

Agent Manual







In the past 10 years, over 18 000 students from 72 nationalities have chosen to study at Langports.

Thank you for your ongoing support.



Ratings from EducationStars.com

"Langports Brisbane is definitely the best school where you could learn English, you're in an excellent atmosphere of learning, where teachers, staff and other students are all amazing. I've been there for 3 months to pass my IELTS exam that I succeed with 7/9, which allowed me to have access to UNSW. I've been learning English in different schools in Australia and I can't find a better school than this one, it deserves the award of best school of the year." From Paul Vircondelet, New Caledonia - Brisbane campus

Average Satisfaction rate 95.2% Average Recommendation rate 99.21% ratings for BNE, GC & SYD as at 26 Feb 2015 "If you intend to learn English with the best teachers in the world then Langports is the right place to be. I believe the wonderful staff makes the difference." From Christina Susano, Brazil - Gold Coast campus

"This school is one of the most interesting schools that I ever had seen. The Staff are lovely and so friendly even the students and the facility is perfect!" From Dominik Dietiker, Switzerland - Gold Coast campus



The Langports Difference

'Lang' from Language and 'Port' meaning "a destination" Language Destination

We provide agents with:

- Prompt, professional and friendly administration. Langports is a reliable and responsible partner
- 24 hour response to all inquiries
- Accurate and reliable information through Agent's Manuals, website and newsletters
- Students who return to recommending Langports to their friends and family
- Comprehensive training sessions, online or in person whenever possible.
- Langports core business philosophy is based on taking care of our students.
 Student satisfaction is how we measure our success. 92% of our students are sastified.
- Langports takes care of students' individual needs inside and outside the classroom.
 - UFO English helping students to make progress according to their strengths and weaknesses
 - Other specialty courses: Cambridge, Cambridge Flexi, English for Academic Purposes (EAP), TOEIC+, IELTS and Business English Plus
 - A choice of four accommodation options; Deluxe homestay, Family homestay, Self-Cater homestay and Student Houses
 - A weekly activities program with Langports staff attending
 - Academic and welfare counseling services
 - Volunteering programs to allow students to get involved with the community
 - Internship and demi-pair programs
 - Job help service (not placement, but assistance)
- Langports stands for quality in international education. We are a serious education provider with a professional and friendly approach.
- Langports offers modern, clean and people-friendly facilities, with multimedia computer areas, wireless internet and large, modern classrooms at all campuses.
- 🎡 Langports offers three popular destinations for studying in sunny Brisbane, Gold Coast and Sydney.
- Langports colleges are family run and privately owned and operated by John France.
- Through The Langports Foundation, staff, students and agents can help make a difference to disadvantaged children.

If you do not have an agent's log-in for the agent section of the Langports website, please contact

Anna France - alf@langports.com.





John France, Founder of Langports

Langports Agent Manual - September 2015 Langports Agent Manual - September 2015 Langports Agent Manual - September 2015

Table of Contents

Table of Contents	Langports Pathways	34
The Langports Difference 3	TOEIC Plus & Business English Plus	36
Brisbane	The first day at Langports	38
John France, Founder of Langports 3	Work opportunities	
Langports Brisbane campus 6	English + Internship program at Langports	39
Langports Brisbane campus - Surroundings 7	Langports Job Help	40
Why choose Brisbane?	Langports Community Service Program	40
Cost of living in Brisbane 9	Langports Demi-pair program	41
Things to do in Brisbane 10	Student Services	
Brisbane Events Calendar 11	Accommodation - Homestay	42
Gold Coast	Accommodation - Student Houses Brisbane	44
Langports Gold Coast campus 12	Accommodation - Student Houses Gold Coast	46
Langports Gold Coast campus - Surroundings 13	Accommodation - Student Houses Sydney	47
Why choose the Gold Coast?	Activities at Langports	49
Cost of living on the Gold Coast 15	Langports iPhone application	49
Things to do on the Gold Coast 16	Langports English Exam Centre	50
Gold Coast Events Calendar 17	Langports Study Tours	51
Sydney	Key Staff	52
Langports Sydney campus 18	Policies and Procedures	
Langports Sydney campus - Surroundings 19	Policies and Procedures - Enrolments	53
Why choose Sydney?	Policies and Procedures - Cancellations and Refund	54
Cost of living in Sydney 21	Policies and Procedures - Re-Enrolment	55
Things to do in Sydney 22	Policies and Procedures - Under 18 students	55
Sydney Events Calendar 23	Policies and Procedures - Student Holiday	56
The Langports Foundation 24	Policies and Procedures - Transfer between campuses	57
Study Options	Policies and Procedures - Agent Discounting	58
Study Options 25	Frequently Asked Questions - General information	59
UFO English only at Langports 26	Frequently Asked Questions - Accommodation	60
Cambridge choice 28	Frequently Asked Questions - Courses and exams	63
IELTS 1 & IELTS 2	Frequently Asked Questions - Internship program	64
EAP - English for Academic Purposes 32	Frequently Asked Questions - Demi-pair program	64

Langports Agent Manual - September 2015— Langports Agent Manual - September 2015

Langports Brisbane campus

Langports' stunning campus is a 3 level stand-alone, modern building making it one of the largest campuses in the city! Students will enjoy studying English in an excellent environment with outsdanding facilities.



Key points:

- Central city location and convenient to all public transport (bus & train stations just 200 meters away)
- Stand-alone, 3 level, city campus with 24 modern classrooms with natural light, a student lunch room, kitchen, approximately 50 computers & free wifi, outdoor areas, student lounges, recreational area with games and a library
- Inter-campus transfers available (conditions apply)
- Maximum 318 students Average 265 students
- Restaurants, cinemas and major shops, all just a short walk from the campus
- Close to Roma St Parklands, Southbank Parklands and city beach
- Use of the gym (across the road) at a special Langports student price of \$13.50 (as per July 2014)





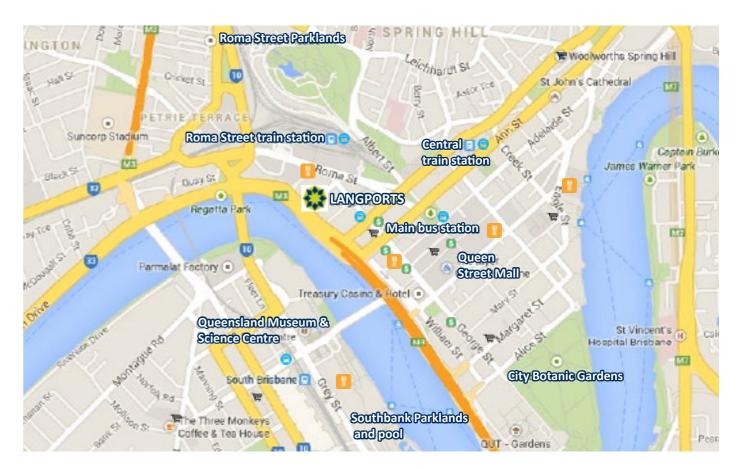








Langports Brisbane campus - Surroundings



AROUND THE CAMPUS



Restaurants - Eating around

There are many options available around the campus and in the city center. Students will be able to purchase their lunch and morning break snacks from cafes, bakeries, sandwich bars, restaurants, food courts or convenience stores.



