



NATIONAL COLLEGE OF IRELAND (NCI)

Young Adult Programme with "World of Work"

30th JUNE TO 19TH AUGUST 2018

GROUPS: AGE 16-21 YEARS

INDIVIDUALS: AGE 17-21 YEARS





NATIONAL COLLEGE OF IRELAND (NCI)

Study English in the heart of Dublin city and easily explore its cultural and historical sites. ATC's NCI programme offers the perfect adventure for junior students to experience vibrant city life as a language student this summer.

DATES CAMPUS OPERATES:

30th June to 19th August 2018

AGE PROFILE:

Groups

16-21 years

Individuals

17-21 years

MINIMUM COURSE DURATION:

2 weeks

ADDRESS:

ATC Language Schools,
National College of Ireland,
Mayor Street,
IFSC,
Dublin 1,
Ireland.



STANDARD PROGRAMME INCLUDES:

- Full board accommodation in single ensuite rooms in up to 8 bedded apartments with a shared living area
- 15 hours General English plus 5 hours over 2 sessions per week of "World of Work" seminars
- Alternate weekly morning and afternoon classes
- Interactive and communicative learning materials
- Graded certificate and end of course report
- Two half-day visits per week with entrance fee
- Two full day excursions by coach per two week stay with entrance fee
- Evening programme including discos, films, karaoke, Irish night and other activities
- Luas transport ticket (tram)

VENUE

LOCATION:

National College of Ireland (NCI) is a state of the art innovative campus located on Dublin's docklands in the city centre close to the European Headquarters of Google, Facebook, LinkedIn and Twitter. Dublin's main attractions such as Temple Bar are within walking distance of NCI.

TRAVEL TIME FROM AIRPORT:

NCI is located 10 km from Dublin Airport. Journey time (depending on traffic) is approximately 25 minutes.

AIRPORT TRANSFER:

If you booked an airport transfer, you will see your driver waiting with an ATC Language Schools sign in the Arrivals Hall, where you will see your first and last name.

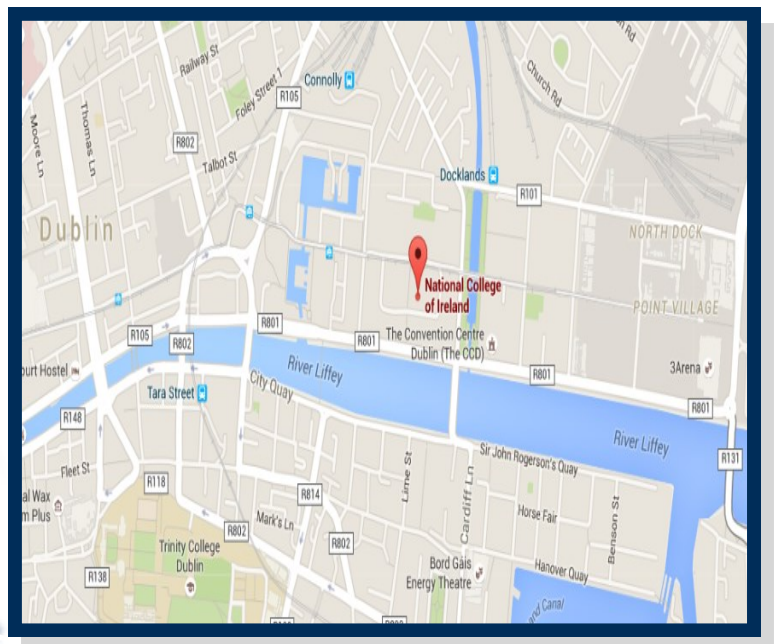
If you are unable to locate your driver or are delayed in the baggage claim, please call +353 1 208 7254.

OTHER TRANSPORT OPTIONS:

There are regular connecting buses from the airport to the city centre, including a special shuttle service, Airlink, which brings passengers directly to Busáras (Central Bus Station, Dublin). There are usually a large number of taxis in operation at Dublin Airport at all times.

ARRIVAL PROCEDURES FOR STUDENTS:

If you are living on campus, when you arrive at NCI you will be required to check in. When you arrive on campus, please ask for an ATC member of staff who will assist you and guide you throughout your stay. You will be required to complete some paperwork and provide the security deposit before you receive your room key.



RESIDENTIAL ACCOMMODATION

BOARD STATUS:

Residential ensuite accommodation, full board.

TYPE OF ROOM:

Apartments include single ensuite rooms, sleeping from 4 to 7 people.

