

**General Information
& Course Details
Adult Programmes
2017**

Welcome to our Alpha College Information Booklet. We hope that you will find all the information you need about Alpha College and some background information on Ireland and Dublin which will help you to plan and benefit from your English Language Training Programme with us. At the end of the booklet you will find a map of Dublin city centre showing the exact location of Alpha College.

General Information

Ireland

1. Weather

- Ireland has a mild, temperate climate with summer temperatures ranging from 16 – 24 °C. The temperatures rarely drop below freezing point in winter. We have a beautiful green country but it can rain quite often so students should bring a waterproof jacket and umbrella.

2. Time

- Ireland observes Greenwich Mean Time (GMT) in the winter. Irish summer time is GMT plus 1 hour. The clock goes forward by an hour in March and back by an hour in October.

3. International Dialling Code

- The international dialling code for Ireland is + 353. For Dublin landlines the code is +353 1 + number.

4. Electrical Current

- The electrical current in Ireland is 220-240 AC volts. The plugs most commonly used are 3-pin flat plugs. Students wishing to use electrical items while in Ireland should purchase a travel adaptor. Adaptors are easily available at all airports.

5. Shopping

- Shops are open Monday – Saturday from 09.00 until 18.00 with most shops staying open until 20.00 on Thursdays. Larger shops and shopping malls are open on Sundays and Public Holidays from 11.00 – 18.00. There are smaller grocery shops and newsagents in most areas in the city and suburbs and they are often open until 22.00 each day.

6. Banks

- Banks are open from 10.00 to 16.00 Monday to Friday and Thursdays to 17.00. Cash machines are widespread and can be accessed with Credit/Maestro/Cirrus cards.

7. Smoking Regulations

- Smoking is forbidden in all places of work and public transport in Ireland. This includes offices, schools, colleges, cinemas, theatres, hospitals, pubs/bars, restaurants, trains, buses.

8. Security/Emergencies

- It is not necessary to carry a passport for ID purposes but it is useful to have some form of photo ID. Ireland is a safe country but as in all countries and cities it is necessary to be careful and aware of your surroundings. The emergency numbers for police, ambulance, fire, sea and mountain rescue services are 999 or 112 and can be dialled from any mobile phone network.
- In case of a medical emergency, go to the Accident and Emergency department at the hospital closest to your home. There is no charge here if you have a current European Medical Card. If you are an EU citizen but do not have a European Medical Card there is a charge of €100. If you are a non-EU/EEA citizen the charge is €380. (Prices valid at Sept-2016)

9. Driving

- In Ireland we drive on the left hand side of the road so students should be vigilant when crossing the road, driving or cycling.

Dublin

1. What's special about Dublin?

- Dublin is the cultural, literary, business and sporting capital of Ireland; a vibrant, modern, busy, cosmopolitan city with a special ingredient at its heart – its people are warm and friendly, willing to talk to neighbours and visitors alike; very good at telling stories and eager to hear your story too.

2. Population

- The population of Dublin is 1.2 million. In general, families live in the suburbs of the city. There are many apartments in the city centre but they are mostly owned or rented by young singles or couples.

3. Transport

- There are 3 main methods of public transport in Dublin.
- A wide network of public buses covers the greater city area.
- An urban train, the DART, runs along the coast from Howth on the north side of the city to Bray on the south side.
- A tram system, called the LUAS, has 2 lines – one of which runs from Cherrywood on the south side to St Stephen's Green in the city centre and the other from Tallaght on the west side to Connolly Station in the city centre.
- Students may avail of a cheap rent-a-bike scheme which is in operation in Dublin city centre - www.dublinbikes.ie. There are 2 bike stations less than 2 minutes on foot from Alpha College.

4. Places to visit/Things to see

- Dublin, a UNESCO City of Literature, is home to a wide range of galleries, museums, concert venues, parks and gardens. The following websites provide information on a wide range of destinations of interest in Dublin and its environs - www.visitdublin.com and www.dublintontourist.com
- No visit to Dublin would be complete without a visit (or several) to an Irish pub. There is a wide range to choose from – from the large super-pubs to pubs offering traditional Irish music to small, quiet pubs frequented by locals who will be happy to tell you all about our city. A minimum age of 18 applies for entry into pubs and some pubs admit over 21 year-olds only. Photo ID may be requested for entry.

Alpha College

1. Location

- Alpha College is located in Dublin's city centre, 5 minutes from the Spire which is Dublin's focal point and within a short walking distance from bus/train stops, shops, museums, galleries, theatres, cinemas, restaurants/cafes and pubs.
- Our street is a wonderfully preserved Georgian street which is also the location of the James Joyce Centre and, though only minutes from the centre of the city, is removed from the usual distracting city noises so our classes are not interrupted by loud, passing traffic.

2. Staff

- At Alpha we take pride in the stability and experience of our team. Most of the team in Alpha College have been working in Alpha for at least 5 years and several have been in Alpha between 15 and 25 years. Collectively we have more than 300 years experience and commitment to offering top class programmes to our students.
- All teachers in Alpha have a University Degree and a post-graduate qualification in English Language teaching.
- Many of our teachers have further post-graduate qualifications in education and linguistics as well as qualifications and expertise in other disciplines – acting, business, art, legal etc.
- The staff at Alpha includes an EAQUALS inspector; IELTS,

Cambridge and TIE examiners; teacher trainers; teachers who present papers and lead workshops at international conferences and others who participate in international projects.

- Alpha is committed to on-going training of its staff and operates a Continuous Professional Development programme.

3. Accreditations

- Alpha College is recognised by Quality and Qualifications Ireland (formerly ACELS) for English Language Teaching.
- Alpha is also a full member of EAQUALS (Evaluation and Accreditation of Quality Language Services) and IALC (International Association of Language Centres).
- Alpha College is one of the first EAQUALS schools accredited to issue EAQUALS Certificates of Achievement to its students.
- Alpha College is a member of MEI (Marketing English in Ireland).

