



**General Information
& Course Details
Adult Programmes
2014**

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 09.00/10.00 until 17.30/18.00 with many shops staying open until 20.00 on Thursdays. Larger shops and shopping malls are open on Sundays and Public Holidays from 11.00/12.00 – 18.00. There are smaller grocery shops and newsagents in most areas in the city and suburbs and they are often open until 21.00/22.00 each day.

6. Banks

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

6. Smoking Regulations

Smoking is forbidden in enclosed places of work in Ireland. This includes offices, schools, colleges, cinemas, theatres, hospitals, pubs/bars and restaurants. Smoking is also prohibited on public transport, e.g. buses, trains etc.

7. Security/Emergencies

It is not necessary to carry a passport for ID purposes but it can be 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 will be a charge of €100 if you do not have a European Medical Card.

8. 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. 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.

2. Transport

There are 3 main methods of public transport in Dublin. There is a wide network of public buses as well as an urban train system called the DART, which runs along the coast from Howth on the north side of the city to Bray on the south side. There is also a tram system, called the LUAS, which 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 also 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.

3. 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.dublintourist.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. Photo id may be requested for entry.

4. 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.

Alpha College

1. Location

Alpha College is located in Dublin's city centre, 5 minutes from Dublin's focal point, the Spire 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 pride ourselves on the stability and experience of our team. Most of the key personnel in Alpha College have been working in Alpha for at least 5 years and several have been in Alpha between 15 and 24 years. Collectively we have more than 280 years of 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 qualifications in other disciplines also – law, acting, business, art etc.
- The staff at Alpha includes an EAQUALS inspector; IELTS, Cambridge and TIE examiners; teacher trainers and staff who also present papers and lead workshops at international conferences.
- Alpha is committed to on-going training of its staff and has a Continuous Professional Development plan in place.

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 specific EAQUALS Certificates of Achievement to its students.

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 communicative, task-based and learner centred and students are encouraged to use their English in a variety of classroom contexts. They are further facilitated to produce English through a weekly project/ scenario which involves students 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.
- In the first class each Monday there is a thorough revision of the previous week's work and on Fridays there is a progress test and formalised feedback.
- In the interests of maximising each student's language development and out of respect for other students in the class, each classroom is an English only zone and students are expected to adhere to this requirement.

5. Registration

- To register for any course you 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 by 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.

7. Visas

- Visas are not required of EU nationals.
- If you are coming from a non-EU country you should apply to your nearest Irish Embassy in order to obtain a student visa or visit www.inis.gov.ie.
- Visa applications for non EU students should contain a copy of an Electronic Transfer of Funds from the applicant to the Alpha College bank account as well as the bank details of the applicant.

- Non EU students must take out medical insurance. Alpha College can arrange medical insurance for up to 1 year
- On receipt of payment we will send you a letter of confirmation for one of our courses which you may submit to the Irish Embassy along with your other documentation.
- 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 any bank charges incurred.
- Students from non-EU countries who wish to stay in Dublin for more than 12 weeks must register with the Immigration Authorities. Currently a fee of €300 is payable on registration with the Immigration Authorities.
- Alpha College assists with preparation for registration with the Immigration Authorities.
- Students taking a course of more than 25 weeks are obliged to take an external examination as part of their programme of study.

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. The equivalent number of weeks of the holiday duration will be added to the scheduled end of the course period. A maximum of 10 weeks holidays may be taken during a 25 week course period.

9. College Holidays

- The College will be closed on:
01-03/01/14; 17/03/14; 21/04/14; 05/05/14; 02/06/14; 02/06/14; 04/08/14; 27/10/14; 22/12/14 - 02/01/15
- 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 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 period will be added to the end of their course.

