased in the Student Centre).

For further details of accommodation see pages 22 - 23.

Airport transfers

- See pages 30 - 31.

Course entry dates 2020

January 6	February 3	March 2, 30	April 27	May 26	June 22	July 20	August 17	September 14	October 12	November 9	December 7*
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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

English for Pilots and Air Traffic Controllers 2020

Course number	G-1.35A	G-1.40A
Minimum entry levels (Prior to enrolment, trainees may be required to undertake an oral assessment)	ICAO Level 3 (high level) and above Intermediate	ICAO Level 3 (high level) and above Intermediate
CEFR level	B1	B1
Lessons per week (45 minutes)	35 20 lessons of General English plus 15 lessons of Aviation English	40 25 lessons of General English plus 15 lessons of Aviation English
Homework (General English and Aviation English)	Yes	Yes
Class size General English	Maximum 15	Maximum 15
Class size Aviation English	Maximum 4	Maximum 4
Minimum age	18	18
Course duration (weeks)	2 - 12	2 - 12
Final Test	TEAP at extra cost (see page 9)	TEAP at extra cost (see page 9)
Course fees	Pounds sterling	
2 weeks	1810	1900
each additional week	795	840
Accommodation fees (Pounds sterling)	Standard homestay - single room	Executive homestay - single room
First 2 weeks	320	552
Each additional week	130	246
High season supplement (14 June to 9 August - per week)	37	37
Cashless lunch card (per week)	35	35

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
- Notebook
- Educational Advisory Service
- Anglo-Continental Certificate of Training (subject to satisfactory course completion)
- Supervision of training programme by our Head of Professional Training

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

Homestay accommodation fees include...

Single room

From the Sunday before course commencement to the Sunday after its completion

Meals

Breakfast and evening meal Monday to Friday; breakfast, a light lunch and evening meal on Saturday and Sunday (lunch from Monday to Friday may be purchased in the Student Centre).

For further details of accommodation see pages 22 - 23.

Airport transfers

- See pages 30 - 31.

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 2020

January	February	March	April	May	June	July	August	September	October	November	December
6	3	2, 30	27	26	22	20	17	14	12	9 (2 - 6 weeks only)	7* (2 weeks only)

Additional entry dates can be arranged for groups



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 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

Professional Training Course for Raters 2020

Course number	RAT-30	
Entry level	Advanced	
CEFR level	C1	
Lessons per week <small>(45 minutes)</small>	30	
Class size	Maximum 15	
Minimum age	21	
Course duration (weeks)	1	
Course fees	Pounds sterling	
1 week	660*	
Accommodation fees <small>(Pounds sterling)</small>	Standard homestay - single room	Executive homestay - single room
1 week	190	306
Cashless lunch card <small>(per week)</small>	35	35

* 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 teaching materials, including online pre-course tasks
- Notebook
- 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

Additional study

Guided individual study - including pre-session preparation, self-assessment, follow-up work, research assignments and project work - is an integral part of the course. 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, both aviation and non-aviation, is available for private use.

Homestay accommodation fees include...

Single room

From the Sunday before course commencement to the Sunday after its completion

Meals

Breakfast and evening meal Monday to Friday; breakfast, a light lunch and evening meal on Saturday and Sunday (lunch from Monday to Friday may be purchased in the Student Centre).

For further details of accommodation see pages 22 - 23.

Airport transfers

- See pages 30 - 31.

Course entry dates 2020

January	February	March	April	May	June	July	August	September	October	November	December
-	-	2	-	-	1	-	-	-	5	-	-

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 2020

Course number	TAE-30	
Entry level	Upper Intermediate	
CEFR level	B2	
Lessons per week (45 minutes)	30	
Class size	Maximum 12	
Minimum age	21	
Course duration (weeks)	1	
Course fees	Pounds sterling	
1 week	810*	
Accommodation fees (Pounds sterling)	Standard homestay - single room	Executive homestay - single room
1 week	190	306
Cashless lunch card (per week)	35	35

* 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
- Notebook
- 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

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

Meals

Breakfast and evening meal Monday to Friday; breakfast, a light lunch and evening meal on Saturday and Sunday (lunch from Monday to Friday may be purchased in the Student Centre).

For further details of accommodation see pages 22 - 23.

Airport transfers

- See pages 30 - 31.