4. Academic Management

- All levels, materials, assessments and reports are linked to the Common European Framework (CEFR) levels.
- There is a curriculum and syllabus for each level and these are reviewed each year to ensure completeness and consistency.
- Our teaching approach is project and task-based which allows students to produce and use the English learned in the classroom to discuss topics and themes which are important to them.
- Students are further encouraged to produce English through a weekly project which involves them presenting, performing, discussing, debating and writing reports.
- In class students work individually, in pairs and in groups.
- Language objectives are set for each class each week and are posted in the classrooms.
- Each class has two teachers who work together to ensure that the relevant curricula and syllabi are implemented in full and to monitor each student's progress.
- Every Friday there is a progress test and formalised feedback so students are aware of the progress they are making and areas which may need extra attention.

5. Registration

- To register for any course students should complete and return our application form and a copy of the payment transfer for the non-refundable administration fee at least 4 weeks before course commencement dates.
- All fees must be paid in full at least one week in advance of the course commencement date.
- New students may only join classes on a Monday.

6. Age Requirement

- Students must be 16 years of age or over to attend a course in our adult school.
- 16-18 year old students are required to book an airport transfer.
- 16-18 year old students must send a Parental Consent Form in advance of their arrival

7. Visas

- Visas are not required of EU nationals.
- Students coming from a non-EU/EEA country should consult www.inis.gov.ie for up-to-date immigration regulations and should apply to their nearest Irish Embassy in order to obtain a student visa
- Visa applications for non-EU/EEA students should contain a copy of an Electronic Transfer of Funds from the applicant to

the nominated Alpha College bank account as well as the bank details of the applicant.

- Non-EU/EEA students must take out medical insurance. Alpha College can arrange medical insurance for up to 1 year.
- On receipt of payment Alpha will send a letter of confirmation for the chosen course which may be submitted to the Irish Embassy along with the other documentation requested.
- Letters of confirmation are only issued on receipt of payment of total fees.
- In the event of a visa to enter Ireland being refused, all fees will be refunded less the administration cost and any bank charges incurred. Written evidence of visa refusal will be required.
- Students from non-EU/EEA countries who wish to stay in Dublin for more than 12 weeks must register with the Irish Immigration Authorities. Currently a fee of €300 is payable on registration with the Immigration Authorities.
- Alpha College assists students with preparation for registration with the Immigration Authorities.
- Visa requirements may change at the direction of the Irish Immigration Service so it is recommended to consult www.inis.gov.ie to be familiar with the current requirements.
- Non EU/EEA students are required to take an examination as part of their visa requirement. Alpha College will assist students in choosing and preparing for this examination
- Ireland is not a member of the Shengen area.

8. Holidays

- Students taking a course of 25 weeks or more can take holidays during their course. Holiday periods must be requested at least 1 week in advance.
- Holiday periods for non EU/EEA students must be agreed at the beginning of the programme and the duration of these holidays are subject to immigration regulations and must be submitted at the time of registration with the immigration authorities. No holidays can be taken in the first 12 weeks of the course.

9. College Holidays

- The College will be closed on:
02/01/17; 17/03/17; 17/04/17; 01/05/17; 05/06/17;
07/08/17; 30/10/17; 25/12/17-05/01/18
- There are no classes on Public Holidays; instead we provide a full-day excursion by private coach outside Dublin at no extra cost to the student.
- There are no excursions during the Christmas holiday period.
- There is no reduction in fees when a course includes a public holiday.
- When students have paid for a course which includes the Christmas holidays the equivalent course days will be added to the end of their course.
- The Christmas holidays are compulsory holiday periods for long-term visa requiring students.

10. Insurance

- Students are advised to take out full travel, health, money, baggage and personal effects insurance prior to travelling.
- Students from EU countries should bring a European Health Insurance Card to cover medical expenses. This can be obtained from the local social security or sickness insurance office before travelling to Ireland.
- Non-EU/EEA students must take out medical insurance.
- Alpha College and its host families do not insure against theft or loss of personal effects during any programme.
- The college will not cover costs which may arise as a result of

the need for repatriation of a student.

- Students are advised to insure against loss of fees and/or other expenses which may be incurred due to cancellation or sudden, early departure from a course.

11. Accommodation

- Homestay accommodation is arranged with carefully selected hosts who provide single room accommodation, breakfast and evening dinner Monday to Friday, all meals at week-ends and a light laundry service.
- Homestay accommodation on a twin room basis can be arranged but only for friends/family members travelling together.
- Most homestays are situated in the suburbs and students travel to and from the college by bus or local train. The typical travelling time is 30 – 50 minutes, depending on traffic, from the homestay to the college.
- Only one student of each mother-tongue is placed in a homestay unless specifically requested otherwise.
- Students with special dietary requirements may be asked to pay an extra supplement.
- Students who wish to vacate their room for 5 days or more will be charged a fee to hold the room.
- There is no refund if students vacate their room for weekends.
- The summer supplement price applies to students staying in a homestay over Christmas.
- A limited number of hosts can provide a private bathroom for students aged 23+. This facility must be specifically requested at least 2 months in advance and incurs an extra supplement. However this facility cannot always be guaranteed.
- Hotel, hostel or guest house accommodation can be arranged if required. If such accommodation is booked by Alpha College it must be paid for at the time of booking.
- Residence (self-catering) accommodation can be arranged during July and August.

