

English Course Information 2019



CROWN
INSTITUTE OF STUDIES
AUCKLAND • NEW ZEALAND



Table of Content

EnglishPLUS (General English)	3
English + Flight Attendant	4
English + Hotel/Tourism	5
EnglishPRO (Premium English).....	6
TESOL.....	8
Study and Internship	9
CIP 30 & CIP 42	11
VSA & VYA	12
Enquiries and Enrolment.....	14

EnglishPLUS (General English)

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A Communicative course in general English, covering the skills of speaking, listening, reading and writing.

Course Length	: From 2 to 48 weeks
Course Start Dates	: Any Monday (except Public holidays)
Class Size	: Max. 12 students per class
Number of Levels	: 7 Levels, from beginner to advanced

- **STANDARD COURSE** (part-time, morning only)
Course Time : Monday - Friday, 9am - 12:15pm
(15 hours per week, 3 hours a day)
- **INTENSIVE COURSE** (full-time, morning PLUS afternoon)
Course Time : Monday - Thursday, 9am - 3:30pm &
Friday, 9am - 12:15pm

AFTERNOON OPTIONS (Monday – Thursday)

These options are subject to demand and may require minimum class numbers to run. You can change options during your course if you wish.

- * Skills (reading, writing, listening and speaking skills and grammar knowledge)
- * Conversation & Pronunciation
- * Writing Skills
- * IELTS/TOEIC Exam Preparation
- * CV/Cover Letter Preparation
- * Activities programme (additional NZD 80 per week)
- * Private lesson (additional NZD 670 per week + resources NZD 20)

* The 'Skills' option is automatically chosen for students if the other options are not available.



English + Flight Attendant

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Gain practical Cabin Crew skills from this intensive, interesting and enjoyable course

Course Length : 4 weeks
 Course Start Dates : 7 Jan, 4 Mar, 12 Aug 2019
 Class Size : Max. 12 students per class
 Entry Level : Pre-Intermediate or TOEIC 400+, IELTS 4.0+
 TOEFL iBT 40+, CEFR A2+, Cambridge PET

Course Schedule

Morning 9am - 12.15pm	General English
Lunch 12.15pm - 1.15pm	
Afternoon 1.15pm - 3.30pm	Cabin Crew English (No class on Friday)

Cabin Crew English (8 hours per week)

A specialist course designed for pre-service flight attendant trainees who are non-native speakers of English. The course is designed to improve the communication skills and specialist English language knowledge of hospitality professionals, enabling them to work more confidently and effectively. With an emphasis on listening and speaking.

The course covers core areas such as:

- Pre-Flight and Boarding Procedures
- Cabin Services and Amenities
- Health and Medical Issues
- Safety and Emergencies
- Descent and Landing
- Efficient Communication
- Dealing with passengers



English + Hotel/Tourism

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A specialist course designed for pre-service hotel

Course Length	: 4 weeks
Course Start Dates	: 4 Feb, 1 Apr, 12 Aug 2019
Class Size	: Max. 12 students per class
Entry Level	: Pre-Intermediate or TOEIC 400+, IELTS 4.0+ TOEFL iBT 40+, CEFR A2+, Cambridge PET

Course Schedule

Morning 9am - 12.15pm	General English
Lunch 12.15pm - 1.15pm	
Afternoon 1.15pm - 3.30pm	Hotel Reception & Concierge (No class on Friday)

Hotel Reception & Concierge (8 hours per week)

The programme has a strong focus on interpersonal skills and everyday communicative situations so that the learners can understand and respond to the needs and requests of hotel guests during their stay. A range of other topics related to the hospitality and tourism industry is also included.

The course covers core areas of hotel and tourism such as:

- Creating a good impression
- Interacting positively with guests
- Responding responsibly to guests needs
- Positively promoting the company
- Having increased knowledge of and skills in critical operational matters



EnglishPRO (Premium English)

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Premium courses for students who are prepared to study harder to achieve their goals
The courses have a higher workload. You will be expected to do homework regularly.

- **“X” CLASS - INTENSIVE COURSE** (full-time, morning PLUS afternoon)
Course Length : 6 weeks
Course Start Date : Courses begin every 6 weeks during the year (except public holidays).
7 Jan, 18 Feb, 1 Apr, 13 May, 24 June, 5 Aug, 16 Sep, 29 Oct 2019
Course Time : Monday - Thursday, 9am - 3:30pm &
Friday, 9am - 12:15pm
Entry Level : Elementary to Upper-Intermediate. Entrance test required.