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

Course entry dates 2020

January	February	March	April	May	June	July	August	September	October	November	December
-	-	9	-	-	8	-	-	-	12	-	-

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:

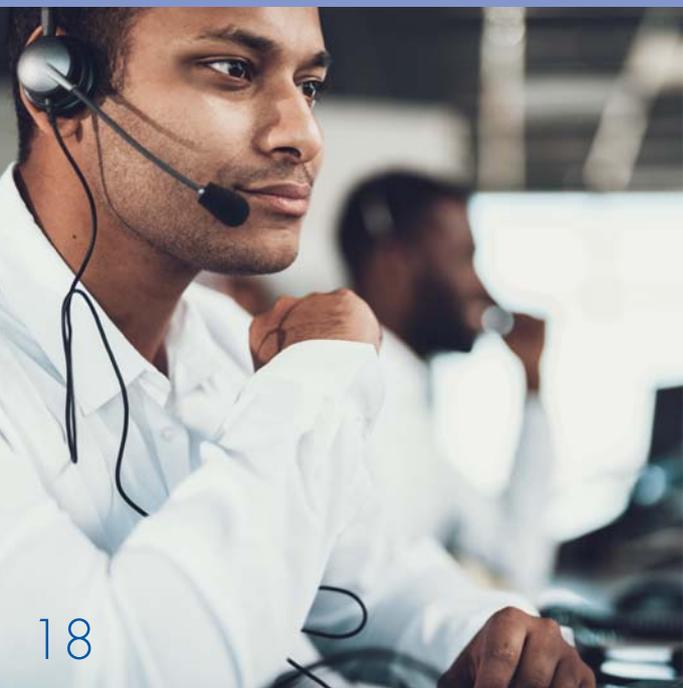
- **General English Language Tuition**, with other trainees in international classes or in closed professional groups;
- **Specialised English Language Tuition**, normally in closed professional groups.

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

Bournemouth Commercial Flight Training
www.bcft.aero

Aviation English Language Training Courses 2020

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 2020

Course number	AV-1.30	AV-2.30	AV-3.30	AV-4.30
Course type	English for Aeronautical Information Service (AIS)	English for Air Navigation	English for Aviation Management	English for Aviation Security
General English lessons			20	
Specialised lessons			10	
Total lessons per week <small>(lesson duration: 45 minutes)</small>			30	
Language levels for entry			Intermediate to Advanced	
CEFR levels for entry			B1 - C1	
General English - class size			Class average 10 (Max. 15)	
Specialised English - group size			Average 5 (Max. 8)	
Minimum age			18	
Course duration (weeks)			2 - 4	
Course fees	Pounds sterling			
First 2 weeks	1805			
Each additional week	790			
Accommodation fees <small>(Pounds sterling)</small>	Standard homestay - single room		Executive homestay - single room	
First 2 weeks	320		552	
Each additional week	130		246	
High season supplement <small>(14 June to 9 August - per week)</small>	37		37	
Cashless lunch card <small>(per week)</small>	35		35	

Course fees include...

- Enrolment fee
- Pre-training assessment
- Entry test
- Tuition
- Teaching materials
- Multi-media learning centre for personal study
- Educational Advisory Service
- Student card
- Certificate of Studies
- Orientation tour on first day
- Wi-Fi
- Sports and leisure activities information available online: www.anglo-continental.com/leisure.html
- Services of the Student Support team

Standard homestay accommodation fees include...

- Single room from the Sunday before course commencement to the Sunday after its completion
- 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 £7 per day).
- Light laundry - once per week
- Wi-Fi

For further details of accommodation see pages 22 - 23.

Airport transfers

- See pages 30 - 31.

Course entry dates 2020

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

January	February	March	April	May	June	July	August	September	October	November	December
6, 20	3, 17	2, 16, 30	14, 27	11, 26	8, 22	6, 20	3, 17	1, 14, 28	12, 26	9, 23	7*

* 2 weeks only

Intensive Courses plus Aviation English 2020

Course number	AV-5.30	AV-6.30	AV-7.30	AV-8.30
Course type	English for Cabin Crew	English for Engineering in Aviation	English for Meteorology	English for Ground Personnel
General English lessons	20			
Specialised lessons	10			
Total lessons per week <small>(lesson duration: 45 minutes)</small>	30			
Language levels for entry	Intermediate to Advanced			
CEFR levels for entry	B1 - C1			
General English - class size	Class average 10 (Max. 15)			
Specialised English - group size	Average 5 (Max. 8)			
Minimum age	18			
Course duration (weeks)	2 - 4			
Course fees	Pounds sterling			
First 2 weeks	1805			
Each additional week	790			
Accommodation fees <small>(Pounds sterling)</small>	Standard homestay - single room		Executive homestay - single room	
First 2 weeks	320		552	
Each additional week	130		246	
High season supplement <small>(14 June to 9 August - per week)</small>	37		37	
Cashless lunch card <small>(per week)</small>	35		35	

Course fees include...

- Enrolment fee
- Pre-training assessment
- Entry test
- Tuition
- Teaching materials
- Multi-media learning centre for personal study
- Educational Advisory Service
- Student card
- Certificate of Studies
- Orientation tour on first day
- Wi-Fi
- Sports and leisure activities information available online: www.anglo-continental.com/leisure.html
- Services of the Student Support team

Standard homestay accommodation fees include...

- Single room from the Sunday before course commencement to the Sunday after its completion
- 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 £7 per day).
- Light laundry - once per week
- Wi-Fi

For further details of accommodation see pages 22 - 23.

Airport transfers

- See pages 30 - 31.