12. Arrival & Airport Transfers

- Flight number and arrival time must be communicated in writing to Alpha College at least 5 days prior to arrival for all students who have booked accommodation through Alpha College.
- Airport transfers are available for a fee to students who would like to be met on their arrival in Dublin airport and/or accompanied to the airport on completion of their course. Students booking such transfers are responsible for making sure that Alpha receives their flight number and arrival time at least 5 working days before arrival.
- Students in homestay accommodation who have not requested or paid for transfers should not telephone their host on their arrival asking to be collected from the airport.
- We ask students staying in homestay accommodation to contact either their homestay or the Alpha College emergency number if their flight is delayed or cancelled or if they have missed a connecting flight.
- Students aged 16-18 must book an airport arrival transfer.

13. Payment

- Payment must be made in full, not later than the first day of the course, by bank transfer in Euro to:
Bank: Bank of Ireland
Branch: Lower Baggot Street, Dublin 2
Sort-Code: 90 – 14 – 90
Account Name: Alpha College of English
Account Number: 18 36 74 25

Swift/BIC: BOFI IE 2D

IBAN Number: IE 49 BOFI 901490 18 36 74 25

Please note:

- If payment is being made by bank transfer a supplement of €10.00 should be added to each transaction to cover Irish bank charges.
- Bank charges incurred at the student's bank are the responsibility of the student.
- Bank Transfers must be in Euro and must include the student's name and relevant invoice reference number to ensure prompt processing of payments.
- If payment has been made by transfer the student should send a copy of all transfer details with the completed registration form.
- It is the responsibility of each student to ensure that all payments are correctly referenced and that all documentation related to payments is provided to Alpha College.
- In the event of delayed payment Alpha College reserves the right to cancel or suspend a student's course.

14. Refunds

- The Administration fee is not refunded under any condition.
- No tuition refunds are given for non-arrivals, late arrivals, early departures or absences, for whatever reason, from classes during any course.
- In some cases homestay accommodation costs may be refunded but only for full weeks which have not been used up and provided at least one week's notice has been given.
- Accommodation costs are not refunded for a portion of a week.
- All fees, less administration costs and any bank charges incurred, are returned if a visa to come to Ireland has been refused. Written evidence of visa refusal will be required.

15. Cancellation Policy

- The administration fee is not refunded under any circumstances.
- A cancellation fee of €250 applies when a course is cancelled less than 1 week before the course commencement date.

16. Course Books

- The use of a text book for General English classes and course materials is included in tuition fees. Students wishing to purchase their own text book may do so at the time of booking their course, or at a local bookshop while in Dublin.
- Students on specialised courses, including exam preparation, are requested to purchase the relevant specific text book/s.

17. Examination Fees

- Examination fees are not included in the course cost and must be paid separately when registering for the examination.
- It is the responsibility of each student registering for an external examination to ensure that the examination registration form and fee are submitted before the closing date for registration for the examination.
- It is advised that students do not wait for the closing date but register as early as possible for the chosen examination.

18. Local Travel

- We provide the necessary information for students who wish to purchase local travel tickets which facilitate unlimited travel on Dublin's public transport system. These tickets are valid in all zones in the greater Dublin area until 23.30.
- Fares for late night buses are included in some transport tickets. It is advised to check at time of purchase if they are included.

19. First Day in Alpha College

- Students should be in the College at 08.50 on their first morning.
- Students in homestay accommodation will be informed by their hosts about the best way to get to and from Alpha College and many hosts either accompany their student to the college on his/her first morning or arrange to have him/her accompanied by a current student. However, if students are unsure about their transport details Alpha College staff are always available to provide help, guidance and direction.
- We provide a map with directions to our school for students staying in our adult self-catering accommodation in July and August.
- On their first morning students take a written placement test and are interviewed to evaluate their level of English.
- Students are given information to help them settle in to Alpha and Dublin. They also receive a student handbook, information on places of interest in Dublin and a map of the city centre. Included in the student handbook are out-of-hours emergency contact telephone numbers for senior Alpha personnel.
- New students are placed in classes at an appropriate level at the beginning of the second class period, starting at 11.10.
- Students can buy their local travel ticket in the afternoon, after class. The ticket office is less than five minutes on foot from Alpha College.

20. College Hours

- Morning classes are of 55 minutes duration and afternoon classes are of 50 minutes duration.
- Morning classes take place from 09.00 – 13.00 (with a coffee break from 10.50 – 11.10) Monday to Friday.
- Afternoon classes take place from 14.00 – 16.05 daily, Monday to Thursday.
- Students may use the recreation room, library, designated study rooms or computers for private study up to 17.00 daily.
- We advise students doing self study in the afternoons on the most suitable resources for them
- Evening and Saturday classes may be available, for a fee, on request.

21. Certificates

- Certificates of attendance are presented to all participants on completion of their course. Normally attendance of at least 80%+ is required in order to be awarded a certificate of attendance.
- Certificates specify the duration of the course, the number of hours per week and the level towards which they have studied.
- Alpha College is accredited to issue an EAQUALS Certificate of Achievement to its students. The basis for this Certificate is continuous assessment so students wishing to avail of this certificate need to arrange it with the Academic Team. A course of at least 4 weeks duration is required.
- There is a fee of €25 for an EAQUALS Certificate of Achievement.

22. Reports

- Progress reports are available on request on completion of each course of 2 weeks' duration or more.
- Students requiring a report are asked to contact the Director of Studies one week before departure.
- Students requiring specific end-of-course documentation validated and stamped should inform a College Administrator at the beginning of their course.

23. Study Facilities

- Included in tuition fees for all classes is the use of the library, study facilities, material and reference books, students' room, internet and e-mail facilities.
- The college is WiFi enabled so students are welcome to use their laptops or smart devices. There is no charge for this facility. The WiFi code is available from reception.
- Alpha College has a strict policy on inappropriate use of e-mail and internet facilities and students found to be in breach of this policy are liable for disciplinary procedures. Further information in this regard is included in the student handbook given to each student on his/her first day in Alpha College.