WHAT TO EXPECT FROM THE ACCOMMODATION:

Accommodation at NCI offers an environment created with today's student in mind. Each apartment is tastefully decorated with free Wi-Fi and dedicated study areas with a modern kitchen and living area. The living area has two 2-seater couches, table and satellite TV and the kitchen has a table and four chairs.

ROOMS INCLUDE:

- Single ensuite rooms
- One bedside locker
- One wardrobe
- One desk and chair

LINEN & TOWELS:

Linen and Towels are provided by the campus. Towels are supplied twice a week by the college and linen is replaced once a week.

CLEANING:

Bedrooms will be cleaned and rubbish removed by the cleaning staff during the week. During residency, bed linen will be replaced once per week. Rooms will be fully serviced between residencies.

LAUNDRY:

Laundry facilities available on campus.

ACCOMMODATION RULES:

At NCI our primary concern is for the safety and comfort of all our residents and staff. The following list of rules outlines the necessary requirements. Please contact a member of the Accommodation Office staff if you have any queries on any of the items listed.

- Each resident has a duty to behave in a responsible manner.
- Due to the nature of shared accommodation, residents who are in the company of others who behave badly may be seen as partly responsible and disciplined accordingly. Likewise, residents that do not admit to their part in a particular issue may cause their flatmates to receive disciplinary action unfairly.
- Repeated breaking of rules and lease will result in eviction, depending on the frequency and severity of the misbehaviour.
- RESPECT: At all times residents are asked to behave in a way that is respectful and not to cause disturbance to their fellow residents, campus staff, and campus students.
- Any resident who has lost/misplaced key cards to their apartment can contact security by using the intercom buzzer at the main gate or in the accommodation archways. Students must show photo ID to gain access and show their key card to security once in the apartment. Security deal with many priorities during their duties so they may take at least 15 minutes to arrive.



SECURITY:

There are 24 hour security guards monitoring the campus, dealing with security related matters and responding to fire alarm activations. Students may be asked to identify themselves and respond to directions relating to safety and security.

ACCESS KEY CARDS:

Room keys cards will be provided for each student. Lost or broken cards can be replaced by NCI staff at a nominal cost.

LESSONS

LOCATION:

Lessons will take place in NCI, next to Dublin's Financial Centre.

COURSE OF GENERAL ENGLISH + "WORLD OF WORK":

Students' first lesson will take place the day after arrival (unless this is at the weekend or the scheduled day for full day excursions).

Lessons will be 3 hours and 20 minutes per day, for a total of 100 minutes. Students will get their full 30 hours of General English over a standard two week programme even in the case of mid-week arrivals.

Students will have two lessons per day with two different teachers, giving them the opportunity to experience different teaching techniques and methods during their course.

Students will also get two seminars of 2 and a half hours each per week of "World of Work", for a total of 40 hours tuition in two weeks. Hours completed will be included in the final certificate.

EDUCATION FRAMEWORK:

Lessons are delivered using the communicative approach and provide an interactive and engaging learning experience for all students. Lessons have been developed using the Common European Framework of Reference for Languages, CEFR. Levels from A1 (Elementary) to C1 (Advanced) are offered.

MAXIMUM PER CLASS:

There will be a maximum of 15 students per class, however, usually there are approximately 13 students per class. Classes are held in comfortable, modern and spacious classrooms in the college.

THE "WORLD OF WORK" SEMINARS:

The two seminars per week include career advice such as interview techniques and CV writing in addition to short paired activities, teamwork, presentations making the class an overall entertaining experience.

EDUCATIONAL MATERIAL:

All learning materials will be made available to the students. Students will receive a graded certificate and end of course report on their last day of lessons.



WHAT TO EXPECT DURING A STANDARD TWO WEEK PROGRAMME:

The course is designed to develop students' English language skills by integrating the key areas of reading, writing, speaking and listening. Lessons are designed specifically for different age groups. Teachers will design lessons based on the interests of the students and each lesson will have a particular focus on communication skills. Students take regular tests in order for teachers to monitor progress and ensure students are learning during lessons.

FIRST DAY:

On the first day of classes students will take a placement test, this is designed to establish their level to allow the academic staff to determine the students' abilities and place them in a group of similar language capabilities. Once the test is completed, students will be provided with their class timetable, activities schedule, and will be given a welcome talk. They will be shown where the ATC Language Schools Centre Manager's office is located and shown how to locate their classrooms.

ATTENDANCE:

Attendance at NCI is compulsory; students are expected to attend all classes unless there is a justified reason for absence. Students must attend all lessons and organised activities in order to be presented with their end of course certificate.