Public tranport

The public transport system in Brisbane is very well developed. Students can travel by bus, ferry and train. The campus is located 200 meters from Roma Street train and bus stations, a major public transport stop of the city. Within 5 minutes, students can also reach other major public transport stations such as Central station, King George Square station and Queen street mall station. During peak hours, there are trains, ferries and buses every 10 minutes.



Supermarkets

There are a lot of supermarkets within short distances from the campus where students can buy their lunch or do their grocery shopping for the week. Supermarkets such as IGA, Night Owl, 7 Eleven, Coles Express and Woolworths can be found.



Banks

There are several banks just around the campus where students will be able to open a bank account and withdraw money. The most popular banks are Commonwealth Bank, ANZ, Westpack, HSBC, Bank of Queensland and NAB.







Why choose Brisbane?

Brisbane is a safe, friendly and welcoming city for international students. Brisbane is a subtropical paradise where Queenslanders enjoy the fabulous relaxed lifestyle and numerous outdoor activities.

About Brisbane:

- In January 2014, the Lonely Planet proclaimed Brisbane the 'coolest city in Australia'.
- The average daytime temperatures are 29 degrees in summer and 21 degrees in winter.
- Brisbane is an outdoor city. The great weather allows a high quality of life.
- Brisbane has an amazing outdoor lifestyle with walking and cycle paths to explore the river, numerous parks and gardens.
- It is a stress-free and welcoming city with friendly people.
- Brisbane has the fastest growing employment rate in a capital city in Australia and offers a wide range of opportunities.
- It is a world class city with many universities and colleges. Brisbane also has its own artificial beach right in the middle of the city.
- Brisbane is the cultural capital of Queensland. The Queensland Cultural Centre is located in South Bank and hosts many world-class exhibitions. There are also many large-scale festivals all year around.
- 🌉 The city has an exciting nightlife with pubs, clubs and music venues open until late.
- Brisbane has three major universities University of Queensland (UQ), Queensland University of Technology (QUT) and Griffith University making it a great student city.
- Great starting point to visit Australian attractions such as Fraser Island, Moreton Island and the Great Barrier Reef.
- Cosmopolitan city, ideal for students looking for a cheaper option than Sydney and Melbourne.













Cost of living in Brisbane

Brisbane was ranked as one of Australia's most affordable cities by the Mercer Worldwide Cost of Living Survey 2010. We recommend that students budget \$400 per week for accommodation, food, telephone, transport and entertainment. However, remember that this could be more or less depending their spending habits.

Public Transport

Brisbane's public transport system, called Translink, is a network of trains, ferries (CityCats) and buses. Students can use a Go Card to travel in Brisbane and on the Gold Coast. Prices vary according to the time of travel and the number of zones they travel across.

- Buy a Go Card: \$10 (\$5 will be refunded when students give their GoCard back to Translink at the end of their stay in Brisbane).
- Students can look for their travel journey on www.translink.com.au/journeyplanner

Zones	Go Card Peak Hour	Go Card Off Peak*
1	\$3.53	\$2.83
2	\$4.14	\$3.32
3	\$4.91	\$3.93

*Trips in off-peak hour (from 8.30 am to 3.30pm and after 7.00pm on weekdays, all weekends and all public holidays)
After 9 paid go card journeys in a week (Monday to Sunday), Go Card users can travel for free for the rest of the week
(until Sunday night).

Please note that ELICOS (English Language students) students are not eligible to receive a travel concession card in Queensland. Students will have to purchase an Adult transportation card.

Phone and sim card plans

Students can buy an Australian Sim Card (from \$2 to \$30 depending on the type of SIM Card needed) to use with their own phone from all Australian phone and Internet providers (Telstra, Optus, Virgin Mobile & Vodaphone). They can then recharge this card with prepaid plans from \$20 per month, according to their needs in terms of credit (national or international calls & texts, Internet data etc.)

Price guide for food (as at July 2014)

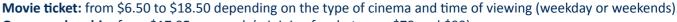
Loaf of bread: \$4 --- Milk: \$1.50 per litre --- Rice: \$3.50 per kilo

Apples: \$5 per kilo --- Tomatoes: \$5.20 per kilo --- Eggs (6): \$4 --- Water (1.5L bottle): \$2.60

Price guide for general items

Magazine: \$6.50

Coffee (regular size): \$4.20 Pack of cigarettes: \$19



Gym membership: from \$17.95 per week (+ joining fee, between \$79 and \$99).

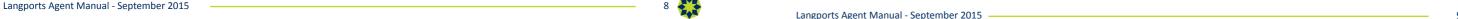
Dinner at the restaurant/ main meal: \$18-\$30 Drinks: Beer \$7 – Glass of wine \$8.5 – Cocktail \$15

Combo meal at Mc Donald's: \$9

Rent a car: from \$40 to \$100 per day, depending on age (under or over 25 years old) and type of car (r

and number of passengers).







Things to do in Brisbane

Brisbane is a busy cosmopolitan city that offers a great number of activities and places to visit. Brisbane is surrounded by tourist activities such as the Lone Pine Koala Sanctuary, markets, rock-climbing, jet skiing, museums and galleries, festivals, theme parks and beautiful beaches.

Activities in Brisbane







Lone Pine Koala Sanctuary

Riverside markets

Mount Coot-tha







South Bank Parklands Beach

Exciting night life

Activities around Brisbane







Moreton Island

Mt Tambourine

Fraser Island

Brisbane Events Calendar



Paniyiri (May) - The famous Paniyiri Festival, the signature celebration of all things Greek, will bring the tastes, sounds, dance, atmosphere, laughter and flavours of Greece to Brisbane.



Brisbane Racing Carnival (May/June) - The 2014 Brisbane Winter Racing Carnival takes place during April, May and June in Brisbane and goes on for 5 weeks.



International Film Festival (August) - it doesn't matter what you are into, this festival has something for everyone as it is. Featuring films from all over the world the International Film Festival is very popular.



EKKA Royal Queensland Show (August) -The Ekka is Queensland largest annual event with recent shows drawing more than 400,000 visitors. Held over 10 days, Brisbane's biggest cultural festival brings a great variety of talent, culture, food and entertainment to the city.



NAIDOC Week (July) - NAIDOC celebrations are held to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander peoples. This week provides a great opportunity to participate in a range of activities and discover a new culture.



Brisbane Festival (September) - The Brisbane Festival is an annual arts festival. For three weeks the festival features classical and contemporary music, theatre, dance, comedy, opera, circus and major public events like Sunsuper Riverfire.



Oktoberfest (October) - A traditional German Festival with German food, German Beers on tap, German dancing and singing as well as entertainment from other cultures.



Woodford Folk Festival (December) - The Woodford Folk Festival is an event held over six days and six nights. It presents more than 2000 performers and 400 events.

