



Teach & Travel China (TTC) - Long Term Program

Frequently Asked Questions (FAQ)



LONG-TERM PROGRAM

About the Application

Q What are the requirements to be an eligible applicant?

A Essential

- Age – 19 years minimum preferred by Chinese schools. Mature 18 year old considered.
- Completed high school with sound grades (post secondary school preferred)
- Good English grades at school*
- Appropriate personal qualities (maturity, flexibility, ability to cope with challenges, good communication skills)
- Travel experience
- A range of hobbies and interests
- Provide copies of academic qualifications
- Good health
- No police record
- Demonstrated cultural sensitivity

Preferable

- Some work experience- either paid or voluntary.
- Experience of working with children, such as babysitting
- Held a position of responsibility at school
- Independent travel experience or travel to developing countries is a plus)

**A high level of written and spoken English is an expectation and all candidates will be interviewed and complete a written application to demonstrate the skills required. Applicants are required to take an English test on application.*

There are minimum standards of dress and behavior expected. Body piercing and visible tattoos are not acceptable for the role of Teacher Intern in China.

Candidates should have the capacity to be independent; able to adjust to a new environment that is very different to their current experience; demonstrate responsibility and commitment and have the capacity to be flexible and meet challenges.

Q What is the language requirement?

A You need to have either of the following:

- A native speaker of English or
- Sound English levels, especially in oral and spoken English.

All applicants have a written test and are interviewed to assess their level of English to ensure it is at a level that is required for the program.

Q What is the application procedure?

A There are five stages to the application process:

- Pre Application Process
- Language Assessment
- Interview
- Full Application – including references and written statement
- Assessment of Full Application

Q What is included in the Program?

A

- A four week Training & Orientation Package which consists of English language teaching methodology; orientation to China and Mandarin lessons. Accommodation and meals are included in the Training Package.
- Access to support and emergency services on a 24 hour basis.
- The ELC Certificate in Teaching English as a Foreign Language (TEFL). This is a certificate that is provided by English Language Company, a registered English training school in Sydney Australia.
- Orientation to China, detailing customs, laws and other essential 'survival' information.
- Lessons in basic Mandarin – conversational level Mandarin for everyday usage.
- Placement in schools for work as a Teacher Intern.
- Ongoing academic support & access to teaching ideas and resources
- Accommodation and meals whilst employed at schools. This is generally shared apartments and school canteen meals.
- An allowance of 2000RMB per month when in a school. This is an allowance that will assist the candidate in their stay in China, but will not allow for saving.
- A completion bonus of RMB2500 per semester once the Teacher Intern Placement is completed.
- Internal travel, when moving between schools, will be paid.
- Time to travel other areas of China during school breaks and after your time at school.
- The program is endorsed by Chinese government authorities.
- Option to request school placement for a second semester

Q What is not included?

A The key things not included in the Program, other than daily expenses are:

- Return Air Ticket – note however, that the Completion Bonus paid can contribute to the air fare or be used to travel China once the formal commitments are completed.
- Visa fees
- Travel Insurance – participants are required to obtain adequate travel insurance – Please ask your TTC Representative for advice
- Travel during holidays and after the formal program is completed.

Q What are the ages of people on the Program?

A The age of the participants does vary, with people from 18 through to 62 joining the program. However, the majority of participants are between 21 and 30 years old.

Q What kind of visa is needed?

A The visa will be organized for Teach & Travel participants, at the participant's expense. As Teach & Travel is a cultural exchange program based on the Teacher Intern role, you will enter China with an 'F' visa.

Q How to apply for a "F" visa?

A To apply for the "F" visa, you must be able to do the following. As visa requirements can vary between countries, please ensure that you understand all the requirements for this visa from your country.

1. TTC will supply a 'Letter of Invitation' from China for you to apply for the visa.
2. Take your passport (valid for a minimum of 6 months after you will leave China), 2 passport photographs; visa application form and 'Letter of Invitation to the local China Embassy.
3. You will leave the information at the Embassy and be able to collect the Visa within 3 – 7 working days.
4. You will be responsible for the cost of the visa.

5. There are two steps to the visa process: First, you apply for a F-visa in the home country will be valid for 3 month with 60 days of duration of stay. It will be extended to a six months F-visa with multiple entry once you are in China.
6. In some countries a third party can lodge and collect the visa for you.

Q When will I know where my Teacher Intern placement is?

- A** You will be advised of your placement region, North or South China prior to departure. Participants applying together can be placed in the same school.