- **IELTS - PREPARATION FOR THE IELTS EXAM** (full-time, morning PLUS afternoon)
Course Length : 6 weeks
Course Start Date : 7 Jan, 18 Feb, 1 Apr, 13 May, 24 June, 5 Aug, 16 Sep, 29 Oct 2019
Course Time : Monday - Thursday, 9am - 3:30pm &
Friday, 9am - 12:15pm
Entry Level : Mid-intermediate. Entrance test required.
If you are below this level you should follow an Intensive English course until you reach the right level.

- **TOEIC - PREPARATION FOR THE TOEIC EXAM** (part-time, afternoon only)
Course Length : 4 - 12 weeks (afternoon only)
Course Start Date : 7 Jan, 18 Feb, 1 Apr, 13 May, 24 June, 5 Aug, 16 Sep, 29 Oct 2019
Course Time : Monday - Thursday, 1:15pm - 3:30pm, no class on Fridays
Entry Level : Intermediate. Entrance test required.
If you are below this level you should follow an Intensive English course until you reach the right level.



- **PRE-CAMBRIDGE PREPARATION - PREPARATION FOR THE CAMBRIDGE FCE COURSE**
(full-time, morning PLUS afternoon)
Course Length : 6 weeks
Course Start Date : (Part 1) 7 Jan, 1 Apr, 24 June, 16 Sep 2019
(Part 2) 18 Feb, 13 May, 5 Aug, 29 Oct 2019
Course Time : Monday - Thursday, 9am - 3:30pm &
Friday, 9am - 12:15pm
Entry Level : Mid-intermediate. Entrance test required.
If you are below this level you should follow an Intensive English course until you reach the right level.
- **CAMBRIDGE GENERAL ENGLISH - PREPARATION FOR THE CAMBRIDGE FCE, CAE, CPE EXAMS**
(full-time, morning PLUS afternoon)
Course Length : 9 - 12 weeks
Course Start Date
(FCE) : 7 Jan - 15 Mar, 18 Mar - 7 Jun, 9 Sep - 29 Nov 2019
(CAE) : 7 Jan - 15 Mar, 18 Mar - 7 Jun, 9 Sep - 29 Nov 2019
(CPE) : 7 Jan - 8 Mar, 18 Mar - 7 Jun, 9 Sep - 29 Nov 2019
Course Time : Monday - Thursday, 9am - 3:30pm &
Friday, 9am - 12:15pm
Entry Level
(FCE) : Upper-Intermediate. Entrance test required.
(CAE) : Advanced. Entrance test required.
(CPE) : Advanced. Entrance test required.
If you are below this level you should follow an Intensive English course until you reach the right level.
Exam Dates in 2019
(FCE) : (Writing, Listening) 15 March & (Speaking) 13-16 March
(Writing & Listening) 11 June & (Speaking) 8-13 June
(Writing & Listening) 22 August & (Speaking) 22-24 August
(Writing & Listening) 3 December & (Speaking) 30 Nov - 5 Dec
(CAE) : (Writing, Listening) 16 March & (Speaking) 13-16 March
(Writing & Listening) 12 June & (Speaking) 8-13 June
(Writing & Listening) 23 August & (Speaking) 22-24 August
(Writing & Listening) 4 December & (Speaking) 30 Nov - 5 Dec
(CPE) : (Writing, Listening & Speaking) 9 March
(Writing & Listening) 13 June & (Speaking) 8-13 June
(Writing & Listening) 5 December & (Speaking) 30 Nov - 5 Dec

TESOL (Teaching English to Speakers of Other Languages)

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TKT Preparation class

Course Length	: 4 weeks Intensive course
Course Start Dates	: 27 May - 21 June 22 July - 16 Aug 18 Nov - 13 Dec 2019
Course Time	: Monday - Friday, 9am - 4:30pm
Class Size	: Min. 5 students
Entry Level	: Intermediate or IELTS 5.0

TESOL course introduces trainee teachers to effective English language teaching methods and practice, and prepares them for the Cambridge Teaching Knowledge Test (TKT).

This course contains 100 hours classroom study, 40 hours supervised independent learning and 40 hours self-directed learning.

Trainees complete a portfolio of work. Assessments and teaching practices include practical exercises, tests with oral or written answers, presentations and assignments.

Crown entry test and Interview are required for all students.

*TKT test dates will be published 6 weeks before the test date.

Study and Internship

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A short English, Activity or Vocational course at Crown, combined with Internship or Volunteer work with a New Zealand company.