10. Insurance

- Students are advised to take out full travel, health, money, baggage and personal effects insurance cover prior to travelling to Ireland.
- Students from EU countries should bring a European Health Insurance Card to cover medical expenses. This can be obtained from your local social security or sickness insurance office before you travel.
- Non EU students must take out medical insurance.
- Alpha College and our 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.
- We can arrange homestay accommodation on a twin room basis 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 average travelling time is 30 – 45 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 will 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. 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.
- Residence (self-catering) accommodation, usually within walking distance of the college, can be arranged during July and August.

12. Airport Transfers

- Airport transfers are available for a fee to students in homestay accommodation who would like to be met on their arrival in Dublin airport and/or accompanied to the airport on completion of their course.
- Flight arrival details must be communicated in writing to Alpha College at least 5 days prior to arrival. This applies even when not booking a transfer. Details required are the flight number and the arrival time.
- Students who are staying in homestay accommodation but 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 host or the Alpha College emergency number if their flight is delayed or cancelled or if they have missed a connecting flight.

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 or hand the copy to a member of the Alpha College administration team on arrival.

- 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 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 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, will be 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.
- Please note that non-EU students taking a course of 25 weeks or more are obliged to take an approved, external examination during this period. The cost of an approved examination is invoiced at time of registration.

18. Local Travel

- We provide the necessary documentation for students who wish to purchase bus and rail 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
- Tickets for late night buses must be purchased separately at time of travel. It is necessary to have the correct fare for late night buses as change is not given.

19. 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 20-minute 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.

- Evening and Saturday classes are available on request.
- We maintain a database of up-to-date on-line resources and advise students doing self study in the afternoons on the most suitable resources for them

20. First Day in Alpha College

- Students should be in the College at 09.00 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.
- On the first morning in Alpha College 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 key Alpha personnel.
- On completion of their induction students take a written placement test and are interviewed to determine their level of English.
- Students usually get their bus ticket in the afternoon, after class. The bus office is less than five minutes on foot from Alpha College.
- New students are placed in classes at an appropriate level at the beginning of the second class period, starting at 11.10

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 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 with the Academic Team to be continually assessed over the period of a week.
- 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 Academic Manager one week before departure.

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 the first week all students are interviewed by our 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 them during this week 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.
- Alpha advises students on their choice of the most appropriate exams and helps them register for their exams. We also organise free afternoon 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 Friday afternoons students can take a 'mock' exam to test themselves and monitor their progress.
- 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 etc.
- Students may choose, either during their stay in Alpha or on completion of their course, to take extra on-line writing classes (for a fee) with a tutor. In these courses students get the opportunity to practise their written English and have a tutor work on specific areas of their written output.
- 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 each Friday morning on aspects of work done during the week and students get feedback on areas needing further improvement
- Students who take a course of 4 weeks or more have the option of taking an end-of-course test.
- An end-of-level test is available to students whom both teachers deem ready to move to a higher level during their programme. This test must be booked with the class teachers. If students reach 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 them progress to the required level.

26. Homework

- Homework is given on a regular basis and corrected in class the day after it is due to be completed.

27. Social/Cultural Activities

- Alpha College organises an excursion on every Saturday of the year except during the Christmas holiday period.
- 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 completely free of charge. Students may have to pay admission charges on some excursions. The average cost in such cases is €5.00.
- When out-of-Dublin coach tours are organized students pay a fee to cover the cost of coach hire and any entrance charges required.
- Alpha College organises a range of interactive in-house activities throughout the year. These activities can include a conversation club, a video club, poker, table quiz, Irish music or dance.
- We also make available to students information on many more visits, excursions, non English-language courses and sporting fixtures which they may enjoy on their own or with other students.
- We help book or organize trips, car rental or accommodation if needed.

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 medical 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.

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; shop-lifting; damaging of college or host family property and non payment of fees.
- No refunds are given in the case of expulsion for whatever reason.
- All repatriation expenses in such instances are the responsibility of the student.
- If we expel a non-EU 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

- 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: 06/01/14, 07/04/14; 12/05/14; 30/06/14; 15/09/14
- Proficiency level students may start on 14/07/14, 11/08/14
- 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. In such cases 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

- 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 lessons per week, 14.00 – 16.05, Monday and Tuesday or Wednesday and Thursday.