There are many more festivals during the year. For more information visit www.visitbrisbane.com.au



Langports Gold Coast campus

Langports' campus is a 2 level stand-alone, modern building located in the heart of Surfers Paradise. The campus is located only 500 metres away from the beach. Students will enjoy the quality of life on the Gold Coast while studying English.



Key points:

- Central Gold Coast location in the heart of Surfers Paradise
- Stand-alone, 2 level, city campus with 20 modern classrooms, a kitchen, approximately 40 computers & free wifi, outdoor balcony & garden with barbeque, student lounges, recreational area with games and a library
- 🎡 Major shops, restaurants and entertainment, all just a short walk from the campus
- Convenient access to public transport (bus and light rail)
- Inter-campus transfers available (conditions apply)
- Maximum 300 students Average 260 students
- 🦚 2 minute walk from one of the most famous surf beaches in Australia
- Surfboards and bicycles available for hire













Langports Gold Coast campus - Surroundings



AROUND THE CAMPUS



Restaurants - Eating around

There are many options available around the campus and in Surfers Paradise. Students will be able to purchase their lunch and morning break snacks from cafes, bakeries, sandwich bars, restaurants, food courts or convenience stores.



Public transport

The public transport system on the Gold Coast is well developed. Students can travel by buses and trams. The campus is only located 250 meters from the bus and tram (light rail) stations. Within 2 minutes, students are on the Gold Coast High Way, the road used by many different buses. During peak hours, there are buses and trams every 10 minutes.



Supermarkets

There are a lot of supermarkets within short distances from the campus where students can buy their lunch or do their grocery shopping for the week. Supermarkets such as IGA, Night Owl, 7 Eleven and Woolworths can be found.



Banks

There are several banks just around the campus where students will be able to open a bank account and withdraw money. The most popular banks are Commonwealth Bank, ANZ and NAB.

Langports Agent Manual - September 2015 Langpo

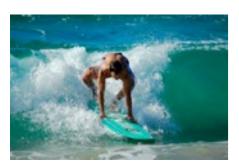


Why choose the Gold Coast?

The Gold Coast is a safe and famous city with 70 kilometers of sandy, surf beaches. Students will discover the exciting night life, great shopping, and lush rainforests just moments away in the beautiful Gold Coast hinterland.

About the Gold Coast:

- Australia's number 1 holiday destination.
- The average daytime temperatures are 29 degrees in summer and 21 degrees in winter.
- the Gold Coast is a beach city. The great weather allows people to surf or swim all year around.
- It is a stress-free and welcoming city with friendly people.
- Water sports such as surfing, wind-surfing, kite-surfing and sailing are easily available.
- The Gold Coast is renowned for its vibrant nightlife with many pubs, clubs and music venues open until late.
- A fun city with world famous theme parks such as SeaWorld, Dreamworld and Movieworld all close by.
- The Gold Coast has the largest subtropical rainforest in the world and more than 100,000ha of nature reserves and World Heritage sites.
- Great shopping centres with large discount outlets such as Harbour Town.
- Close to many "must visit" Australian attractions such as Byron Bay, Stradebroke Island, Moreton Island and the Great barrier Reef.
- High quality universities and vocational colleges offering opportunities for further study.
- An ideal beach destination for students looking for a smaller but dynamic city in Australia with an exceptional lifestyle.













Cost of living on the Gold Coast

The Gold Coast is ranked as one of Australia's most affordable cities. We recommend that students budget \$350 per week for accommodation, food, telephone, transport and entertainment. However, remember that this could be more or less depending on spending habits.

Public Transport

The Gold Coast public transport system, called Translink, is a network of trains, buses and light rails. Students can use a Go Card to travel on the Gold Coast and in Brisbane. Prices vary according to the time of travel and the number of zones they travel across.

- Buy a Go Card: \$10 (\$5 will be refunded when students give their GoCard back to Translink at the end of their stay on the Gold Coast).
- Students can find their travel journey on www.translink.com.au/journeyplanner
- Langports is located in zone 14. Our Student Houses and Homestay families are located in zones 14, 15, 16 and 17.

Zones	Go Card Peak Hour	Go Card Off Peak*
Travel across 1 zone	\$3.53	\$2.83
Travel across 2 zone	\$4.14	\$3.32
Travel across 3 zone	\$4.91	\$3.93

^{*}Trips in off-peak hour (from 8.30 am to 3.30pm and after 7.00pm on weekdays, all weekends and all public holidays)

After 9 paid go card journeys in a week (Monday to Sunday), Go Card users can travel for free for the rest of the week (until Sunday night).

Please note that ELICOS (English Language students) students are not eligible to receive a travel concession card in Queensland. Students will have to purchase an Adult transportation card.

Phone and sim card plans

Students can buy an Australian Sim Card (from \$2 to \$30 depending on the type of SIM Card needed) to use with their own phone from all Australian phone and Internet providers (Telstra, Optus, Virgin Mobile & Vodaphone). They can then recharge this card with prepaid plans from \$20 per month, according to their needs in terms of credit (national or international calls & texts, Internet data etc.)

Price guide for food (as at July 2014)

Loaf of bread: \$2.72 --- Milk: \$1.50 per liter --- Rice: \$3.50 per kilo

Apples: \$4 per kilo --- Tomatoes: \$3.84 per kilo --- Eggs (6): \$4 --- Water (1.5L bottle): \$2.60

Price guide for general items

Magazine: \$6.50

Coffee (regular size): \$4.20 Pack of cigarettes: \$19



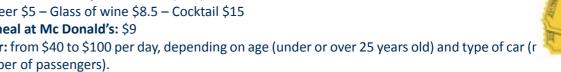
Gym membership: from \$17.95 per week (+ joining fee, between \$79 and \$99).

Dinner at the restaurant/ main meal: \$16-\$27 **Drinks:** Beer \$5 – Glass of wine \$8.5 – Cocktail \$15

Combo meal at Mc Donald's: \$9

Rent a car: from \$40 to \$100 per day, depending on age (under or over 25 years old) and type of car (r

and number of passengers).







Things to do on the Gold Coast

The Gold Coast is one of the most exciting tourist destinations in the world. Students will appreciate all the beautiful beaches along the Gold Coast but also Stradbroke Island, night markets in Surfers Paradise and famous theme parks.

Activities on the Gold Coast







Q1 Tower



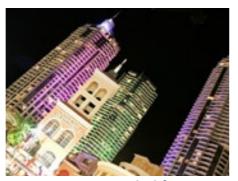
Surf lesson



Shopping



SeaWorld



Exciting night life

Activities around the Gold Coast



Byron Bay



Natural Arch Springbrook National Park



Stradbroke Island

Gold Coast Events Calendar



Magic Millions Horse Ricing Carnival (January) - Dress up and enjoy the exciting atmosphere at this famous horse racing carnival. Every year, in the second week of January, the glamorous Gold Coast is the venue for the Magic Millions Yearling Sales and ten days of Carnival.