MEALS

MEDICAL



BOARD STATUS:

All students residing in the residence are on a full board basis. Students will have breakfast, lunch and dinner Monday to Sunday in NCI. From Monday to Friday a voucher will be provided for redemption in NCI for lunch and on Saturdays and Sundays students will receive a packed lunch.

DIETARY REQUIREMENTS:

If students have specific dietary requirements, ATC Language Schools must be informed at the time of booking in order to cater for these needs.

MEAL TIMES:

Breakfast: 08:00
Lunch: 13:30
Dinner: 18:00

SAMPLE MENU:

Breakfast	Lunch	Dinner
Selection of cereals	Choice 1 of 2 main courses from daily menu selection	Choice 1 of 2 main courses from daily menu selection
Selection of bread/toast	Daily hot vegetable & potato	Daily hot vegetable & potato
Selection of butters & preserves	Side salad (choice of 4 different salads)	Side salad (choice of 4 different salads)
Tea/coffee		Dessert option

MEDICAL CONDITIONS:

ATC Language Schools must be advised upon booking of any pre-existing medical conditions, allergies and medications that need to be administered to students.

HEALTH & TRAVEL INSURANCE:

Students must have adequate health and travel insurance in place prior to arrival in Ireland. Any medical expenses incurred while in Ireland will be at the student's expense.

MEDICAL EMERGENCY:

In the case of a medical emergency an ATC Language Schools member of staff will assist in seeking the appropriate treatment. Any visits to the doctor, dentist or hospital will be at the student's expense (including transport where necessary). Group leaders will be required to accompany the student in such circumstances.

LOCAL FACILITIES:

LOCAL DOCTOR:

Grafton Medical, 34 Grafton Street, Dublin 2.
Tel: 00353 1 6712122

LOCAL DENTIST:

Smiles Dental Practice, 27 South Anne Street, Dublin 2.
Tel: 1800 355 555

LOCAL HOSPITAL:

St. Vincent's University Hospital, Elm Park, Dublin 4.
Tel: 00353 1 221 4000

STUDENT WELFARE

The welfare of our students is of paramount importance to us and we offer a high standard of care and supervision to all our students. We provide nominated ATC staff members to act as guardians to our individual students that travel without group leaders. It is very important for us that our students remain happy and healthy throughout their stay.

Our management team at NCI along with our teachers and activity leaders will ensure that all students receive the best possible care and attention so as to maximise their experience during their study holiday.

POCKET MONEY:

ATC Language Schools do not provide a pocket money service for students, so it is recommended that students arrive with adequate spending money based on the duration of their study holiday. We would recommend €100 as an average budget per week. This can be used in emergencies, for buying souvenirs or for the little extras the students like to do with friends.

CURFEW TIMES:

Under 18: Evening activities take place on campus between 20:00 and 22:00. Students are expected to return to their apartments by 22:30. Students found outside after this time will receive disciplinary action.

Over 18: Students are expected to return to their apartments by 23.00.

Please note: all evening activities are mandatory.

ACTIVITIES & EXCURSIONS:

The programme includes two half-day cultural visits and one full-day excursion per week; both entrance fees and transport are included. There are also five hours of “World of Work” seminars each week. The excursions introduce students to Irish cities and places of cultural importance around Ireland, providing young students with an opportunity to absorb some of Ireland’s rich heritage in a fun and relaxed way.

SAFE:

A safe is available for the security of student’s belongings at NCI. Students are encouraged to store large sums of money or valuables here. Travel tickets and passports are normally kept in the safe for the duration of student’s stay.

STUDENT IDENTITY CARDS:

In order to cooperate with the security and safety standards at NCI Dublin, ATC Language Schools will supply all students with a student identity card. Students must carry their card with them at all times.

DELIVERIES:

Mail and other deliveries for students will be passed on to the Centre Manager for distribution. Please address items to:

(Student Name)

C/O ATC Language Schools,
National College of Ireland,
Mayor Street,
IFSC,
Dublin 1,
Ireland.