Super-intensive Course

- 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.

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

3. Level of English required for Intensive and Super-intensive course

- Minimum of Pre Intermediate/A2

4. Maximum class size: 14 students

- Average class size: 8-10 students

5. Course Duration

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

6. Course Organisation

6.1 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 continually 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 interactive whiteboards 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 a description of the project/scenario 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 up to 50% of the course with materials relevant to students' needs. Each week a project topic is introduced to the class and in the 2nd class on Friday students present their project work to the class.
- Projects include mini-presentations, discussions, reviews, readers, news stories, problem solving, investigations, job interviews and CV writing, newsletters, excursion 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 assimilate new language and use their English confidently in a practical context.

6.2 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 Course GE01, as described above.
- The afternoon classes are Fluency Development classes and the class time is divided between speaking and listening tasks with an emphasis on vocabulary and pronunciation development. The topics in these classes are contemporary and as relevant as possible to the student group. There is a 12-week syllabus for the afternoon programme and much of the supplementary material is drawn from current media sources. Language and fluency are developed through debates, discussions and presentations and students will cover language skills such as justifying opinions, agreeing and disagreeing, supporting arguments, appropriate responses, describing and talking about photographs, talking about notable people, problem solving, discussing new ideas and innovations.
- 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.

6.3 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 are 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 below.
- There is a 12-week syllabus with a wide range of supplementary materials which include video/dvd clips, audio tapes, written material from up-to-date sources.

6.4 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 purpose of The General Business English module (Ref. GBE02) is to help students to understand and practise the fundamentals of effective business communication through English. It is aimed at students who have a professional need for Business English, i.e. people in or training for jobs in the business world. It is not intended to be a specialist module covering one particular area in great depth. It is designed to cover, in a practical way, the English needed in everyday business or work situations.
- The topics covered are from a range which can include management, enterprise, job interviews, leadership, environmental issues, standards and ethics, advertising, telephone and email English, presentations, branding, marketing and sales, customer relations management..
- Students work individually, in pairs and in groups to discuss, debate and present their views. The focus is on vocabulary building, key writing skills, effective reading skills and building confidence in speaking confidently in English in a business/work related environment.
- There is a 12-week syllabus with a wide range of supplementary materials which include video/dvd clips, audio files, written material from up to date sources.
- Students making presentations of a business nature have the option to have some of their presentation filmed for future reference if they wish.

6.5 General Business English + - REF. GBE+

(5 Mornings and 5 x 45 minute one-to-one 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 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. Students on this programme may, if they wish, prepare a presentation and have it professionally filmed.
- 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.

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. This session may include CV preparation, application e-mails, interview preparation and job search information. Students should contact reception to arrange this session.

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.

Online Writing Classes - Ref. GE05

Students may choose, either during their stay in Alpha or on completion of their course, to take extra on-line writing classes (for a fee) with a tutor. In these courses students get the opportunity to practise their written English and have a tutor work on specific areas of their written output. Students who need to prepare product launches or conference papers find this option very helpful.

English And Professional Work Experience Programme - REF. WE01 (EU students only)

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 enterprise appropriate to their qualifications and experience. Here they join the workforce of the company and gain valuable experience of a business environment. They are given tasks of varying complexity to complete, commensurate with their ability, motivation and qualifications. In addition to the exposure they get to the activities of a modern company, course participants have the opportunity to practise their English skills in an authentic work environment. This programme provides them with an excellent opportunity to enhance their employment prospects.

1. Commencement Dates

- The English language training element of this programme begins every Monday throughout the year (except when a public holiday occurs on a Monday. In such cases we provide an excursion on the Monday and classes commence on the following day).
- The work experience element may only be started from October to June inclusive.

