



CENTRE FOR  
ENGLISH  
TEACHING



**Jilin University, Changchun, China**  
**Division of International Relations**

**General English**  
**3-week Customised Program**

**Revised Proposal**

8 February 2011 – 28 February 2011

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## Why choose The Centre for English Training?

### Our mission

Our mission is to:

- Offer innovative high quality English language programs
- Maintain excellence in teaching
- Regularly review and evaluate programs for relevance and quality
- Ensure client progress and welfare in a supportive environment

### Excellence and experience

The Centre for English Training (CET) is the English language arm of The University of Sydney which is the oldest and most prestigious university in Sydney. The University has earned its outstanding reputation through excellence in scholarship, tradition, state-of-the-art research and teaching innovation, not to mention the wonderful 19th Century architecture designed in the style of Oxford and Cambridge which adds atmosphere to its learning environment.

Since our establishment in 1988, CET has continued to grow and change. Our programs are first class and consist of Academic English, General English and customised group programs. We are accredited by the National ELT Accreditation Scheme (NEAS), which is an independent body ensuring delivery of quality education by English as a Second Language (ESL), providers. Our friendly and caring environment will make study in Australia a worthwhile experience.

### The campus

The University of Sydney has over 40,000 students and approximately 8,000 international students. The campus is a mini-city with its own banks, post office, hairdresser, eateries, bookshops, travel agents, chemist & medical services, an employment service, housing office and many different sporting facilities. CET manages the entire English program on the main campus which is located in close proximity to the dynamic Sydney downtown not far from its renowned magnificent harbour, famous Opera House, beautiful bays and a wide choice of restaurants and shopping facilities.

### Our Staff

CET employs appropriately qualified teachers who have the required professional qualifications at Masters Degree level within relevant disciplines. They also have proven professional experience in Australia and abroad, as well as a consistent results-driven attitude which puts the student at the forefront of their work.

As many of our teachers come from different cultural and linguistic backgrounds, students' language learning will be enriched through exposure to a variety of teaching styles as well different English accents and intonations.

## **Study tours and customised programs**

Our customised programs are very popular with universities, tertiary institutions, public and government institutions, private and corporate organisations. Programs are delivered in a 'closed class' environment as they are specifically tailored for the group. Curriculum and course content can be developed for general English or for specific English according to industry, profession or discipline of study. Groups may choose to complement their English language program through inclusion of interesting and stimulating educational, professional or recreational activities. To maximise the learning experience, customised programs require a minimum of 18 students but no more than 20 per class. Alternatively, participants may choose to be integrated into one of our mainstream general English classes with students from different cultures. Open class group bookings can be organised for a minimum of 15 students.

## **Complementary educational, professional and cultural activities**

Customised programs can be tailored to include a wide range of educational, professional and recreational activities such as:

- Discipline-based lectures in conjunction with any faculty at the University of Sydney
- Faculty or industry tailored workshops and seminars
- Industry visits to companies, government departments and institutions
- Cultural activities
- Excursions and sight-seeing

In addition, participants can attend the large variety of extra-curricular events such as University faculty talks, lectures and workshops, art exhibitions, conversation classes, movies and sporting activities organised by The University of Sydney.

## **Student support**

In our supportive environment, participants will be able to approach designated staff to ensure that they get the most of their academic experience in Sydney and at the same time have no difficulty in settling into their new environment. CET can include a meet-and-greet service at Sydney International airport and can organise transfers to the accommodation chosen by the group. A comprehensive CET Orientation Program will help participants to get to know the University and its facilities, and will cover general information on living in Sydney.

## About the course

This course aims to:

- Improve participants' communication skills
- Give participants a broad understanding of Australian culture and history
- Improve participants' understanding of cross cultural issues
- Give participants a broad understanding of Australian business practice

## Course methodology

A communicative approach will be taken throughout the course. The focus of classroom activities will be to give participants ample opportunities to improve their fluency and confidence in using spoken English. In addition, participants will also improve their pronunciation and intonation through specifically designed lessons.

Listening skills will be improved through carefully selected teaching resources. Participants will listen to recordings of radio programmes, segments from lectures and dialogues simulating work place or study situations. These will be used as the starting point for integrated language activities.

Lessons will be topic-focused and will examine aspects of Australian society, history and culture. Different media and teaching resources such as written texts, audio materials and online research will be used throughout the course.