Quicksilver Pro competition (February) - The Quicksilver Pro is a world famous surf competition held each year in Coolangatta, South of the Gold Coast. The Quicksilver Pro showcases the sport's top athletes competing in some of the best waves on the ASP World Tour.



Blues on Broadbeach (May) - Soak up the relaxed atmosphere and great music at one of the Gold Coast's beautiful beaches right next to Surfers Paradise.



Winter Sun Festival (June) - Winter Sun is Australia's leading annual Retro Nostalgia Festival. Featuring over 1000 Hot Rods, Custom and Classic Cars, more than 100 bands and performers, dancing, movies, street parade and competitions.



NAIDOC Week (July) - NAIDOC celebrations are held to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander people. This week provides a great opportunity to participate in a range of activities and discover a new culture.



Tastes of the Gold Coast (August) - Feast your senses and try out some delicious local cuisine and wine at this fantastic festival showcasing the very best of what the Gold Coast has to offer.



Gold Coast Show (August) - The Gold Coast show is the biggest community event on the Gold Coast. The show includes a number of competitions and exhibitions perfect for students to take part and enjoy.



V8 Racecars (October) - It's a race, a party, an eyeful and an earful. Race Cars scorching through bends and screaming down the straights.

There are many more festivals during the year. For more information www.visitgoldcoast.com





Langports Sydney campus

Langports' campus is a 3 level stand-alone, modern building located in Darling Harbour. Students will enjoy studying English in the most iconic city of Australia.



Key points:

- The only English school in Darling Harbour, a vibrant area with cafes, bars and a lively youth culture
- Newly refurbished stand-alone, 3 level, city campus with 14 modern classrooms (after stage 2 and 24 classrooms after the final stage), a new kitchen, computers & free wifi, students lounges and a recreational area with games and a library
- Fantastic location close to major shops, restaurants and entertainment just 200 meters from the campus and convenient to public transport (bus, light rail & ferry)
- Inter-campus transfers available (conditions apply)
- The Sydney campus will grow in stages and eventually have a maximum 320 students
- 🎎 A 2 minute walk to Darling Harbour Bridge and only a 10 minute walk to Sydney City Centre
- Sydney Aquarium and Wildlife Sydney Zoo only a 5 minute walk from the campus





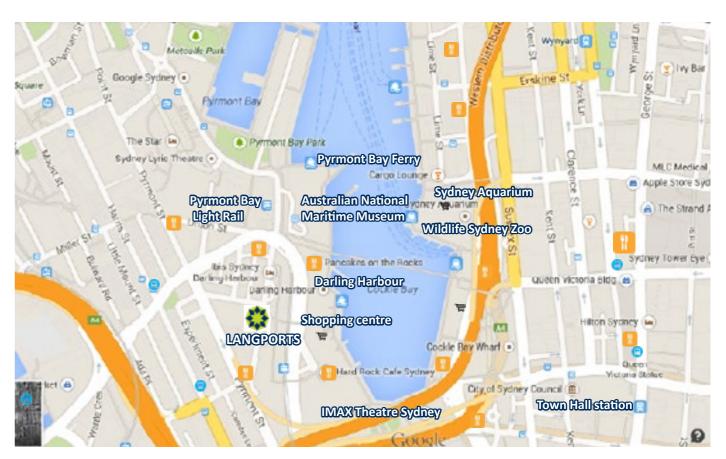








Langports Sydney campus - Surroundings



AROUND THE CAMPUS



Restaurants - Eating around

There are many options within few minutes walk from the campus. Students will be able to purchase their lunch and morning break snacks from cafes, bakeries, sandwich bars, restaurants, food courts or convenience stores.



Public transport

The public transport system in Sydney is very well developed. Students can travel by bus, train ferries or light rail. The campus is located only 400 meters from bus, light rail and ferry stations. Town Hall Station (Sydney's busiest station) is only a 10 minute walk from the campus.



Supermarkets

There are many supermarkets within short distances from the campus where students can buy their lunch or do their grocery shopping for the week. Supermarkets such as IGA, Night Owl, 7 Eleven and Coles can be found.



Banks

There are several banks just around the campus where students will be able to open a bank account and withdraw money. The most popular banks are Commonwealth Bank, ANZ and NAB.

Langports Agent Manual - September 2015 Langpo



Why choose Sydney?

Sydney is often chosen by international students as their number 1 destination in Australia. It is a safe and friendly city with many outdoor and cultural activities available.

About Sydney:

- An international and cosmopolitan lifestyle with a population of 4.6 million.
- Australia's most iconic city, home of the famous Harbour Bridge, Opera House & Sydney Harbour.
- Average daytime temperature in summer 25°C and winter daytime temperature 16°C.
- A dynamic cultural centre, with many fine and internationally known museums, galleries and art spaces.
- A host to different festivals and some of Australia's largest social and cultural events.
- Australia's famous Blue Mountains located 2 hours from Sydney.
- Over 100 white sandy beaches surround Sydney, including the famous Bondi and Manly beaches.
- Water sports, such as surfing, windsurfing, kite-surfing and sailing are all easily available
- Diverse shopping and vibrant nightlife.
- Venue for many major international events including the world famous New Years Eve fireworks display.
- The business, finance and education centre of New South Wales.
- The full range of universities and specialised vocational colleges offer opportunities for further study.













Cost of living in Sydney

We recommend that students budget \$500 per week for accommodation, food, telephone, transport and entertainment. However, remember that this could be more or less depending on spending habits.

Public Transport

The Sydney public transport system is a network of trains, buses, ferries and light rails. Students can use an Opal card to travel in Sydney. Prices vary according to the time of travel, the number of zones they travel across and the type of transport they use.

Buy an Opal Card and find your travel journey on www.opal.com.au



Train Bus Up to 10km - \$2.31 off peak - \$3.30 peak hour* Up to 3km - \$2.10 10-20km - \$2.87 off peak - \$4.10 peak hour 3-8km - \$3.50 20 - 35km- \$3.29 off peak - \$4.70 peak hour More than 8km - \$4.50 **Ferry** Up to 9km - \$5.60 More than 9km - \$7.00

Take 8 paid journeys from Monday-Sunday with an Opal card and enjoy free travel for the rest of the week. On Sunday, there is a \$2.50 cap (all trips cost \$2.50). There is a maximum fee of \$60 per week.

Please note that ELICOS (English Language students) students are not eligible to receive a travel concession card in New South Wales. Students will have to purchase an Adult transportation card.

Phone and sim card plans

Students can buy an Australian Sim Card (from \$2 to \$30 depending on the type of SIM Card needed) to use with their own phone from all Australian phone and Internet providers (Telstra, Optus, Virgin Mobile & Vodaphone). They can then recharge this card with prepaid plans from \$20 per month, according to their needs in terms of credit (national or international calls & texts, Internet data etc.)