2. Format

- Students take a combination of English classes and Work Experience with a 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 minimum of 4 weeks and a maximum of 12 weeks.
- Before commencing the work experience element of this programme, students are given guidelines on compiling their CV and preparing for interview.

- While they are on work experience they are monitored by our Corporate Programmes Manager who liaises with the company to monitor progress and deal with any queries or problems.

3. Level of English required

- Upper Intermediate/Pre B2

4. Minimum Age

- 20 years of age

5. Conditions

- Students must have reached at least Upper 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 the TOEIC, BULATS and TIE examinations by helping them with a course of self study as well as helping them to register and receive results.

Cambridge First Certificate and Advanced Examinations

- Students wishing to prepare for these examinations join our exam focused GE01 English classes at the appropriate level. These courses generally last for 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.
- 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 and is taken in exam like conditions.
- Over the twelve weeks 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 are also provided. For the dates and further information on these exams - c.f. below and the examination chart at www.alphacollege.com
- These GEO1 exam preparation classes can be taken in conjunction with General Business or Fluency Development options

IELTS preparation

- Students should have completed 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 task types 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.
- It is necessary to buy the recommended course book for this course

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 at B1 level.
- TOEIC = B1; TIE = A1

Course Start Date	Registration Estimated	Examination Dates Estimated
FCE & CAE 6th January	End of January	From 14th March
FCE & CAE 18th March	End of April	From 10th June
FCE & CAE 16th June	Mid June	From 21st August
FCE & CAE 8th September	Mid October	From 2nd December
IELTS On Going	Two months before exam	Monthly exam available
TOEIC Tutorials Only	Two months before exam	Please contact us
TIE Tutorials	Two weeks before exam	Monthly exam available

Section 2:- Customised Courses

Travel Talk – Language Course for 50 years+

1. Format

- Travel Talk is our exciting language and cultural activities course exclusively for the over 50 age group. Tailor made to the demands of this group, Alpha College offers a programme which combines enjoyable language practice with varied opportunities to explore Ireland's unique cultural heritage.
- The programme is designed to be flexible and to respond to the needs of each group.
- There are 15 morning lessons per week which include all language learning skills and the content includes language helpful for travel, entertainment and general social interaction
- All programme activities are led by an expert guide / 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 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, nature or sports such as golf, fishing or horse riding. Participants can, if they wish, even start a new skill with some lessons in digital photography from a professional.

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 available for couples or friends wishing to share.

- Accommodation can also be arranged in hotels or guesthouses on request.

3. Course dates

- 19/05/2014 – 30/05/2014; 09/06/2014 – 20/06/2014; 01/09/2014 – 12/09/2014

(extra dates can be arranged for groups on 1 or 2 week stays)

Overseas Teachers' Courses

- Alpha College is an approved training centre for the ACELS Certificate in English Language Teaching (CELTA) and 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
- Teachers from an EU (or associated) country may obtain a grant to attend one of the Alpha College courses for teachers. For details of National Agencies for Comenius/Grundtvig programmes please visit www.ec.europa.eu/education/trainingdatabase/

General Methodology - REF. OTC01

(Comenius/Grundtvig Database Ref. IE-2013-313-002)

1.Format

- This Overseas Teachers' Course is a two-week course consisting of 40 classroom contact hours plus an extensive cultural and social programme which is directly linked to the morning sessions.

2.Objectives

- The primary objectives of the course are to familiarise the participants with recent pedagogical and classroom technology developments in ELT, provide opportunities for reflection on their own practice, develop and consolidate their own language skills and promote awareness of contemporary Ireland.
- The programme further aims to establish contacts between teachers from a variety of backgrounds and facilitate future networking.

3. Course Dates

- 14/04/2014-25/04/2014; 07/07/2014-18/07/2014 or by arrangement for closed groups

Teachers of Literature – REF. OTC02

(Comenius/Grundtvig Database Ref. IE-2014-342-001)

1.Format

- This Overseas Teachers' Course is a two-week course consisting of 40 classroom contact hours plus an extensive cultural and social programme which is directly linked to the morning sessions.