24. Student Support/Monitoring

- All students are interviewed by a senior member of our Alpha College staff on their first day.
- During their course, all students are interviewed by our senior academic team to check that they are in a class at the appropriate level of English and are making progress.
- Their placement test is returned to students and areas of the test which indicate a need for further work are highlighted.
- Student support staff make a priority of meeting all students on a regular basis to check that they are happy with their accommodation and have settled in to living in Dublin.
- Formal weekly meetings take place between teachers and the Academic Management Team to discuss and monitor student progress.
- Our academic support team is available daily to provide advice regarding after-class study or specific language-learning problems.
- Students are encouraged to meet the Academic Team on a regular basis to discuss their progress. The Director of Studies is available for consultation daily at any time, and especially between 13.00 and 14.00.
- Alpha advises students on their choice of the most appropriate exams and can help them register for their exams. We also organise self study exam practice sessions to help students who are studying for selected internationally recognised exams. Students have full use of our extensive library of materials to help them prepare.
- On one afternoon per week we offer a free advice and guidance session to students wishing to update their job search skills. This session covers CV preparation, interview preparation and job search information.
- One-to-one lessons are available (for a fee) to students who need to address specific areas of language development such as speaking, pronunciation, thesis / presentation / product launch preparation, etc.
- Our accommodation officer is always available to advise on problems regarding accommodation, settling in to life in Dublin, finding apartments – or just to chat about life in general!

25. Testing

- There is a weekly progress test in each class every Friday morning on aspects of work done during the week and students get feedback on areas needing further improvement
- An end-of-level test is available to students whom both teachers consider ready to move to a higher level during their programme. This test must be discussed with the class teachers one week prior to taking the test. If students have achieved the required level they can move up a level. If they do not reach this level a programme of work is suggested to them to help their progress.

26. Homework

- Homework is given on a regular basis and corrected in class.

27. Social/Cultural Activities

- Alpha College organises a teacher-led excursion every Friday and Saturday afternoon except during the Christmas holidays.
- Friday afternoon excursions are to places of historical or cultural interest in the Dublin area.
- The Saturday excursions during the period September – June are usually to places of historical or cultural interest in the greater Dublin area when students may use their tickets. In July and August they are usually to places of interest outside Dublin and are by private coach for which an added fee is charged to cover coach hire and any entrance charges which may apply.
- We offer excursions or activities on 1-5 afternoons per week depending on the time of year and on one evening per week.
- Our excursions provide a unique opportunity for students to practise their English in authentic settings. This guide service is free of charge. Students may have to pay admission charges on some excursions. The average cost in such cases is €6.00.
- Alpha College organises a range of interactive in-house activities throughout the year. These activities include video club, conversation club, Irish music or dance.
- We also provide information on other externally organised excursions and activities for students.
- We help book or organize trips and car rental if requested.

28. Coffee Shop

- Tea, coffee, drinks, sandwiches and snacks are available daily in our canteen.
- All our teas and coffee are sourced from organisations providing only Fair Trade products.

29. Medical Health

- The college must be notified in advance of any special dietary or medical requirements or any mental health problems. In the event of a student having a health problem requiring specific medication the college cannot accept responsibility for the student's failure to adhere to the required medical regime. Alpha College reserves the right to terminate a student's programme for non disclosure of prior medical or psychiatric problems which impinge on the running of the school.
- Any immigration requirements related to absence for medical reasons will be applied. Information about such requirements will be given to students before their arrival or when clarified by immigration

30. Disciplinary Action

- Alpha College of English reserves the right to expel a student who has been involved in anti-social behaviour, bullying or violence towards a student or staff member; alcohol or drug abuse; misuse of internet/e-mail facilities; shoplifting; damaging of college or host family property and non payment of fees.
- No refunds are given in the case of expulsion for any reason.
- All repatriation expenses in such instances are the responsibility of the student.
- If we expel a non-EU/EEA passport holder we inform the Immigration authorities accordingly.

31. Student Complaints

- Students experiencing problems are encouraged to inform Alpha personnel about them as soon as they arise. It is the policy of Alpha College to deal quickly and sensitively with any problems which may occur.

32. Photography & Video

- From time to time we take photographs and record video of the school and of students. We may use the images and audio/video for publicity purposes in print, online or through other digital forms of distribution.
- Students who would prefer not to appear in this publicity should inform the photographer/videographer at the time of photographs/video being taken so that they will not appear in any images.

Scheduled Courses

General English Courses

1. Commencement Dates

- Beginner level students may start a General English Course on the following dates only: 03/01/17; 10/04/17; 08/05/17; 03/07/17; 04/09/17
- Proficiency level students may start on 10/07/17
- Students at all other levels may commence a General English Course on any Monday throughout the year (except when a public holiday occurs on a Monday, we provide an excursion on the Monday and classes commence on the following day).

2. Formats

- Morning lessons are of 55 minutes duration; afternoon lessons are of 50 minutes duration

Standard Course

- Standard courses consist of 20 lessons tuition per week (with a coffee break of 20 minutes each day) from 09.00 – 13.00, Monday to Friday inclusive.

Intensive Course (Minimum level A2+/pre-B1)

- The Intensive course consists of 20 lessons tuition per week (with a coffee break of 20 minutes each day) from 09.00 – 13.00, Monday to Friday inclusive and 5 fluency development lessons per week, 14.00 – 16.05, Monday and Tuesday or Wednesday and Thursday.
- The focus of the fluency development classes on Monday and Tuesday afternoons is on English for Work and on Wednesday and Thursday on General English.