## Course outline

Topics may include:

- Australian Education System
- Cross cultural communications
- Australian Society
- The Environment
- Australian History
- Australian Business Practice

## Educational activities

Afternoon sessions will comprise of a broad range of educational activities such as workshops, tutorials, surveys, debates and project work. In addition, on-campus and off-campus educational visits will be integrated into curriculum and connected to definite tasks that will widen participants' experience of Australia. The educational activities include:

- Visit of the Rocks Australian Heritage Walking Tour
- Visit of Parliament House & Sydney Barraks
- Visit of Australian Museum
- Visit to the National Maritime Museum
- Visit to the Art Gallery of New South Wales & Lady Macquarie's Chair
- Visit to Elizabeth Bay House

## Assessment

During the course participants will be expected to keep a journal reflecting on their time in Australia and their experiences on the course. Participants will also be assessed on delivery of an individual presentation.

## Weekly timetable:

The program will run for 34.5 hours per week over 4 weeks. Morning sessions will be approximately from 9:00am – 12:45pm, and afternoon sessions will run approximately from 1:30pm – 5:00pm.

Total English language morning classes hours	45.5
Total workshop/tutorials hours	24.5
Total cultural activities hours	21
<b>TOTAL HOURS</b>	<b>91 hours</b>

Sample weekly timetable is attached:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Week 1</b>		<b>8/02/2011</b>	<b>9/02/2011</b>	<b>10/02/2011</b>	<b>11/02/2011</b>	<b>12/02/2011</b>	<b>13/02/2011</b>
<b>9:00am to 12:50pm</b>		Arrival in Sydney (to be confirmed)  Airport pick-up	Welcome & Orientation Course introduction  General English language communication	Australian culture, history and society	Cross cultural communication skills	Visit of Sydney Opera House	Blue Mountains tour
<b>1:30pm to 5:00pm</b>		Settle into accommodation	<ul style="list-style-type: none"> <li>• Campus tour</li> <li>• Workshop/tutorial</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher-led cultural activity</li> <li>• Visit of the Rocks Australian Heritage Walking Tour</li> </ul>	<ul style="list-style-type: none"> <li>• Workshop/tutorial</li> <li>• Australian discussion group</li> </ul>		
<b>Week 2</b>	<b>14/02/2011</b>	<b>15/02/2011</b>	<b>16/02/2011</b>	<b>17/02/2011</b>	<b>18/02/2011</b>	<b>19/02/2011</b>	<b>20/02/2011</b>
<b>9:00am to 12:50pm</b>	General English language communication	English for business and international communication	Cross cultural communication skills	Australian culture, history and society	English for business and international communication	Sydney Aquarium & Sydney Wildlife Park	Free time
<b>1:30pm to 5:00pm</b>	<ul style="list-style-type: none"> <li>• Workshop/tutorial</li> <li>• Surveys and project work</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher-led cultural activity</li> <li>• Visit of Parliament House &amp; Sydney Barraks</li> </ul>	<ul style="list-style-type: none"> <li>• Workshop/tutorial</li> <li>• Australian discussion group</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher-led cultural activity</li> <li>• Visit of Australian Museum</li> </ul>	<ul style="list-style-type: none"> <li>• Workshop/tutorial</li> <li>• Surveys and project work</li> </ul>		
<b>Week 3</b>	<b>21/02/2011</b>	<b>22/02/2011</b>	<b>23/02/2011</b>	<b>24/02/2011</b>	<b>25/02/2011</b>	<b>26/02/2011</b>	<b>27/02/2011</b>
<b>9:00am to 12:50pm</b>	General English language communication	Australian culture, history and society	English for business and international communication	English for business and international communication	Cross cultural communication skills	Sydney Tower and Oztrek	Oceanworld Manly
<b>1:30pm to 5:00pm</b>	<ul style="list-style-type: none"> <li>• Workshop/tutorial</li> <li>• Australian discussion group</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher-led cultural activity</li> <li>• Visit to the Art Gallery of New South Wales &amp; Lady Macquarie's Chair</li> </ul>	Workshop/tutorial Visit to Elizabeth Bay House	<ul style="list-style-type: none"> <li>• Teacher-led cultural activity</li> <li>• Visit to the National Maritime Museum</li> </ul>	Student Presentations Course review  Graduation ceremony		
<b>Week 4</b>	<b>28/02/2011</b>						
	Departure (to be confirmed)  Drop-off at airport						

(\* Sample timetable only – actual details to be confirmed at a later date)



## Orientation

In the first week of the program, CET will deliver a thorough student orientation session designed to familiarise participants with the Centre for English Teaching and the University of Sydney campus, services and facilities. The orientation session will also cover information on health, security, transport, trading and banking hours, etc.