2. Objectives

- The primary objectives of the course are to familiarise the participants with Irish, British and American literature in the English language and explore methods of teaching this in the classroom.
- The impact of recent pedagogical developments in ELT including developments in classroom technology on the teaching of literature will be examined.
- The course promotes awareness of contemporary Irish history and culture, Irish literature and Irish writers in Dublin, a UNESCO City of Literature.
- The programme further aims to establish contacts & facilitate networking between teachers from a variety of backgrounds.

3. Course Dates

- 21/07/2014-01/08/2014
or by arrangement for closed groups

Theory and Practice of CLIL - REF. OTC03 (Comenius/Grundtvig Database Ref. IE-2012-234-001)

1. Format

- This Overseas Teachers' Course is a two-week course consisting of 40 classroom contact hours plus an extensive cultural and social programme which is directly linked to the morning sessions.

2. Objectives

- The primary objectives of the course are to familiarise the participants with key concepts and issues in CLIL and develop their skills in teaching subjects through English. The impact on teaching of recent pedagogical developments including developments in classroom technology will be examined. This is a practical course which focuses on the application of CLIL within the context of the European Profile for Language Teacher Education and the CEFR.
- The programme further aims to establish contacts between teachers from a variety of backgrounds and facilitate future networking.

3. Course Dates

- 18/08/2014-29/08/2014; 20/10/2014 – 31/10/2014
or by arrangement for closed groups

Using Technology in the Classroom - REF. OTC04 (Comenius/Grundtvig Database Ref. IE-2013-305-002)

1. Format

- This Overseas Teachers' Course is a two-week course consisting of 40 contact hours plus an extensive cultural and social programme which is directly linked to the morning sessions.

2. Objectives

- The primary objectives of the course are to familiarise the participants with recent pedagogical and classroom technology developments in ELT and to increase participants' confidence in the use and application of some applications, particularly in an environment where many of the students are very computer literate. It will also provide an opportunity to develop and consolidate participants' own language skills and promote awareness of contemporary Ireland.
- The programme further aims to establish contacts between teachers from a variety of backgrounds and facilitate future networking

3. Course Dates

- 14/04/2014-25/04/2014; 04/08/2014-15/08/2014;
27/10/2014 – 07/11/2014
or by arrangement for closed groups

English For Special Purposes - REF. ESP01

1. Group or one-to-one ESP classes are available, by arrangement, in the following areas:

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

- A popular option among students is to combine 20 lessons group General English, standard format with 5 lessons one-to-one ESP classes in the afternoons.

Quotations and proposals are available on request.

Executive English With Options - REF. EXE01

- Executives and Managers derive enormous satisfaction from this programme which combines tailored English tuition, interesting meetings with their peers in Irish business, financial, industrial, commercial and political life and a range of cultural, social and sports activities common to the English-speaking world.

1. Commencement Dates

- Every Monday throughout the year (except when a public holiday occurs on a Monday. In such cases we provide an excursion on the Monday and classes commence on the following day).

2. Duration

- 1 week or more.