Super-intensive Course (Minimum level A2+/pre-B1)

- The Super-Intensive course consists of 20 lessons tuition per week (with a coffee break of 20 minutes each day) from 09.00 – 13.00, Monday to Friday inclusive and 10 lessons per week, 14.00 – 16.05, Monday to Thursday inclusive. The focus of the fluency development classes on Monday and Tuesday afternoons is on English for Work and on Wednesday and Thursday on General English.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
09:00 - 10:50	Class GE01, GE02, GBE02, GE04				
	20 Minute Coffee Break				
11:10 - 13:00	Class GE01, GE02, GBE02, GE04				
	One Hour Lunch Break				
14:00 - 16:05	Class GBE02, GE04		Class GE02, GE04		Excursion Option

3. Maximum class size: 14 students

- Average class size: 8-10 students

4. Course Duration

- Participants may join the General English course for a minimum of 1 week. There is no maximum period.

5. Course Organisation

5.1 - Standard General English Course - REF. GE01

- (5 Mornings. All levels. Beginner and Proficiency level students on specified dates only.)
- There is a detailed syllabus for each level and a course book and supplementary material are used in conjunction with the syllabus. The syllabus covers all the language skills - speaking, listening, reading and writing as well as pronunciation, vocabulary and grammar activities. Classes are generally task-based and interactive with students and teachers working together to improve language output.
- There are 2 teachers for each class and they take equal responsibility for the class content.
- The purpose of the classes is to empower students to use their language in a coherent manner so the skills are worked on in an integrated way. Class work includes individual, pair and group work, teacher-led discussions, debates, project work, presentations, written tasks and listening exercises.
- Each classroom is equipped with an interactive whiteboard and our teachers are trained in using them to optimal effect.
- A weekly plan is posted in each classroom. This plan outlines the objectives for the week and includes an outline of the project for that particular week. The plan is structured in conjunction with the overall curriculum but there is also space for some negotiated learning.
- In addition to the course book teachers supplement the course with materials relevant to students' needs. Each week a project topic is introduced to the class and students present their project work to the class at the end of the week.
- There is an emphasis on the students' own English, their strengths and areas for improvement through revision sessions, progress tests and one-to-one direct feedback with teachers.
- Projects include mini-presentations, discussions, reviews, news stories, problem solving tasks, cultural investigations, itinerary planning and debates. The topics for the projects include contemporary issues and news items, films, books, work and travel-related issues - all topics which will help students produce real-life English.

5.2 - Intensive General English Course - REF. GE02

- (5 Mornings + 2 afternoons. For students who are at Pre Intermediate level or have completed A2 level and above)
- The morning classes are those of the Standard GE01 course, as described above.
- The objective of the afternoon classes is enhanced fluency development and the syllabi for these classes include communicative activities taken from a range of sources as well as activities based on authentic materials, with an emphasis on speaking and listening. The teacher focuses on students' output rather than on presenting new language in general and each module is designed to give students regular opportunities to make presentations on the module topic or on a corresponding aspect of their own lives and interests.
- Typical functional language to be covered in the Fluency Development modules includes; asking for and giving information/opinions; expressing one's point of view on a matter and providing supporting detail/examples; persuading; agreeing and disagreeing; negotiating an outcome; making suggestions; presenting; asking and answering follow-up questions to a presentation; summarising a group discussion and reporting; making recommendations.
- Issues of grammar and language analysis are addressed as they occur during fluency development tasks.

- Students can expect to get feedback on their oral language skills and guidelines for improving them.

5.3 - General Business English - REF. GBE02

- (5 Mornings and 2 afternoons per week. For students who are at Pre Intermediate level or have completed A2 level and above)
- The morning classes are those of the Standard Course, GE01 as described above.
- The objective of The General Business English module (Ref. GBE02) is to help students to understand and practise the fundamentals of effective oral communication through English in everyday work situations. It is not intended to be a specialist module covering one particular area in great depth.
- The functional language covered is similar to that covered in the General English fluency development classes but the vocabulary and context is rooted in a work environment and includes aspects of students own jobs and careers.
- Typical functional language to be covered in the Fluency Development for Business and Work modules includes asking for and giving information/opinions; expressing one's point of view on a matter and providing supporting detail/examples; persuading, agreeing and disagreeing; negotiating; an outcome; making suggestions; presenting; asking and answering follow-up questions to a presentation; summarizing a group discussion and reporting; making recommendations;
- Issues of grammar and language analysis are addressed as they occur during fluency development tasks.
- Students can expect to get feedback on their oral language skills and guidelines for improving them.

5.4 - Super-intensive Course - REF. GE04

- (5 Mornings + 4 afternoons. For students who are at Pre Intermediate level or have completed A2 level and above)
- This course is a combination of GE01 + GE02 + GBE02.
- The morning classes are those of the Standard Course, GE01 as described above.
- 2 of the afternoons include the fluency development classes as described above in GE02, at an appropriate level of language competence.
- 2 of the afternoons include the General Business English course, GBE02, as described above.

5.5 - General English Plus 1:1 Combination - Ref. GBE+

- 5 Mornings and 5 x 45 minute 1:1 afternoon classes per week.
- The morning classes are those of the Standard Course, GE01 as described above.
- Afternoon one to one classes are usually taken on 2 afternoons - 120 minutes on the first afternoon and 105 on the second.
- Students taking this module complete a Language Needs Analysis with their teacher or before they arrive. The purpose of this analysis is to determine specific areas on which the student wishes to concentrate. At the beginning of the first one-to-one the student and teacher agree together on any areas which might need to be prioritized.
- The most common areas covered are presentation skills; dealing with clients; telephone English; negotiating skills; writing e-mails; participating in meetings; giving technical explanations; inter-cultural differences.
- We can also offer Legal and Medical English options.
- Students taking this module often use the classes to prepare a particular presentation they need to make at a forthcoming conference or marketing/product launch event.
- As these classes are customised to the needs of each student

there is no minimum level of English required but we would suggest that students should have at least A2 level to benefit optimally from the classes.