## Health Insurance

Health or travel insurance are not included in this proposal. We strongly advise that, prior to leaving their home country students buy a comprehensive travel insurance which will cover any health and emergency procedures costs.

## Accommodation

On-campus accommodation is extremely limited during the time of the Jilin University visit because the new term at the University of Sydney commences on the 28 February 2011. This mean that mainstream University of Sydney students will be taking one year accommodation from approximately the 20 February 2011.

CET can offer the following solutions:

1. Another alternative is **off-campus accommodation at Georgia House student residence in Leichhardt**, an attractive location not far from the University of Sydney campus and Sydney downtown. Travelling time to the campus is estimated to be approximately 15 minutes by bus. The comfortable **twin share** rooms have a private bathroom in every room. The rate quoted includes 3 meals a day, Monday – Friday, and 2 meals a day Saturday and Sunday. A 10% non-refundable deposit payable by the 10 December 2010 is required to confirm booking. The balance will need to be paid by the 9 January 2011. **(This option is included in our quote).**
2. If you are able to make full payment by the end of November 2011 CET will try to secure twin-share on-campus accommodation at International House – the manager there has given us this flexibility. The rate includes 3 meals a day.
3. Twins-share in homestay accommodation, through our preferred supplier, Meridian Homestay Service. The service includes breakfast and dinner on weekdays and breakfast, lunch and dinner on weekends.

## Airport transfers and transportation

Return coach transfer has been organised to and from Sydney airport and accommodation, and is included in our quote.

## Recreational activities

Each weekend students will participate in an excursion in or around Sydney, either on a Saturday or a Sunday. The following have been included in our quote:

- Blue Mountains Trip
- Oceanworld Manly
- Sydney Tower and Oztrek
- Sydney Aquarium
- Sydney Wildlife Park

Please note that excursions are subject to external supplier price and date changes. CET may need to re-negotiate prices, dates and activity accordingly.

## Costs

**Proposal for:** Jilin University – General English Customised Program

**Date:** 29 October 2010

**Time period:**

**Number of weeks:** 8 February 2011 – 28 February 2011

**Based on:** 20 participants

**The price per participant is quoted for a total of 20 students.** A group containing a lesser number of students **will** be charged for the minimum number of 18 students and will affect price per student. (See our Terms and Conditions).

**The quote includes** the following:

CET costs:	
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> English tuition in one closed class as follows:</li> <li><input checked="" type="checkbox"/> Total English language morning classes hours 45.5</li> <li><input checked="" type="checkbox"/> Total customised workshop/tutorials hours 24.5</li> <li><input checked="" type="checkbox"/> Total cultural activities hours 21</li> </ul>	
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Course presentation costs including: course development, administration, room hire, testing and placement, individual and course assessment, course materials, certificates of completion</li> <li><input checked="" type="checkbox"/> Access to CET computers</li> <li><input checked="" type="checkbox"/> Student orientation and complimentary campus tour</li> <li><input checked="" type="checkbox"/> Welcome morning tea on first day of arrival at CET</li> <li><input checked="" type="checkbox"/> Graduation ceremony and graduation lunch</li> <li><input checked="" type="checkbox"/> Entry to all educational activities</li> <li><input checked="" type="checkbox"/> Accommodation at Georgia House, Leichhardt in twin-share, 3 meals on weekdays and 2 meals on weekends. We note as follows:               <ul style="list-style-type: none"> <li>* This quote is based on an equal distribution of male and female students in twin share. Should there be odd student numbers (male/female break-up) single occupancy arrangement will be made and additional cost will be charged.</li> </ul> </li> <li><input checked="" type="checkbox"/> Return airport transfers to/from accommodation</li> <li><input checked="" type="checkbox"/> Weekend activities as follows:               <ul style="list-style-type: none"> <li>* Blue Mountains Trip</li> <li>* Oceanworld Manly</li> <li>* Sydney Tower and Oztrek</li> <li>* Sydney Aquarium</li> <li>* Sydney Wildlife Park</li> </ul> </li> </ul>	
<b>TOTAL COST PER PARTICIPANT:</b>	<b>\$4,100.00</b>
<b>TOTAL COST PER GROUP:</b>	<b>\$82,000.00</b>

***NB: This quote is subject to suppliers' price changes and as such is valid for 2 weeks from the date of this proposal.***

