



Centre for International Students
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UK

<http://www.calderdale.ac.uk/>

Staff training programme for the University of Barcelona

Calderdale College offers the following training programme for a group of Administrative staff from the University of Barcelona from 30th October to 24th November 2006.

Accredited by the



1. Background information

Calderdale College is a state college of further and higher education providing quality academic and vocational programmes for students aged 16 years and above. It is situated in the beautiful setting of the People's Park in Halifax. The **University of Huddersfield** is a dynamic and expanding institution in the centre of the adjoining town of Huddersfield. It has a friendly reputation, an excellent graduate employment record and high level of student support. Students come from all over the UK and over 80 countries worldwide.

Halifax and Huddersfield are in the North of England. They are in one of Britain's foremost areas of outstanding natural beauty, yet it is just a short journey to the large cities of the North of England: Leeds and Bradford are less than half an hour to the east; Manchester is an hour to the west. Manchester International Airport is the region's biggest airport; Leeds/Bradford Airport is slightly nearer to the college. Calderdale College and the University of Huddersfield attract students who want to live in a safe, friendly and healthy environment.

The Centre for International Students at Calderdale College provides international students with English as a Foreign Language (EFL) and University Foundation programmes. The Centre is accredited by the British Council under the Accreditation UK scheme. The college works closely with the University of Huddersfield and other partner universities to provide home and international students with pathways to university in the UK through A levels, Higher National Diplomas (HNDs) and Foundation Degrees in a wide range of subjects.

2. Proposed Training Scheme

Content

The 20 weekly contact hours will include the following:

- **Language Enhancement programme:** The programme will be provided by the Centre for International Students at Calderdale College. The course aims to improve learners' language proficiency in all four language skills, in particular speaking and listening, presentation and communication skills. Also there are two Self Access sessions where students can follow a programme of individualised study focussing on their particular needs with help from their tutor. Some teaching will take place outside college at local places of cultural and historical interest.
- **Cultural and Social programme:** The cultural and social programme will include cultural lectures, visits to galleries and museums and places of cultural and historical interest. We can also arrange sightseeing excursions at the weekend in addition to the teaching programme.

In addition, the trainees will have the opportunity to visit the University of Huddersfield to meet staff with similar jobs to their own and to work shadow their counterparts at the college.

Timetable

[Please refer to the attached documents for a sample timetable.](#)

Assessment

Continuous assessment will take place during the course. This will include assignments, presentations and mock examinations.

Three evaluation tests will be arranged for the trainees:

- At the start of the course there will be an English Language Placement Test
- Halfway through the course there will be a progress test
- At the end of the course trainees will have the opportunity to enter the internationally recognised Trinity College London Speaking Examination at an appropriate level.

3. Training Facilities

Calderdale College's excellent facilities and warm, friendly atmosphere combine to create a stimulating and welcoming learning environment. We have large, bright and well-equipped classrooms, first class teaching workshops, professional quality multimedia suites and learning centres, excellent gym and sports facilities and easy access to computers and the Internet.

At Calderdale College we pride ourselves on the care and support we give our international students. The staff at the Centre for International students will provide visa support, arrange accommodation and assist teachers with all practical arrangements such as police registration, induction, travel information and so on.

4. Training Experience

The Centre for International Students has more than 10 years experience of teaching international students and of organising and managing training programmes. Calderdale College has a wide range of experience of delivering company language training. The following are some examples of companies and organisations we have provided training for:

- Calderdale First Bus Drivers
- Local Health Authority Nurses
- Azerbaijan Airways

5 . Course fee

The course fee per candidate will include tuition fee for 20 hours per week x 4 weeks including teaching materials and examination entry fee.

6. Social and cultural activities costs

Social and cultural activities will cost £200 to include 4 half-day teaching excursions and 3 full day weekend sightseeing excursions including a visit to London. (Optional)

7. Accommodation

Calderdale College offer home-stay with an English-speaking host family. This includes breakfast and evening meal from Monday to Friday and breakfast, lunch and evening meals on Saturday and Sunday. All home-stay providers are regularly inspected by our Accommodation Officer and are of the standard required by the British Council for Accreditation UK.

Lunches in college/university Monday to Friday £15 per week x 4 weeks = £60