5.6 English for Business Professionals. Ref. SBE01

(Minimum level A2+/Pre-B1)

- (5 Mornings + 2 afternoons group classes and 5 x 45 minute one-to-one afternoon classes per week.)
- The morning group classes are those of the Standard Course, GEO1 as described above.
- The afternoon group classes are those of General Business, GBEO2 as described above
- Afternoon one to one classes are usually taken on 2 afternoons - 120 minutes on the first afternoon and 105 on the second afternoon.
- Students taking this module complete a Language Needs Analysis with their teacher or before they arrive. The purpose of this analysis is to determine specific areas on which the student wishes to concentrate. At the beginning of the first one-to-one the student and teacher agree together on any areas which might need to be prioritized.
- The most common areas covered are presentation skills; dealing with clients; telephone English; negotiating skills;
- writing e-mails; participating in meetings; giving technical explanations; inter-cultural differences.
- We can also offer Legal and Medical English options.
- Students taking this module often use the classes to prepare a particular presentation they need to make at a forthcoming conference or marketing/product launch event.

English and Professional Work Experience Programme - REF. WE01 (Non visa-requiring students only)

(Minimum level B1)

- The English and Work Experience Programme provides participants with an excellent method of learning and using English in a practical way. Students are placed, where possible, in an Irish organisation appropriate to their qualifications and experience. They are given tasks of varying complexity to complete, depending on their ability, motivation and qualifications. The exposure they get to the activities of a modern company and the opportunity to practise their English skills in an authentic work environment affords them an excellent opportunity to enhance their employment prospects.

1. Format

- Students take a combination of English classes and Work Experience with a recommended minimum total of 4 weeks English classes and 4 weeks Work Experience.
- They may take the General English Standard or Super-Intensive course or the General & Business English course or a combination of these courses by arrangement.
- They then undertake the unpaid work experience element of the programme. Every effort is made to try to place the student in the area of his/her first choice but this cannot always be guaranteed.
- The work experience module lasts a recommended minimum of 4 weeks and a maximum of 12 weeks.
- Before commencing the work experience element of this programme, students are given help with writing their CV and preparing for interview as well as practical advice and guidelines for maximising the benefits of their work experience opportunity.
- During their work experience period students are monitored by our Corporate Programmes Manager who liaises with the

company to monitor progress and deal with any queries or problems.

3. Minimum Age

- 20 years of age

4. Conditions

- Students must have reached at least Intermediate level of English before commencing the work experience element.
- Students must take a minimum total of 4 weeks English classes and 4 weeks Work Experience.
- Participants must sign a form stating that they understand the objectives of the work experience programme before the booking can be confirmed.
- Students must be 20 years of age or over before being accepted on this programme.

Examination Preparation Courses

- Alpha College of English provides exam focused classes to prepare students for the Cambridge Examinations FCE and CAE and for IELTS. The Academic Team can help students who would like to prepare for other examinations, e.g. the TOEIC or BULATS examinations by helping them with a course of self study as well as helping them to register for the examination.

Cambridge First Certificate Examination

- Students wishing to prepare for the FCE examination join our exam focused GEO1 English classes at the level of B2. These courses generally last for 10/12 weeks and focus on helping students pass the examination. The most up to date exam course books and materials are used in the class and teachers are either experienced examiners themselves or have many years experience of preparing students for these exams.
- Teachers supplement exam focus with material taken from a variety of sources in order to help learners broaden their range of grammatical and lexical structures, with the aim of bridging the gap between B2 and C1. Lessons focus on helping students develop linguistic and strategic competences necessary for exam success.
- The first class on Monday morning each week is a revision of the previous week's material based on the scores and feedback from the regular Friday progress test, which in the examination focused class is always based on the exam.
- Over the course all major topics and language for the examination are covered.
- Exam and study tips are given to help maximize students' scores. Practical help with registering and getting to the exam centre are also provided but it is the responsibility of the students to ensure that they register and pay before the deadline. For the dates and further information on these exams see below and alphacollege.com.
- Students taking the FCE examination are required to purchase the required text book.
- These GEO1 exam preparation classes can be taken in conjunction with the Fluency Development options if wished.

Cambridge Advanced Examination

- Unlike the FCE class where students have already completed a B2 course before starting the exam preparation course, students preparing for the Advanced Examination continue extending their range of language structure and lexis. Focus in this class is on raising students level of General English to C1 as well as providing practice in all aspects of the CAE.
- Teachers supplement exam focus with material taken from a variety of sources in order to help learners broaden their range of grammatical and lexical structures, with the aim of bridging

the gap between B2 and C1. Lessons focus on helping students develop linguistic and strategic competences necessary for exam success.

- Examination practice is included in classes and students wishing to take this examination receive further exam tasks as homework and are given extra support in developing a self-study programme, under the supervision of the academic team.

IELTS preparation

- Students should have achieved B1+ level before joining our morning IELTS preparation class.
- Students on this programme will focus on the areas covered by the examination. They will practise listening to recorded texts including monologues, dialogues and multiple speakers; will be exposed to a large variety of reading passages and the IELTS reading tasks as well as preparing for the interview section by learning to speak about themselves and a wide variety of IELTS subjects.
- The key skill of writing will be covered including writing about graphs, diagrams and processes as well as the opinion essay.
- Written homework will be given regularly and will be corrected.
- This course will maximize the students IELTS scores by focusing on exam strategies and regular mock exams.
- Students will also be given practical help with exam registration but it is the responsibility of the students to ensure that they register and pay before the deadline.
- It is necessary to buy the recommended course book for this course.
- These IELTS exam preparation classes can be taken in conjunction with General Business or Fluency Development options if wished.
- students below the required B1+ level may avail of our free weekly lunchtime tutorials.

TOEIC, BULATS, Trinity and TIE examinations.