Price guide for food (as at July 2014)

Loaf of bread: \$3.30 --- Milk: \$1.50 per liter --- Rice: \$3.50 per kilo

Apples: \$4.2 per kilo --- Tomatoes: \$5.20 per kilo --- Eggs (6): \$4 --- Water (1.5L bottle): \$2.6

Price guide for general items

Magazine: \$6.50

Coffee (regular size): \$3.80 Pack of cigarettes: \$19

Movie ticket: from \$11.50 to \$19.50 depending on the type of cinema and time of viewing (weekday or weekends).

Movies - From \$11.50 to \$19.50

Sydney Aguarium – From \$28 (online) - Taronga zoo – From \$46 Gym membership – From \$13.95 (+ start-up fee, on average \$75)

Dinner at an inexpensive restaurant/ main meal: \$15

Main meal at a mid-range restaurant: \$30 **Drinks:** Beer \$5 – Glass of wine \$9 – Cocktail \$17

Combo meal at Mc Donald's: \$9

Rent a car: from \$40 to \$100 per day, depending on age (under or over 25 years old) and type of car (manual/automatic and number of passengers).

Langports Agent Manual - September 2015-Langports Agent Manual - September 2015







^{*}Trips in peak hours are from 7.00am to 9.00am and from 4.00pm to 6.30pm om weekdays.

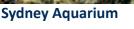
Things to do in Sydney

Activities in Sydney









Sydney Tower

Harbour Bridge Climb





Dynamic night life

Taronga Zoo

Activities around Sydney









The Blue Mountains

Manly beach

Hunter Valley

Sydney Events Calendar



The Lunar New Year - Chinese New Year (January)

Enjoy delicious food, music & entertainment at the Chinese New Year Markets. Watch the Twilight parade illuminate the City's streets with a procession of colourful floats from different community groups.



The Biennale of Sydney, the city's largest Art Festival - (March to June)

The Biennale of Sydney is Australia's largest and most exciting international festival of contemporary visual art. Held every two years, the three month exhibition has an accompanying program of events including artist talks, forums and guided tours.



Vivid Festival, light shows and music - (June)

Vivid Sydney is a unique annual event of light, music and ideas, featuring many of the world's most important creative industry forums, a mesmerising free public exhibition of outdoor lighting sculptures and installations. In 2014 there were 56 installations brought to life by 140 artists from 15 different countries.



Manly Food and Wine Festival - (June)

The Food, Wine and Sustainability Festival is a major community event and takes place in the heart of Manly Beach. Join up to 15,000 food and wine enthusiasts and indulge in delicious local food perfectly matched with fine wines from Australian wineries.



Winter Magic on Bondi Beach - (From July to October)

The Winter Festival is Australia's largest winter event, featuring open-air ice-skating with traditional culinary delights and captivating entertainment. The Winter Festival is held in Darling Harbour and Bondi beach.



Sculpture by the Sea in Bondi Beach (November)

Sculpture by the Sea is a yearly event, held for three weeks at Bondi Beach. The Bondi to Coogee walk turns into an open air cliff top sculpture gallery. Around 100 sculptures are displayed from Bondi Beach to Tamarama Beach.



New Year's Eve fireworks - (31st December)

Watching the spectacular midnight fireworks display is the perfect way to see in The New Year. If students really want to be at the centre of all the action, the Sydney Opera House is a great place to be, however it will be really crowded and students should get there VERY early in the morning to get a good spot. Anywhere on the harbour where you can see the Harbour Bridge & Opera House will be a great place to watch this. There are different parties and events around Sydney on NYE – so it's definitely a great place to be!

There are many more festivals during the year. For more information www.sydney.com/events



The Langports Foundation

In 2007, Langports created The Langports Foundation, a not-for-profit business. The Langports Foundation exists to help improve the lives of disadvantaged children through education. To date, The Langports Foundation has supported projects in Australia, Colombia, Vietnam and Cambodia.

While at Langports, students occasionally have the opportunity to volunteer for the Foundation and raise money through various activities.



Langports Sydney is entirely owned by the Foundation and all profits will be donated to help children to have a better life.



" Langports Sydney is part of my long-term dream for The Langports Foundation, to increase the funding and help more children."

- John France













Study Options

Langports aims to be unique in all ways: in what it does, in what it offers and in what it achieves. We are constantly striving to get the best outcomes for our students. To achieve these objectives, Langports offers innovative English courses matching the needs of students.

UFO English - available at all our campuses



UFO English has been created so that Langports students can get the maximum benefit from their studies with personalised timetables.

- U = Use of English
- F = Focusing on language skills (Macro skill program Listening, Speaking, Reading, Writing)
- O = Options to specialise (helping students with grammar, vocabulary, advanced presentation skills etc)

Cambridge - FCE, CAE available at all our campuses - CPE at Brisbane only



The Cambridge courses provide intensive overall English Language Proficiency development as well as examination preparation and practice, with the exam strategies and techniques a particular focus. The course includes mock exams with individual feedback given to each student about their strengths and weaknesses, so that they can develop the best study strategy to pass. Langports is an official Examination centre for these exams

Cambridge Flexi - FCE, CAE available at Brisbane & Gold Coast campuses



As the name suggests, Cambridge Flexi provides students with a Cambridge course that has flexible start and finish dates. Whilst it is not as intensive as the traditional closed course, it is ideal for students who, due to work or other commitments, are unable to attend the closed course. In our 10 week Cambridge Flexi course, students study a mixture of general English and exam preparation. Students can start on any Monday, with a minimum study period of 4 weeks

IELTS 1 & 2 - available at all our campuses



IELTS 1 & 2 are intensive IELTS preparation programs focusing on the academic version of the IELTS exam. Langports offers two levels: Pre-Intermediate and Intermediate. The IELTS courses focus on more than just the exam; they also focus on learning strategies and on language development skills. The courses prepare students to take the IELTS examination and lead students to a sufficient level to enter our English for Academic Purposes course. All teachers are highly experienced and trained in exam taking tips and techniques.

EAP

EAP: English for Academic Purposes - available in Brisbane & Gold Coast

This course is a combination of IELTS preparation and Academic English that is designed to ensure success for students wishing to undertake further studies in Australia. Langports also has a number of university and vocational college partners providing students with Direct Entry pathways.

TOEIC + - available at all our campuses



TOEIC + focuses on more than just the exam. This 5 weeks course also focuses on learning strategies and on language development skills. Langports is a TOEIC Testing Centre and each school has a TOEIC proctor on staff. The teachers are highly experienced and trained in exam taking tips and techniques. During this course, Langports uses its own unique materials. Students are also given regular progress reports to help them achieve their objectives.

Business English Plus - available in Brisbane & Gold Coast



Business English Plus consists of three components:

- 1. Essential grammar and vocabulary skills for the workplace / business environment
- 2. Business communication skills such as written communication (emails, proposals, reports, etc) and oral communication such as PPT presentations, business meetings, and job interviews
- 3. Business English exam preparations skills for BEC-V, BEC-H and TOEIC (Langports is an official Examination centre for these exams)

Langports Agent Manual - September 2015 Langpo



UFO English... only at Langports

WHAT IS IT?

A unique general English course specially designed to meet the needs of individual students.