Applications that are received towards the end of the application process may not know of their placement until after arrival.

It is the schools that determine the placements through selection from your applications. The majority of placements will be in the South of China.

You will have the opportunity to nominate a region of China you would prefer – North-east; North; Central East and South, although these cannot be guaranteed.

The North-East includes Inner Mongolia, Jilin and Liaoning. The North includes Beijing, Tianjin, Shanxi and Shaanxi. Central East includes Shanghai, Nanjing, Hangzhou and Jiangsu Province. The south includes the provinces of Guangdong, Guangxi, Hunan, Sichuan, Yunan and Fujian. Within these there are cities and provinces not listed, but a check of a China map will give an idea of the nature of the locations.

Q How long before the start date do they need to apply?

- A** You will need to have submitted your full application by:

Programs	Arrival/ Program start dates	Application deadline
January 2008 long-term program	19 th Jan, 2008	30 th November, 2007
July 2008 long-term program	30 th July, 2008	30 th May, 2008
2008 Camp program	5 th July, 2008	30 th April, 2008

Q What kind of Teacher Intern positions are available?

- A** Generally, there are three categories of teacher assistant placement:
1. kindergarten
 2. primary
 3. high school

You will be asked to nominate your preference of placement, but these are not guaranteed.

Q What kind of school will I be placed in?

- A** Schools in China will vary greatly as they do in all education systems. Schools are usually large, with between 2,000 and 5,000 students.

The schools are a mixture of private schools and government schools. They can be primary only; secondary only or K-12 schools (Kindergarten to Year 12).

Many of the schools have foreign teachers and programs, but there schools in China that are new to having foreign teachers in the schools. You will place with at least one other Teach & Travel participant in the school (either from your program intake or a current participant in his/her second semester).

About the Training Course

Q How long is the Training & Orientation course? And where does it take place?

A The training course is 4 weeks and you complete a TEFL program, which is the English Language Company Certificate in Teaching English as a Foreign Language. In addition there are lessons in Mandarin and an Orientation to China.

The training will take place in Beijing for the Jan 2008 long-term program start.

Q What happens when I arrive in Beijing?

A Our TTC staff will pick you up from the airport from a designated place and take you to the training center. You will then be given accommodation and introduced to fellow students and staff.

There will be an orientation which will allow you to become familiar with China, get over any jet lag prior to commencing training and join in excursions to local tourist spots and markets.

Q What is included in the Training & Orientation Program?

- A 2-day orientation program including visits to tourist locations; shopping; dining and settling into China.
- A comprehensive and intensive 108-hour TEFL training program delivered over 4 weeks.
- Mandarin lessons – minimum of 2 per week
- Orientation to China lessons – minimum of 1 per week
- Airport pick-up
- Welcome dinner
- Welcome kit
- Accommodation in the training school
- Meals through the school canteen
- Access to school facilities for evening recreation and sporting activities
- Social and cultural activities – 2 organised excursions in the training period.
- Farewell Dinner

Q What do I study for the TEFL Certificate?

A You will learn the skills required to be confident and successful as a Teacher Intern, including lesson plans, classroom methods and administration procedures.

The ELC Certificate in TEFL is delivered by English Language Company, a school accredited in Sydney Australia for the purpose of teaching English as a second or foreign language.

The ELC Certificate in TEFL comprises two phases:

1. **Theory and Teaching Practice** – a full time course over 4 weeks comprising a total of 108 hours of instruction, including both teaching methodology and teaching practice. This is a challenging course that prepares all participants for their role as a Teacher Intern.
2. **Practical Experience** – this is completed in the schools. All participants complete a practical assignment and receive a reference from the school. The ELC Certificate in Teaching English as a Foreign Language is awarded at the conclusion of the practical component.

In order to successfully complete the training program participants must:

- attend all input sessions
- attend all teaching practice (unless otherwise advised)
- adequately prepare for teaching practice
- complete and submit on time all assignments
- demonstrate a basic understanding of English language teaching methodology
- demonstrate competence in the use of basic classroom techniques

- demonstrate good language awareness
- behave cooperatively and constructively with colleagues and trainers
- conduct themselves in a professional manner at all times
- speak only English during core hours of training

Q What happens if I do not pass the Training Program?

A It is expected that all candidates who apply themselves to the Training Program will be able to succeed. However, all must realize that this will require an application to the Program as it is a certified qualification.