- Students wishing to prepare for these examinations join our General English Standard classes at the appropriate level. Afternoon preparation for these examinations is on an assisted, self-study option.
- Our Academic Team will tutor students who are preparing for these examinations.
- Students have full use of our extensive library of materials to help them prepare.
- Students can take several mock tests to check and monitor their progress. Our teachers, several of whom are accredited examiners, will correct mock tests and provide advice on areas needing extra focus.
- Level of English usually required.
- IELTS = B2. Students may begin their IELTS studies on completion of B1 level.
- TOEIC = B1; TIE = A1

Course Start Date	Registration Estimated	Examination Dates Estimated
FCE 3rd January	End of January	From 13th March
FCE 13th March	End of April	From 12th June
FCE 12th June	Mid June	From 21st August
FCE 4th September	Mid October	From 4th December
TOEIC -Tutorials Only	Two months before exam	Please contact us
TIE -Weely tutorials	Two weeks before exam	Monthly exam available
IELTS -Each Week	Two months before exam	Monthly exam available

Extra Opportunities For English Language Development

Free Job Search and Guidance Sessions

- Students can attend a free session offering guidance and information for their job search. These sessions may include CV preparation, application e-mails, interview preparation and job search information and are helpful for students planning to apply in English to international companies abroad or to work part-time while in Ireland. Students should contact reception to attend this session.

Conversation Clubs & Movie Club

- Alpha College runs regular conversation clubs for both general conversation fluency development and business conversation to improve networking and business small talk. We also have weekly movie clubs where students watch a movie in English and discuss it afterwards.

Private Lessons

One-to-one lessons are available (for a fee) to students who need to address specific areas of language development such as speaking, pronunciation etc.

Section 2:- Customised Courses

Travel Talk – Language Course for 50 years+

1. Format

- Travel Talk is our language and cultural activities course exclusively for the over 50 age group. This programme is customised to meet the demands of this group and combines enjoyable language practice with varied opportunities to explore Ireland's unique cultural heritage.
- The content of the programme can be designed to respond to the needs of each group.
- There are 15 morning lessons per week and the content includes language helpful for travel, entertainment and general social interaction.
- All programme activities are led by a teacher who is sympathetic to the needs of a diverse group. As well as becoming familiar with many aspects of Irish life and culture participants also value the opportunity to share information about their own experiences and cultures within the group.
- If wished, closed groups can be provided. Such closed groups can focus on the interests of the group such as music, history, architecture, gardening or sports such as golf or fishing. Participants can, if they wish, even start a new skill with some lessons in basic computer skills or digital photography.
- Participants may join the course for 1 or 2 weeks but we recommend that students wishing to join for 1 week start on Week 1 of the scheduled course rather than week 2.

2. Accommodation

- Participants may choose standard homestay accommodation with a single room, half board: bed, breakfast, evening meal Monday - Friday; all meals Saturday and Sunday. Some twin or double rooms are available for couples or friends wishing to share.
- Accommodation can also be arranged in hotels or guesthouses on request.

3. Course dates

- 12/06/17; 04/09/17
- (extra dates can be arranged for groups on 1 or 2 week stays)

Overseas Teachers' Courses

- The English language and in-service courses for teachers offered by Alpha College may be included in an application for Erasmus+ funding for training under Key Action 1 – Mobility for School Education Staff.
- Alpha College has a staff of highly qualified, experienced and motivated teacher trainers who train prospective ELT teachers year-round. They are also practising teachers of English, experienced in using up-to-date methods with learners at all levels of language learning. In addition Alpha College is a full member of EAQUALS (European Association of Quality Language Services) and IALC (International Association of Language Schools) and has been providing in-service training courses for teachers from overseas for the last 18 years.
- Language development courses for Overseas Teachers may be General English classes (available year-round) or English for Teachers of Technical Subjects (specific dates only).
- Our Overseas Teachers' Courses are of either 1 or 2 weeks duration. The courses are divided into input sessions and workshops in the morning plus an extensive afternoon cultural and social programme which is directly linked to the morning sessions.
- To make an application for Erasmus+ funding for any of our in-service training courses for teachers please visit your National Agency website for full information on the application process.
- Further information is available on www.alphacollege.com/otc

Suite of Courses for Teachers in 2017

(extra dates or courses may be included from time to time so please consult our website www.alphacollege.com/otc for up-to-date information.)

- General Methodology in the Classroom, 2 weeks - REF. OTC01. Language level B2/C1.
- General Methodology in the Classroom, 1 week - REF. OTC01A English language level B2/C1
- Teachers of Literature, 2 weeks – REF. OTC02 English language level B2/C1
- Theory and Practice of CLIL, 2 weeks - REF. OTC03 English language level B2
- Using Technology in the Classroom, 2 weeks - REF. OTC04 English language level, minimum B1
- Using Technology in the Classroom, 1 week – Ref. OTC04A English language level, minimum B1
- English Language+ Programme for PE Teachers: improving individual performance, team development and social inclusion (1 week) – Ref. OTC06. English language level, minimum B1
- English Language Development for Teachers of Technical Subjects, 2 weeks – Ref. OTC07 English language level, minimum A2/B1
- Project Based Learning, 1 week – Ref. OTC08. English language level, minimum B1

General English Language Development – GE01 or GE02.

- All levels. Beginner and Proficiency on specific dates only. General English Language classes start every Monday. Beginner level classes are offered on specific dates only – please consult our website www.alphacollege.com

Administration

- Teachers wishing to apply for funding for any of these courses may make application to enrol before submitting their Erasmus+ funding application and we will send enrolment documentation which may be submitted if wished with the

funding application.

- Alpha College issues Certificates of Attendance at the end of all programmes.
- Alpha will also complete Europass Mobility documents. These documents must be issued by the sending organisation, i.e. the school sending the participants.