USE of English

A student's Use of English level is decided by the average of their test results on the first day. This class provides an English lesson that focuses on Grammar, Vocabulary, Pronunciation, and Integrated Skills.

Focus English

The Focus class is the macro-skill program, where on each day (Tuesday – Friday) students attend a separate macro-skill class to help improve their strengths and weaknesses. As students may have more than one level depending on their results in Speaking, Reading, Listening and Writing, they are placed in different classes. While the lessons will "focus" on the macro skills they also incorporate all components of language learning. For example, the writing class "focuses" on writing, but speaking, listening and reading elements play a part in this class too.

Options

The option class gives students a choice of what they study, depending on their level. Students studying full-time can choose an option class from a variety of subjects enabling them to achieve their learning objectives.

Langports offers 11 options from beginner to advance level (subject to availability):

- Elementary (L1-L2)
- Conversation (L2-3, L4+)
- Grammar (L2-3, L4+)
- Vocabulary (L2-3, L4+)
- Conversation for Grammar (L2-3, L4+)
- Pronunciation (L3+)
- IELTS option (L3-L6)
- TESOL (L4+)
- Business English option (L4+)
- TOEIC option (L4+)
- Advanced Language and Presentation Skills (L5+)

KEY POINTS

- Intensive General English
- 7 Levels from Elementary to Post Advanced
- Start any Monday (except for public holidays)
- Available at all our campuses
- Excellent nationality mix
- Maximum 16 students per class
- Average class size is 13 students per class
- Full time students study from 9am to 3.30pm
- Part time students may study from 9am to 12:45pm.
- Students always study at the correct level for their macro skills (Speaking, Listening, Reading, Writing)
- Every student has a personal timetable created around their abilities
- Students have a wide range of classmates and the opportunity to make more friends in each class
- Student's progress is monitored weekly through the Langports Study Plan (LSP) and through weekly counseling

Students with an 80% or above attendance record will be awarded a certificate.

HOW DOES IT WORK?

Luciana from Brazil

Learning Skills: In Brazil, Luciana had two years of English at high school. She has had little exposure to the language.

Learning Ability: Luciana has tried to learn other languages, but has always found it difficult.

Learning Objectives: She would like to study her Masters in Accounting at an Australian university.

Level test results:

Writing - 3 Reading - 3 Listening - 4 Speaking - 4

Average - 3.5

Akiko from Japan

junior high school. She has been receiving private lessons at night, but not one of her teachers were native to speak English. speakers, and she only learnt from books.

Learning Ability: Akiko has great difficulty learning a language which is very different from Japanese.

Learning Objectives: She would like to be a teacher when she returns to Japan.

Level test results:

Writing - 4 Reading - 4 Listening - 2 Speaking - 2

Average - 3

Daniel from Switzerland

Learning Skills: Akiko studied English in **Learning Skills:** English was compulsary for Daniel at high school. He likes traveling and has many opportunities

> Learning Ability: English is Daniel's third foreign language - he finds learning languages easy, but struggles with writing.

> Learning Objectives: Daniel wants to get a job in a Swiss bank and needs to improve his business English skills.

Level test results:

Writing - 2 Reading - 3 Listening - 4 Speaking - 4

Average - 3.25

Luciana, Akiko and Daniel are given their own timetables (below) and follow their own Langports Study Plan to meet their individual objectives. On the first morning of class, they all go together to Level 3 for the USE lesson. After the morning break, they go their separate ways to classes appropriate to their language skills. The afternoon session finds them all in different classes too, depending on their study goals. (Please note that these students are case studies only. Their names have been changed for privacy).



CRICOS Provider Code 026 30J

Cambridge choice

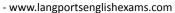
What is Cambridge Choice?

Langports Cambridge Choice is a suite of exam preparation courses. Langports Cambridge Choice offers closed courses for FCE (First), CAE (Advanced) and CPE (Proficiency) and 3 open courses: PET, FCE and CAE Flexi.

Cambridge Suite Examinations have worldwide recognition and are specially designed for international students who are aiming to improve their overall proficiency in English, mainly for work or further study purposes. Most universities accept the CAE qualification and the Department of Immigration and Citizenship, DIAC, in Australia recently approved the use of the CAE for permanent residency application.

Why choose Langports for Cambridge Exam Courses?

- Our Cambridge teachers are highly skilled in English Language teaching and experienced in helping students meet their goals.
- Our teaching style is unique: we have our own Langports way of teaching. Our teachers are specialised in Cambridge preparation and are trained in lexical-grammatical approaches to language teaching and learning.
- Many of our resources are unique: we write and publish our own materials for this course, supplemented with material from traditional Cambridge textbooks.
- Langports guarantees to run all Cambridge courses as published *Our CPE closed course will run with a minimun of 4 students, if less than 4 students are enrolled in CPE, we will then offer them the following alternative: Join our CAE closed course in the morning in an interactive class with other Cambridge students (grammar, writing, speaking, listening and reading skills) for 16.7 hours per week, and have a dedicated CPE class in the afternoon (focused on exam strategy, test practice and specific areas of weakness) for 6.7 hours per week. Students will be informed of the course format approximately 6 weeks prior to the course and will still sit the CPE exam at the end of their course.
- Langports is an official Cambridge examination centre. Visit the Exams Centre website





FCE, CAE and CPE (closed courses)

- Designed for delivery over 10 or 12 weeks, depending on the start date.
- A pre-test is required before enrolment is confirmed and students are re-tested on their first day at Langports.
- All students must sit the exam at the end of the courses.
- Students are required to take part in the Cambridge retreat an excellent team building activity unique to Langports that gives Cambridge students the opportunity to bond together with their classmates on a great trip filled with typical Australian activities.

PET. FCE & CAE Flexi (open courses)

- PET Flexi: students study full-time with all morning classes covering all components of the PET curriculum and utilising PET focused material. In the afternoon, students choose the most appropriate Option class for their particular study needs.
- FCE Flexi: students study full-time with all morning classes covering all components of the FCE curriculum and utilising FCE focused material. In the afternoon, students choose the most appropriate Option class for their particular study needs.
- CAE Flexi: students study full-time with the first morning class focusing on the 4 macro skills of reading, writing, listening and speaking using the Advanced Outcomes textbook and their mid-morning class focusing on CAE preparation with CAE focused material. In the afternoon, students choose the most appropriate Option class for their particular study needs.
- Flexible start and finish dates students can join a class any Monday and study from 4 10 weeks. This option is ideal for students who cannot take the closed course.
- Appre-test is required before enrolment is confirmed and students are re-tested on their first day at Langports.
- Students are not required to take the examination, but will be entered if requested.