A participant who fails to meet the assessment criteria for the program will not be awarded a statement of attainment at the course end. He/she will subsequently not be able to take up his/her placement.

According to the visa, if this occurs, the participant will be required to return home. However, TTC may assist at its discretion, candidates (at their expense) to alter their visa to a one month tourist visa if the candidate wishes to travel. The capacity and willingness of TTC to assist with this depends on the circumstances of the candidate.

If a participant does not complete his/her practical experience he/she will not be awarded the ELC Certificate in TEFL.

Depending on the complementary qualifications held, the TEFL certificate and school reference will allow participants to work in other developing countries in the future.

About Teaching

Q How many semesters do the school have? How long is a semester? And when do they start?

A There are two semesters in each academic year. Each term will be about 5 months. The first term starts in the early September. The second term starts in February and is dependent on the time of Chinese New Year which is usually late January to late February.

Q What are Chinese schools like?

A The schools in which you will work will vary as in all school systems. Generally schools are well equipped, even though there are aspects that are rudimentary by western standards Note:

- The number of students will vary between 1,000 and 5,000
- The students are generally weekday boarders
- Schools offer many after school activities for students
- Class sizes will vary and may be up to 50 students
- They generally have good equipment and resources, even though English resources are limited
- Buildings are generally modern
- Recreation facilities are generally of a high standard.
- Foreign teachers are not common in schools.

Q What is included in the Teacher Placement Program?

A The following are the inclusions for the Program:

- Transfer to school for teacher intern position
- Meals and accommodation during school term
- Accommodation to be shared accommodation.

- Meals are supplied through the school canteen or other arrangement provided by the school.
- Accommodation during holidays (not meals)
- Teacher intern allowance of 2000RMB per month
- Cultural excursions – one per term. (total of 2 for six month program; 4 for 12 month program)
- 2 hours of Mandarin instruction per week.
- School holiday breaks as per regulations
- Completion bonus (RMB2500 for 6 month; RMB 5000 for 12 month program)
- School Buddy supplied
- 24/7 support through TTC office in Beijing and local support groups.
- Option to request school placement for a second semester

Q Do schools have breaks? How long are the breaks between terms?

- A.** The summer breaks are from July to August, and are 8 weeks. The winter breaks are from January to February, it will be 4 weeks. Some schools offer Summer Schools during the summer break. There are also unique holidays in May & October for around one week each.

Q Will I be evaluated after I have started teaching?

- A** You practical experience is included as part of the ELC TEFL Certificate. You will be required to complete 180 hours of teaching to be awarded the ELC TEFL Certificate. You will be observed by a TTC staff member to ensure your teaching is of the required standard.

Q What happens if there are problems between the school and me?

- A** TTC staff will support you and work with the school to resolve any issues. The Placement Managers also have a key role in assisting you to integrate into the school. Schools have also been asked to provide a contact person for participants there to assist with understanding the school and local culture.

Generally problems can be resolved easily with effective communication and having all involved willing to assist to ensure there is a satisfactory resolution.

Q How many lessons of Mandarin will I receive? Will it be a requirement to learn Chinese?

- A** You will have many opportunities to learn and practice Mandarin informally. It will vary between schools.

Q What are the accommodation & meals like?

- A.** The accommodation will vary between schools as each has a different format. You can expect to have to share communal facilities in the school in regards to accommodation. By western standards, the accommodation may be considered basic, but by Chinese standards the accommodation provided to foreign teachers is spacious and comparatively high standard. Some schools have teachers living in nearby apartments, but these are furnished and generally of a reasonable standard. Bedding is included, and most accommodation has a television and DVD player.

Meals are generally served in a dining hall, but in places where apartments are used, there are other arrangements made. There is usually a separate staff dining hall. Western meals are not served – and you should endeavor to become competent in using chopsticks. Chinese food is fresh, but milk, potatoes, bread and coffee are very rare. Rice and tea are staples, but every meal comes with a variety of dishes. Unlike the west, Chinese meals are similar throughout the day. Western food can be purchased in the cities, but the quality may vary and it is relatively expensive. Food will vary in quality, but is usually fresh.

Q How much is the Allowance? How will I receive it? Do I need to pay tax?

A The allowance is 2000RMB per month and is tax free. Your allowance can be paid either by cash or directly bank in your account. There is no tax on the allowance. There are about 8RMB per US Dollar. You will receive a completion bonus for the completion of your contract which is an amount of RMB2500 per semester. This level of allowance is approximately the same as a Chinese teacher would receive. As you will be a Teacher Intern, and training in this time, you will receive less than a qualified foreign teacher.