- Course Length : 3 week or 4 week packages
We also offer programmes of 5-12 weeks on request
- Course Start Dates : Please see page 8
- Course Time : Study - 13 hours & Internship - 12 hours
- Class Size : Available from 1 student (Group up to 15 students)
- Entry Level : Pre-Intermediate or TOEIC 400+, IELTS 4.0+
TOEFL iBT 40+, CEFR A2+, Cambridge PET

Timetable

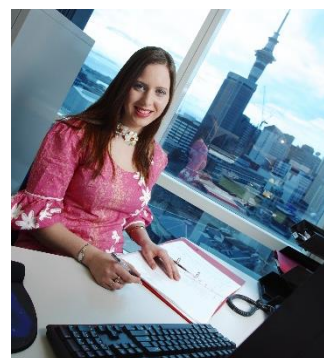
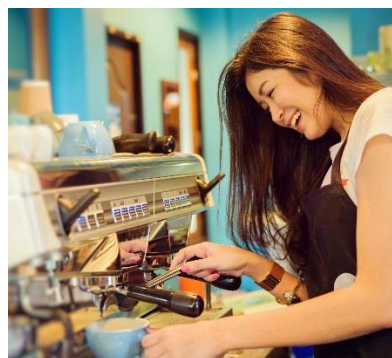
MON	Study your selected package at Crown *
TUE	Study your selected package at Crown *
WED	INTERNSHIP with a New Zealand company
THU	INTERNSHIP with a New Zealand company
FRI	Self-study or Internship tutorial

STUDY OPTIONS

- General English
- Activities
- Kiwi Class (audit)
- Flight Attendant
- Airline Reservation
- Barista
- Hotel Reception & Concierge

INTERNSHIP OPTIONS (Industry)

- Hotel & Service
- Travel & Tourism
- Education & Childcare
- Sales & Marketing
- Food & Catering
- Charity & Volunteer
- Others



Internship Courses

3 WEEK PACKAGES

	PROGRAMME	START DATE
KEA Pack	(3 weeks) English or Activities or Kiwi Class	Any Monday
FLY Pack	(1 week) English or Activities or Kiwi Class <i>PLUS</i> (2 weeks) Flight Attendant Training	1 st & 4 th Monday of each month
CAF Pack	(1 week) English or Activities or Kiwi Class <i>PLUS</i> (2 weeks) Barista Training	1 st & 2 nd Monday of each month
RES Pack	(1 week) English or Activities or Kiwi Class <i>PLUS</i> (2 weeks) Airline Reservation Systems	2 nd & 3 rd Monday of each month
ACC Pack	(1 week) English or Activities or Kiwi Class <i>PLUS</i> (2 weeks) Hotel Reception & Concierge	3 rd & 4 th Monday of each month

4 WEEK PACKAGES

	PROGRAMME	START DATE
KEA4 Pack	(4 weeks) English or Activities or Kiwi class	Any Monday
FLY4 Pack	(2 weeks) English or Activities or Kiwi Class <i>PLUS</i> (2 weeks) Flight Attendant Training	1 st & 3 rd Monday of each month
CAF4 Pack	(2 weeks) English or Activities or Kiwi Class <i>PLUS</i> (2 weeks) Barista Training	2 nd & 4 th Monday of each month
RES4 Pack	(2 weeks) English or Activities or Kiwi Class <i>PLUS</i> (2 weeks) Airline Reservation Systems	1 st & 3 rd Monday of each month
ACC4 Pack	(2 weeks) English or Activities or Kiwi Class <i>PLUS</i> (2 weeks) Hotel Reception & Concierge	2 nd & 4 th Monday of each month
TRAV Pack	(2 weeks) Flight Attendant Training <i>PLUS</i> (2 weeks) Airline Reservation Systems	1 st & 3 rd Monday of each month
CARE Pack	(2 weeks) Barista Training <i>PLUS</i> (2 weeks) Hotel Reception & Concierge	2 nd & 4 th Monday of each month

* Optional: Add 1 or more weeks of full-time English study before your internship for NZD 330 per week.

0800 357 316

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Internship Courses

CIP 30 & CIP 42

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These courses are study English Course & Vocational courses at Crown, combined with 6 weeks of Internship at the end.

Course Length	: CIP30 - 30 weeks & CIP42 - 42 weeks
Course Start Dates	: Any Monday (except public holidays)
Course Time	: (ENG) Monday - Thursday, 9am - 3:30pm Friday, 9am - 12:15pm (Vocatioal) Monday - Friday, 9am - 1pm or 1pm to 5pm
Class Size	: (Eng) Max. 12 students (Vocational) Max. 18 students
Entry Level	: CIP30 - Upper intermediate, IELTS 5.5, TOEIC 650 CIP42 - Intermediate, IELTS 5.0, TOEIC 550 or Crown entry test

Crown Internship Programme **30 weeks**

<General English Intensive Course 12 weeks + Vocational Course 12 weeks + Internship 6 weeks>

Crown Internship Programme **42 weeks**

<General English Intensive Course 24 weeks + Vocational Course 12 weeks + Internship 6 weeks>

Vocational Course Option: Choose one of the following!