Closed courses

Cambridge FCE & CAE start dates
B=Brisbane, G=Gold Coast, S=Sydney

2015/2016

Tth September-B,G,S
 th June FCE -G,S
 th January-B,G,S
 th June CAE -G
 th March-B,G,S
 th September-B,G,S

Cambridge CPE Brisbane only

7th September 2015 14th March 2016 5th September 2016

Quick facts:

Hours per week: 25 (including Friday activities)
 Max class size: FCE & CAE: 16
 CPE: 10

 Average class size: FCE & CAE: 12
 CPE: 6

Key points:

Cambridge Exam and Cambridge retreat compulsory
Pre-test required

Flexi Courses

Hours per week: 25 (including Friday activities)Max/Average class size: 16/12Length of course: 4-10 weeks

Key points:

Start any Monday
Available in PET, FCE and CAE
Exam is optional
Only available for Working Holiday &
Tourist Visas
Pre-test required



Cambridge Choice... only at Langports!

Langports courses aligned with the Common European Framework of Reference (CEFR)



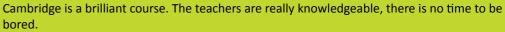


Axel from Brazil

"The course was very demanding due to the large amount of information and the high level imposed by the teachers. I really feel that the teachers were able to recognise our weaker points and work on them, to assist us in reaching a high level of English."

Gwendoline from Switzerland

"Langports is a super cool school. I have been able to learn lots of things there. I met many people from different countries. It has been so interesting to learn so much about different cultures and to bond friendships with people who live far away from my country.





Langports is like a great family. If I have a problem there is always somebody there to listen and advise me. I had a good time in this school and was very happy to study here!"

Cambridge FCE Closed Course Sample Timetable

TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 - 10:10	Vocabulary, Grammar, Integrated Skills and Pronunciation (VGISP) Topic: TALENT				
10:15 - 11:15	Grammar: can/be able to/other ability structures/ability expressions/phrasal verbs with break	Vocabulary: Nature vs Nurture/noun suffixes	Exam preparation: Multiple matching exam question preparation	Grammar: Multiple choice practice/ confusing verbs-rise, arise, raise.	Grammar: Model verb for deduction
11:15 - 11:35			MORNING BREAK		
11:35 - 12:10	Weekly Progressive Assessment	Speaking & Listening	Vocabulary Review	Reading	Writing
12:15 - 12:45	Individual Feedback	Education and learning: Paper 4 part 3, Multiple matching, true/false, paper 5 parts 2, 3, 4	Education and learning: Entertainment and the arts/ work and employment	Education and learning: word airs, expressions with make & do, error correction, Use of English	Education and learning: Discursive composition: giving your opinion - paragraphing, linking
12:15 - 12:45 12:45 - 1:45	Individual Feedback	Paper 4 part 3, Multiple matching, true/false, paper 5	Entertainment and the arts/	word airs, expressions with make & do, error correction,	Discursive composition: giving your opinion -
	Individual Feedback Language Practice	Paper 4 part 3, Multiple matching, true/false, paper 5	Entertainment and the arts/ work and employment	word airs, expressions with make & do, error correction,	Discursive composition: giving your opinion -
12:45 - 1:45		Paper 4 part 3, Multiple matching, true/false, paper 5 parts 2, 3, 4	Entertainment and the arts/ work and employment	word airs, expressions with make & do, error correction, Use of English	Discursive composition: giving your opinion - paragraphing, linking - Afternoon Activities -

CRICOS Provider Code 02630J

IELTS 1 & IELTS 2

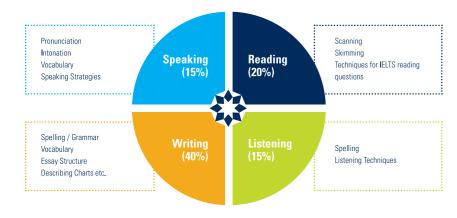
What is IELTS?

- The International English Language Testing System (IELTS) is an exam that assesses the English language proficiency of people who want to study or work in an English speaking environment.
- There are two versions of the IELTS exam: academic and general. Students can select either of these versions depending on their goals. Whilst there are two versions, only the reading and writing components differ.
- IELTS can be taken in 49 centers in Australia, 9 centers in Sydney, 5 centers in Brisbane and 1 center on the Gold Coast.

What are IELTS 1 & IELTS 2?

- IELTS 1 & 2 are Langports' unique intensive IELTS preparation programs, which focus specifically on the academic version of the IELTS exam.
- These programs were created to improve not only the 4 macro skills essential for IELTS (listening, reading, speaking and writing) but also to provide an in-depth focus on micro skills such as reading techniques, spelling, grammar and speaking test strategies.
- IELTS 1 & 2 have a strong focus on the writing component of the exam. A high level of IELTS requires a good range of vocabulary, collocation, grammar and writing skills.
- IELTS teachers are extensively trained in grammar and they are also trained to teach beyond the textbook (under the LAW ™). Own original materials, supplemented with traditional and online IELTS materials.

Course components



IELTS 1 & IELTS 2 are the best choices for students who:

- Would like to pursue further tertiary education and need to use English in a formal academic setting.
- Need an intensive IELTS academic exam preparation and have limited time to prepare for the exam.
- Understand that IELTS is more than learning the techniques to answer the exam and are committed to improving their English language proficiency overall.



IELTS 1 Course Start Dates B=Brisbane, G=Gold Coast, S=Svdnev 2015/2016

7th September-B,G,S <a>® 8th February-B,G,S 12th October-B,G,S
14th March-B,G,S # 16th November-B,G,S # 18th April-B,G,S

4th January-B,G,S @ 23rd May-B,G,S

27th June-B,G,S

IELTS 2 Course Start Dates risbane, G=Gold Coast, S=Sydney 2015/2016

7th September-B,G,S 🐞 8th February-B,G,S 🗓 16th November-B,G,S 🐞 18th April-B,G,S 27th June-B,G,S

Quick facts

Entry level requirements: **IELTS 1: intermediate IELTS 2: upper intermediate**

Key points:

- Closed classes
- Experienced IELTS teachers with special training for this course
- Own original materials, supplemented with traditional
- Extensive use of new technology by teachers
- Regular progress reports and feedback from teachers
- Pre-test required

Only available for students on a working holiday or tourist visa only until CRICOS accreditation is received

Langports Agent Manual - September 2015-



Langports, the school of choice for IELTS

Langports courses aligned with the Common European Framework of Reference (CEFR)





The Langports IELTS 1 course had a dynamic and challenging environment. The teamwork between the teachers and students made me feel excited about studying again. The constant interest in learning and the perseverance of individual class members motivated me to push myself and try to be the best in class. The intensity of the course and the solid knowledge of the teachers made my writing and reading skills improve considerably. Today I can proudly say that I reached my goal! I got the required score

on the exam to run for scholarships abroad and most importantly, I improved my skills in reading, writing and listening widely. For those who require IELTS for professional and personal development this course is just ideal!" - Andrea . Colombia. result - IELTS 7.0