Q What kind of insurance is required?

A You do require comprehensive insurance for the program, especially medical insurance. The ideal package includes health, accident, liability and baggage insurance. Please ask your TTC Representative for advice.

Q What kind of clothing do I need to wear when teaching?

A Dress policy may also vary between schools and you are required to follow the school policy on these matters. Generally a high dress standard of is expected, with the minimum standard being smart casual.

Q What kind of students will I teach?

A The age of the students will depend on your job placement. You will be teaching very young children if you are given a job from kindergarten and up to adult age if you enter a language school. They are usually well behaved and keen to learn English and interact with foreigners. You will be asked what your preferred age of teaching is, but this is not guaranteed. The range of English will also vary from beginner to intermediate levels.

Q Where will I teach?

A You may teach in schools all over China. You will be given a choice of locations prior to departure, but these are not guaranteed. Our Placement Partners will work with the schools to allocate you to a school and prepare you for the school. For the July 2007 program, the majority of placements will be in the south of China.

Q What is a 'Placement Manager'?

A TTC works very closely with organizations (mainly government) in China that are responsible for international education and cultural programs and the placement of teachers in schools.

These organizations have the contacts to schools throughout China and assist to place you in the schools. They also work with TTC to organize your visa and you are linked to the school through this visa.

The Placement Managers are also responsible for assisting with the schools in regard to your Teacher Internship, in addition to the support provided through TTC people. They are a key component of the complete package of support that is offered. They assist to organize the cultural activities that are provided in the Program.

Q How much money will I spend on the Program?

A You should prepare for the cost for international airfare, cost for apply the visa, insurance and the personal expense in China. The Allowance will cover basic costs, but will not provide for 'savings' opportunities. It is expected that all Participants will require additional savings to draw on, with the amount dependent on the amount of additional travel and entertainment expected.

Your completion bonus can assist towards your airfare or travel around China at the conclusion of your program.

Q What are my teaching duties?

- A** These will vary from school to school, but as a general rule you should expect to be in the classroom for 20 hours per week as a teacher or teacher assistant. There will also be preparation time, meetings and assessment as needed.
1. In The emphasis of teaching is on "conversational English" and the culture of your country. Many teachers may teach English composition, reading and literature as well.
 2. Some teachers may also assist in courses in subject field such as music, history, geography, or science courses in some international schools, depending on your background and skill.
 3. You may be expected to assist to write lesson plans, take attendance, correct homework and even assist in academic counseling if necessary.
 4. Assist in the administration of the school and prepare materials for classroom teachers.
 5. Even though the role is that of "Teacher Intern" you can expect to take lessons by yourself.

Q How do I Guarantee the Teacher Placement Conditions?

- A** You will sign an Agreement for the Teacher Intern role. A sample copy is supplied with the Pre-departure Handbook.

The terms and conditions of the Program are also a guarantee of the Program.

Q How do I find out more information?

- A** Your Sending Partner (Travel Agent) has more details on the Program. You will also receive a Pre-departure Handbook which assists in your preparation for the Program.

About China

Q What are some of the facts about China?

- A** Important facts on China:

1. The population is 1.3 billion people (25% of the world's population)
2. Most of the population is found along the east coast of China.
3. China is geographically about 3 times as large as Europe.
4. The climate varies from subtropical in the south to sub-arctic in the north.
5. The capital city is Beijing
6. The key commercial city is Shanghai, which has over 20 million people.
7. China has 23 provinces and 5 autonomous regions.
8. 20% of China's population earns less than 100RMB per month.
9. China has a 'one' child policy in major cities.
10. The language of China is Mandarin. Only a very small percentage of the population speaks English.
11. The currency is the Yuan (or Remimbi – RMB) which is 8:1 with the US dollar.
12. China is a communist country with very strict bureaucratic controls.
13. Chinese people are generally very friendly and helpful.
14. Foreigners in many parts of China remain a novelty.
15. Chinese people in cities live in large apartment blocks. Each apartment is very small by western standards.
16. Food in China is fresh and readily available. A full range of vegetables and meats are available. Rice, noodles and tea are common. Milk, bread, potatoes and coffee are not.
17. Chinese culture is very different from western culture. Chinese are not direct as westerners are and the preservation of 'face' is very important.
18. Rural areas of China remain very underdeveloped and rudimentary.
19. A city of 3 million people in China is regarded as a medium size city.