NCI YA :SAMPLE PROGRAMME

STANDARD PROGRAMME INCLUDES:

- 15 hours of English language tuition per week plus 5 hours of “World of work” seminars
- Alternate weekly morning and afternoon classes
- Graded certificate and end of course report
- International classes
- Two half-day visits per week with ATC staff including entrance fee
- Two full-day excursions by coach per two week with entrance fee with ATC staff
- Evening programme including discos, films, karaoke, Irish night and other activities
- Luas transport ticket

NOTES:

- Full-day excursions & half-day cultural visits will be assigned and confirmed prior to arrival
- Tours can not be changed once approved
- Additional tours can be arranged if requested but only prior to arrival in

Day	Date	Morning	Afternoon	Evening
Sat	30/06	Arrival : Private transfer from Dublin Airport to campus		
Sun	01/07	Full day excursion by private coach with ATC Activity Leader		Evening activity on site
Mon	02/07	Classes	Half day visit with ATC Activity Leader	Evening activity on site
Tue	03/07	Classes	World of Work seminar	Evening activity on site
Wed	04/07	Classes	Half day visit with ATC Activity Leader	Evening activity on site
Thu	05/07	Classes	World of Work seminar	Evening activity on site
Fri	06/07	Classes	Free afternoon	Evening activity on site
Sat	07/07	Free day with Group Leaders		Evening activity on site
Sun	08/07	Full day excursion by private coach with ATC Activity Leader		Evening activity on site
Mon	09/07	Half day visit with ATC Activity Leader	Classes	Evening activity on site
Tue	10/07	World of Work seminar	Classes	Evening activity on site
Wed	11/07	Half day visit with ATC Activity Leader	Classes	Evening activity on site
Thu	12/07	World of Work seminar	Classes	Evening activity on site
Fri	13/07	Free afternoon	Classes	Evening activity on site
Sat	14/7	Departure: Private transfer from campus to Dublin Airport		

RULES & DISCIPLINARY

CURFEW:

Evening activities take place on campus between 20:00 and 22:00. Students are expected to return to their apartments by 22:30. The curfew for students who are over 18s is 23.00. Students found outside after this time will receive disciplinary action.

ALCOHOL CONSUMPTION ON CAMPUS:

ATC Language Schools will not tolerate the consumption of alcohol by any of its students who are on a Junior Summer Programme. Students found in the possession of or consuming alcohol will be immediately expelled from the school and repatriated at their own cost. In Ireland the legal age to consume alcohol is 18.

SMOKING:

Smoking is strictly prohibited on campus. The legal age to purchase cigarettes in Ireland is 18.

DRUGS:

Any student found in the possession of illegal substances will result in immediate expulsion and repatriation at their own expense.

DISCIPLINE:

For the safety of students and staff, ATC Language Schools will monitor students' behaviour. When necessary, students may receive a written warning and parents will be notified or students will be refused participation in group activities.

EXPULSION:

ATC Language Schools reserve the right to expel any student at their own expense should any of the following issues arise:

- Consumption of alcohol on campus
- Possession of any illegal substances
- Student who endangers either themselves or another person
- Deliberate or malicious damage to NCI property
- Breaking Irish Law

Students will be briefed on the rules and regulations on their first day of school. If ATC Language Schools deems the behaviour of a student unsatisfactory or endangers other students or staff members their stay will be terminated effective immediately. The student's agency /parents will be informed and the student will be booked on the next available flight. The student will be accompanied to the airport, escorted to check-in and to security. After such time ATC Language Schools will no longer

be responsible for the student. There is no refund policy for students who have been expelled from the programme at NCI.

DAMAGES:

There is a damage deposit of €50 for individual students and €250 for groups that will be collected upon arrival. This will be retained for the duration of the student/group's stay. The deposit will be returned in full prior to departure less the cost of any damages caused by the student/group.

FIRE SAFETY:

It is a criminal offence to tamper with fire safety equipment. All students and group leaders are to attend a mandatory fire briefing. Any breach of fire safety regulations may result in a fine and expulsion from the course.

PARENTAL CONSENT:

If any students are to be exempt from any recreational activities or have permission to leave NCI unsupervised, ATC Languages Schools must receive a signed consent form from the student's parents. ATC Languages Schools at NCI is officially not accountable for the student during the period of time.

STUDENT COMPLAINTS:

ATC Language Schools offer the highest standard of student welfare to each student. However, if a student is unsatisfied with any aspect of their programme, it is essential that they report it immediately in order for it to be resolved without delay.

A large percentage of issues can be resolved almost immediately by either our academic staff or activity staff as they usually relate to either their class or leisure activities.

If the problem cannot be resolved immediately, the staff at NCI will endeavour to find a solution as quickly as possible.

If the problem is of a more serious nature, an official complaint form will be required to be completed by the student and we will inform the agent of the on-going issue and progress in the re-



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ATC SUMMER LANGUAGE SCHOOLS

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