Course entry dates 2020

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

January	February	March	April	May	June	July	August	September	October	November	December
6, 20	3, 17	2, 16, 30	14, 27	11, 26	8, 22	6, 20	3, 17	1, 14, 28	12, 26	9, 23	7*

* 2 weeks only



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 2020 (Pounds sterling)

	Standard - 16-17 Twin Room Shared Bathroom	Standard - 18+ Single Room Shared Bathroom	Standard - 18+ Single Room Private Bathroom	Executive - 18+ Single Room Private Bathroom
First week	190	190	245	306
Each additional week	130	130	185	246
High season supplement (14 June to 9 August - per week)	37	37	37	37
Single room supplement (per week)	30	~	~	~

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



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. Two members of the Student Support Team are fully qualified therapeutic counsellors and members of the British Association of Counselling and Psychotherapy (BACP). As well as qualifications, 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 Zelda 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

All course and activity timetables can be found on the website: www.anglo-continental.com



Free Social Activities Programme for Students Aged 16+ Typical Timetable

Every Monday	Tuesday	Wednesday	Thursday	Every Friday
<p>Free English Language Conversation Club</p>  <p>Meet in the Student Centre @ 13:45 hours</p> <p>OR</p> <p>Visit The Gym on Westover Road for a FREE day at the gym including a free class</p>  <p>Meet at Student Services at 13:45</p> <p>Don't forget your gym clothes!</p>	<p>Table Tennis</p> 	<p>Social Evening @ Aruba</p> 	<p>Boules</p> 	<p>ACSU Football Club at the Littledown Centre</p>  <p>Come and play football and make new friends!</p>  <p>Meet at the Littledown Centre @14:30</p> 
	<p>Volleyball</p> 	<p>Social Evening @ Mary Shelley Pub</p> 	<p>Board Games</p> 	<p>Study Group in the Multi-Media Learning Centre</p> 
	<p>Discover Bournemouth Tour</p> 	<p>Social Evening @ Coffee Shop Quiz Night</p> 	<p>Yoga with Rebecca</p> 	
	<p>Design Your Own T-Shirt</p> 	<p>Social Evening @ The Moon in the Square</p> 		



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.



Durdle Door



Transfer services 2020

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

May 31	June 7, 14, 21, 28	July 5, 12, 19, 26	August 2, 9
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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

£ 50

Accommodation to London Heathrow Airport (LHR)

June 14, 21, 28	July 5, 12, 19, 26	August 2, 9, 16, 23
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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

£ 50



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 2020 per single journey

From/To	1 person
London Heathrow	£ 170
London Gatwick	£ 185
London City	£ 305
London Centre	£ 250
London Stansted	£ 285
London Luton	£ 235
Southampton Airport	£ 95
Bournemouth Airport	£ 60

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 £ 25 per 30 minutes.

Charge for second passenger travelling in the same car: £ 18



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

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

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 £ 25 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 (including the visa letter or the Confirmation of Acceptance for Studies) 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

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.

Cancellation or postponement of a course

A course is not transferable but may be cancelled or postponed and full course fees will be refunded (except for bank charges), provided that written notice 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:

- 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 Home Office CAS charges, hotel accommodation, flat rental and courier services) are not refundable.

Curtailed 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 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 £60 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 70. 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

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

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.

Conditions of enrolment (continued)

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 2020 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 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 sent 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 you:

- 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

School and national holidays

Anglo-Continental is closed:

21 December 2019 to 5 January 2020 for 2 weeks.

19 December 2020 to 3 January 2021 for 2 weeks.

Anglo-Continental is also closed on official national holidays declared by the British Government. Those scheduled for 2020 are: 1 January, 10 April, 13 April, 8 May, 25 May and 31 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? £ 8 per week.

For further information visit: www.anglo-continental.com/enrolment

General information continued

Accommodation during school holidays

If you are attending a course which continues after the school holiday, 19 December 2020 to 3 January 2021, homestay accommodation will be upgraded to full board during the holiday, at a supplement of £ 63 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
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. Before assigning a Confirmation of Acceptance for Studies (CAS),

the full amount of the fees will be due unless you are government sponsored.

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 (including the visa letter or the CAS) 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 CAS charges, 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.co



Other Anglo-Continental Publications



Adult, Young Learners and Vacation Students Prospectus

- General English Programme
- Academic Study Programme
- Examination Programme
IELTS, CAE, FCE and TOEFL
- OET Preparation Programme
- Business and Specialised Programme
English for Business, Finance, Management, Marketing and Sales, Medical English, Law and Engineering
- Executive Programme
Mini Groups, Mini Group plus English for Business and Specialised Programmes, Mini Group plus Individual Tuition and Intensive Individual Tuition
- Professional and Technical Programme
English for Health and Safety, Maritime Personnel, Engineering, Hospitality and Tourism, Air Force Personnel, Naval Personnel, Immigration and Security Officers, Army Personnel and Police Forces
- Club 50+ Programme
- Teacher Training Programme
Language and Methodology of English Teaching
- Online one-to-one English lessons
- Vacation Programme (Ages 16 - 17)
- Young Learners and Teenagers Programme (Ages 10 - 16)
- Parent and Child Programme



Teacher Training Prospectus (available online only)

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

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