- Crown Certificate in Small Business (14weeks*)
- New Zealand Certificate in Accommodation/Hotel Reception (14weeks*)
- Crown Certificate in Hospitality
- Crown Certificate in Travel & Tourism

*If you choose Crown Certificate in Small Business or New Zealand Certificate in Accommodation - the course would be 2 weeks longer.

Internship Option:

Internship is a professional placement in Auckland to practise the skills you have learnt at Crown. Our internship companies are from different sectors of business, travel and tourism and hospitality. Crown has a sample list of the internship placements and following your initial interview you will be presented with the best available internship placement. Internship is unpaid and is a minimum of 15 hours and maximum of 30 hours per week. Please note that you may need suitable clothes for your internship. For example, most hospitality internship placements will need you to wear black trousers and a white button-up shirt. Hours may vary and may include nights and weekends.



VSA & VYA

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Study English first to join Vocational courses where you can study with local students.

Course Length	: VSA - 24 weeks & VYA - 36 weeks
Course Start Dates	: Any Monday (except public holidays)
Course Time	: (ENG)Monday - Thursday, 9am - 3:30pm Friday, 9am - 12:15pm (Vocational) Monday - Friday, 9am - 1pm or 1pm to 5pm
Class Size	: Max. 18 students
Entry Level	: VSA - Intermediate, IELTS 5.0, TOEIC 550 VYA - Lower Intermediate, IELTS 4.5, TOEIC 450 or Crown entry test

VSA - Vocational Semester Abroad **24 weeks**

<General English Intensive Course 12 weeks + Vocational Course 12 weeks>

VYA - Vocational Year Abroad **36 weeks**

<General English Intensive Course 24 weeks + Vocational Course 12 weeks>

Vocational Course Option: Choose one of the following!

- Crown Certificate in Small Business (14weeks*)
- New Zealand Certificate in Accommodation/Hotel Reception (14weeks*)
- Crown Certificate in Hospitality
- Crown Certificate in Travel & Tourism

*If you choose Crown Certificate in Small Business or New Zealand Certificate in Accommodation - the course would be 2 weeks longer.

What's the difference between CIP course and VSA/VYA course?

VSA/VYA course does not include Internships. You may want to transfer to CIP courses.

Transfer to CIP Courses:

If you reach Upper intermediate level with acceptable attendance during the VYA, you may apply to transfer to CIP 30 or CIP 42.

CIP 30: no extra tuition fees required; CIP 42: additional tuition fees and a six week course extension required.

Enquiries and Enrolment

Is Crown closed for public holidays and for Christmas holidays?



Yes. Crown is closed on the following dates in 2019:

Public holidays:

Monday 28 January	Auckland Anniversary Day
Wednesday 6 February	Waitangi Day
Friday 19 April	Easter Friday
Monday 22 April	Easter Monday
Thursday 25 April	Anzac Day
Monday 3 June	Queen's Birthday
Monday 28 October	Labour Day

There will also be no classes from Monday 23 December 2019 to Friday 3 January 2020 as this covers the Christmas - New Year period that includes the following four public holidays: 25-26 Dec (Christmas holidays), 1-2 Jan (New Year). Students on vocational courses have additional study and holiday breaks. Please see the course information for details. There are no refunds for short study weeks.

Crown's Uniform Policy

All students are required to wear the Crown Uniform for any of the Business, Travel or Hospitality courses. The uniform is corporate black trousers or skirt and a white collared shirt. Students may bring their own clothes or they can purchase the uniform through Crown. Please ask the school for further details.

What activities do Crown offer?

Crown offers after-school activities EVERYDAY for no additional charges (you may need to pay for your own transportation, food etc)! Or if you enrol on an Intensive EnglishPLUS course, you can choose the Activities option class. This course has 8 hours of activities each week timetabled between 8:30 am and 5:30 pm at a different time to your Standard class.

I may want to take a break during my course. Is this possible?

Yes. If your attendance has been good, you can ask to take authorised breaks or holidays from your English course. You can usually take up to two weeks holiday for each 12 weeks of your course. We will extend your course accordingly.

What if I wish to extend my studies at Crown?

By the end of your course, you may not want to leave, and we are happy if you wish to extend your stay. You can extend your studies by contacting your Crown retailer or representative, or by advising us directly. We can also help process your visa extension.

How do I enrol at Crown?

You should enrol through one of our authorised representatives or educational consultants. They provide an excellent service and they can be found in many countries. They can help you with your enrolment, visa processing, flight details and many other useful services.

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