English For Special Purposes - REF. ESP01

- English for Special Purposes classes may be booked by individuals or groups
- Individual one-to-one classes generally focus on some aspect/s of Business Communication such as preparing a specific presentation or launch; negotiation skills; writing emails; dealing with clients in person or by phone; participating in or chairing meetings or conferences; aspects of general legal or medical English
- Groups classes may be booked for the English of: Aviation and Air Traffic Control; Banking/Finance/Foreign Exchange; Business; Law; Medicine; Military Organisation and Operations; Sales and Marketing; Travel and Tourism. (Minimum group size 8)
- Quotations and proposals on request

English for Graduates Ref. GRAD01

- The purpose of this programme is to offer recently qualified graduates an opportunity not only to improve their English language skills but to also enhance their chances of success in gaining employment in their chosen careers.

Format

- Participants on this programme will take General English classes at the Standard (20 Lessons), Intensive (25 lessons) or Super-intensive (30 lessons) intensity
- Over the course of their programme students take the **Hogan Develop** which is an on-line Career Report outlining their strengths and weaknesses in the world of work and receive personalised feedback on the report.
- In addition participants also get intensive coaching which focuses on their CV/Resume writing and Interview Skills preparation

Level of English required

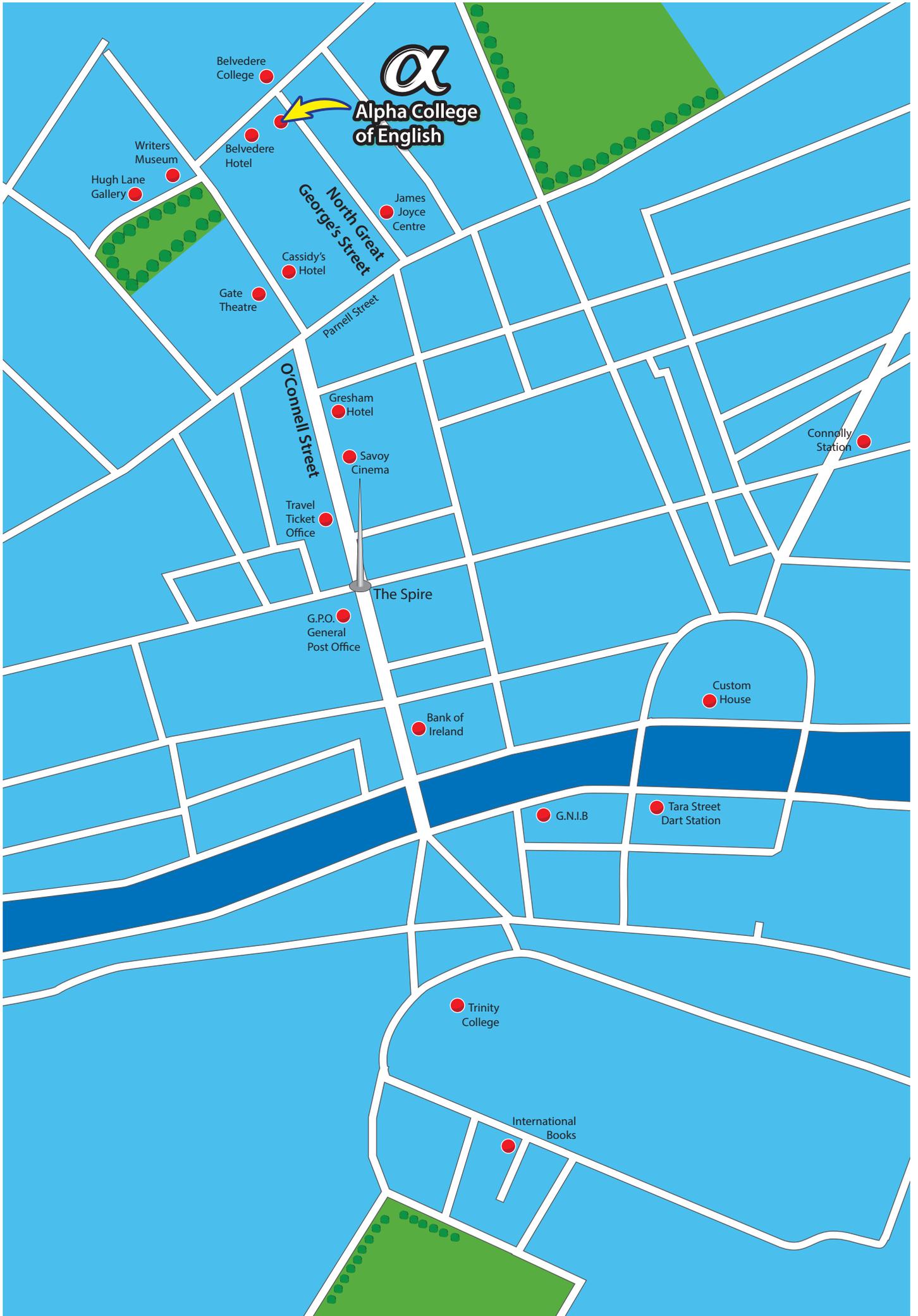
- Students should have a minimum level of B1 to start the English language element but we recommend a minimum level of B2 before students take the Career Exploration element of the course.

Alpha Young Adults - Ref: AYA

- In July we place students aged 16 – 19 in morning classes with their age group at their level. (Students in this age group at beginner or advanced levels may have to join older students for classes)
- In the afternoons they may either take afternoon fluency classes or join the regular afternoon excursions, led by an Alpha teacher, in city centre
- On 3 evenings per week we organise evening social activities for this age group. Sample evening activities may include Irish music; cinema; social excursion; etc.
- On Saturday these young adults join our full day excursion which is by private coach to a destination outside the greater Dublin area
- A teacher takes responsibility for monitoring this group throughout their programme and meets them on a regular basis



Alpha College of English





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