3. Format

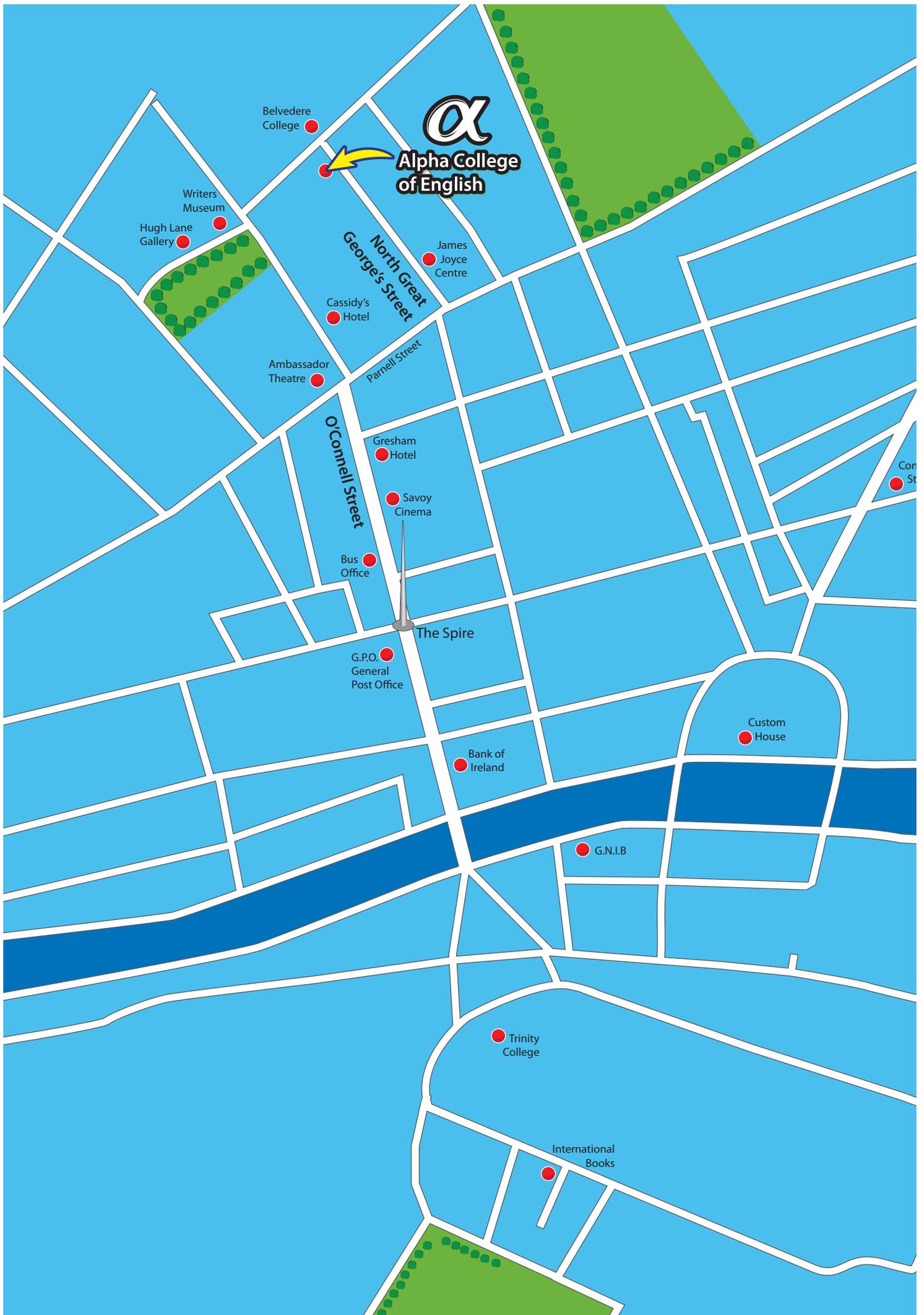
- One teacher to one client or One teacher to two clients

4. Sample Schedule

- Mornings: 4 hours per day customised English tuition.
- Afternoons: A combination of the following:
 - Corporate visits; Tours of Dublin; Golf lesson
 - Evenings: A combination of the following:
 - Theatre; Traditional Irish pub night; Musical entertainment
- (Quotations for any combination of the above are available on request).

5. Content

- The content of this course is customised to meet the participant's needs. To ensure that this objective is met we like to get, in advance of the student's arrival, as much detail as possible regarding the particular aspects of English language training which the student feels need most attention. On the student's arrival we will conduct a Needs Analysis to further fine tune the programme.





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