## Terms and Conditions

1. Prices are quoted net cost in Australian Dollars including GST.
2. The Institution is responsible for arranging the study tour participants' travel to and from Sydney, Australia.
3. The minimum costing is based on 18 students per study tour. A group containing a lesser number of students **will** be charged for the minimum number of 18 students.
4. Study tour groups will be divided into class sizes of no more than 18 students. For example, where the study tour group has 20 students, the students will be separated into two classes.
5. Students will be placed in classes on the main campus where possible.
6. The minimum age of students is 17 years for closed classes and 18 years for open classes. Students aged between 17 and 18 must apply for a tourist visa.
7. A **10%** deposit must be paid within 28 days of signing the Commencement Date, otherwise the booking will lapse.
8. The balance of the full payment must then be paid to the University within four (4) months of the Commencement Date. Failure to pay will result in cancellation of the booking and loss of deposit.
9. At least two (2) months before the Course Start Date, the Institution must provide the following to the University:
  - 9.i. A list of the participating students (including names, gender and dates of birth);
  - 9.ii. Arrival and departure details with flight numbers, times and dates;
  - 9.iii. Completed application forms for all students with a passport size photo attached (please write student's name on the back) and a photocopy of each student's passport;
  - 9.iv. Names and details, including a photocopy of the page displaying the name and photo of each passport, for any teacher(s), tour guide(s) or other staff member accompanying the group. One of these representatives must be designated as "Tour Leader" and will be the University's point of contact from the time of arrival. All communication from the University will be directed through the Tour Leader. A reasonable level of English is required to ensure effective communication with the University; and
  - 9.v. A completed indemnity form.
10. The following cancellation fees apply to any study tour booking:
  - 10.i. If a **group** cancellation is made **more** than 28 days but **less** than 3 months before the Course Start Date, the University will retain the 10% deposit and the non-refundable administration fee.
  - 10.ii. If a **group** cancellation is made **less** than 28 days before the Course Start Date, the University will retain 25% of the total payment and the non-refundable administration fee.
  - 10.iii. If a cancellation is made for an **individual(s)** within the group **more** than 28 days before the Course Start Date, the University will retain 10% of the total cost per student(s) and the non-refundable administration fee. If such cancellation of an

individual(s) results in the group containing less than 18 students, the institution will still be charged for the minimum number of 18 students in accordance with clause 3. Individual student reimbursement will commence at 19 students.

- 10.iv. If a cancellation is made for an **individual(s)** within the group **less** than 28 days before the Course Start Date, the University will retain 25% of the total cost per student(s). If such cancellation of an individual(s) results in the group containing less than 18 students, the Institution will still be charged for the minimum number of 18 students in accordance with clause 3. Individual student reimbursement will commence at 19 students.

The Institution acknowledges that the above amounts are retained by the University as a genuine pre-estimate of the loss the University will suffer as a result of the early cancellation by the Institution and are not penalties.

11. The Institution must advise the University at least 28 days before the Course Start Date if the University requires a translator/interpreter. If required, the University will arrange one for the study group tour at the Institution's cost.
12. Application forms for homestay accommodation must be received by the University no less than 28 days before the Course Start Date.
13. Any amendments to the itinerary or accommodation must be proposed and approved in writing by the University's "CET Study Tour Officer" and the Tour Leader at least 10 working days before the Course Start Date. No further amendments will be accepted less than 10 working days before the Course Start Date.
14. All recreational activities will be undertaken at the student's and the Institution's accompanying staff member's own risk.
15. The University accepts no responsibility for any injury (including death or loss of personal property) incurred by a student, tour leader or accompanying staff member whilst undertaking any activities during the study tour including sporting or recreational activities, both on and off campus. Individual group members are responsible for their own health costs and health insurance costs. The Institution will assist individual group members in arranging suitable health insurance.
16. The Institution indemnifies the University, its staff, agents, contractors and students against all Losses it directly or indirectly sustains or incurs as a result of:
  - 16.i. any act or failure to act by a student, Tour Leader or accompanying staff member(s) while participating in a study tour; and
  - 16.ii. any breach by the Institution of these terms and conditions.

In this clause, "Losses" means liabilities, expenses, losses, damages, and costs (including but not limited to legal costs on a full indemnity basis, whether incurred by or awarded against a party) and consequential and indirect losses and damages including those arising out of any third party claim.

This indemnity is a continuing and independent obligation, survives termination and includes any expense incurred on a full indemnity basis.

17. These terms and conditions are governed by and shall be construed in accordance with the laws of the State of New South Wales. Each party submits to the non-exclusive jurisdiction of the courts of the New South Wales, Australia.

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