IELTS 1 & 2 sample timetable

TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 - 10:10	IELTS Spelling for listening test: 30 word spelling test	IELTS Grammar	IELTS Spelling for listening test: 30 word spelling test	IELTS Reading	IELTS Spelling for listening test
10:15 - 11:15	IELTS Grammar: Active & Passive IELTS Writing task 2: Active and passive voice in essays	IELTS Vocabulary: Academic phrases for essay IELTS Writing task 2: Student example used to introduce passive structures	IELTS Grammar: Auxiliary verbs and their use in essay writing IELTS Vocabulary	IELTS Spelling for listening test IELTS Writing task 2: Structure, format, requirements, cohesion and coherence	Academic word list vocabulary: test on sub-list 2 IELTS speaking: Individual speeches in front of the class
11:15 - 11:35			MORNING BREAK		
11:35 - 12:45	Academic word list vocabulary: Test on sub-list 2	IELTS Reading: Student practice of 'YES/NO/NOT GIVEN' IELTS listening: Practice of part 2 listening	IELTS Writing task 2: Avoiding generalisations in essays	IELTS Reading Academic word list vocabulary: Test on sub-list 2	IELTS Writing task 2: Writing body paragraph for two-sided essays
12:45 - 1:45			LUNCH BREAK		
1:45 - 2:35	IELTS Reading: Student practice of 'YES/NO/ NOT GIVEN	Academic word list vocabulary	Academic word list vocabulary	IELTS Listening: Practice of part 2 listening	- Afternoon Activities - Volunteer Exam Practice Off campus activity
2:40 - 3:30	IELTS Listening: Introduction to part2 and required techniques and strategies	IELTS Speaking: Individual speeches in front of class	IELTS Speaking: Individual speeches in front of class	IELTS Writing: Writing body paragraphs using passive, common structures and auxiliary verbs in body paragraphs	Special interest groups
3:30 - 5:00	Multimedia computers available for individual study				

CRICOS Provider Code 02630J

English for Academic Purposes

What is English for Academic Purposes?

Langports EAP program is designed for international students who need intensive preparation to take further studies in Australia. It combines the two elements required to enter and succeed in a vocational or tertiary program in Australia: IELTS exam preparation and academic preparation.

EAP is delivered over 12 weeks, with the expectation that students exit with an IELTS score which will help them to meet the entry requirements of their chosen tertiary institutions, or an equivalent level to take one of Langports pathways. Students are taught how to complete tasks and assignments expected at a university level, including:

- a 2000 word academic essay
 - research skills, speed reading, notetaking, drafting, writing and referencing
- individual and group presentations
 - students can become confident presenting academic material in front of their class

EAP is the best choice for students who need to use English in an academic course setting or enter an award program at university or TAFE level.

Attendance at all classes is compulsory. EAP certificates are only awarded to students whose attendance is over 90%.

What is Direct entry pathway?

Students who successfully complete the EAP course with results equivalent to our partner schools' IELTS requirements may also be able to enter directly into their courses. Our partner tertiary institutions include:

- Australian Catholic University
- Aviation Australia
- Bond University
- Central Queensland University
- Gold Coast Institute of TAFE
- International Education Services -UQ Foundation program
- James Cook University
- JMC Academy
- Queensland Institute of Business & Technology
- Southbank Institute of Technology
- Think: Education Group
- University of Southern Queensland

These agreements were in place at time of publication.

EAP course is the best choice for learners who:

- Will need to use English in an academic course setting
- Are adult students wanting to enter an award program at university or TAFE level
- Need to improve their English language proficiency
- Need to use and learn English in an English speaking environment
- Need to take the IELTS exam (usually in order to undertake further study in Australia)
- Have a limited amount of time for their learning





Course Start Dates B=Brisbane, G=Gold Coast, S=Sydney

- 28th September 2015 -B,G
- 21st March 2016 -B,G,S
- 27th June 2016 -B,G,S

Quick facts

Course type:

- Academic English & IELTS preparation
- Mours per week: 25 (including Friday activities)
- Max class size: 16
- Average class size: 12
- Length of course: 12 weeks

Key points:

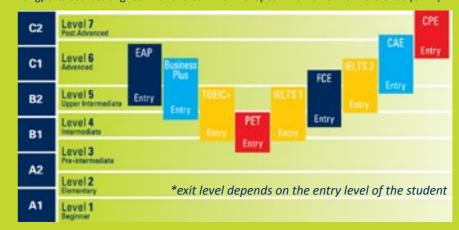
- Entry level: upper intermediate
- Closed classes
- Brisbane and Gold Coast only
- Excellent nationality mix
- Langports uses its own materials, supplemented with traditional
- Progress reports and feedback from their teachers
- Pre-test required

Langports Agent Manual - September 2015—



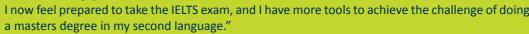
Langports, the school of choice for EAP

Langports courses aligned with the Common European Framework of Reference (CEFR)



Natalia from Colombia.

"From my point of view, the EAP program is an excellent option for students who are interested in applying to any tertiary education program in Australia, and in improving their academic skills. Langports also provides us with a variety of activities allowing us to improve our level, make new friends and enjoy the facilities and attractions of Brisbane.





Hans from Taiwan.

"After 12 weeks of studying in the EAP Program, I improved my IELTS score to an overall score of 7.0! It was really amazing! If anyone asks me how I did it in such a short period of time, I will give all the credit to my teacher, EAP and Langports!"

After his course, Hans decided to study Sport Management at Griffith University.

EAP sample timetable

TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 - 10:10	IELTS practice test		Super intensive IELTS preparation	n	
10:15 - 11:15	Writing & listening	Grammar: Multiple choice and summary completion; distinguishing fact from fiction	Speaking: time management	Writing: task 2 structuring an argument (analysing the question, proving evidence and supporting points)	Speaking: Describing people
11:15 - 11:35			MORNING BREAK		
11:35 - 12:10	IELTS practice test & review		Academic assignment p	reparation skills	
12:15 - 12:45	Reading and Speaking	Topic practice: Globalisation issues today; building background knowledge about the topic; listening and responding to interviews; examining graphic material	Listening: Listening to an academic. Lecture note taking	Reading: Reading for detail, reading critically, synthesising arguments	Highlighting note taking
12:45 - 1:45			LUNCH BREAK		
1:45 - 2:35	Research Skills for Academic Success	Research Skills for Academic Success	IELTS Practice Test	Speed Reading	- Afternoon Activities- Volunteer
2:40 - 3:30	Visit QUT library for introduction to Journals	Review, assess and copy articles relevant to field of study	Individual examinations and feedback	Identify topic sentences; summarise articles	Exam Practice Off campus activity Special interest groups
3:30 - 5:00		Multimedia	computers available for individua	l study	

Langports Pathways

Langports students who successfully completed our EAP course with results equivalent to our partner schools' IELTS requirement may be able to enter directly into certain programs offered at these institutions.



00873F, 00885B

CRICOS Code: 02425C

Students who successfully complete the Langports EAP course with the level of English proficiency required for entry to their nominated ACU degree program will be guaranteed admission into ACU by completing a 4 week University Preparation Course. Langports EAP -> ACU Uni Prep -> ACU Degree Program

Students may enter Aviation Australia programs upon successful completion of any of the following courses with results required to achieve IELTS 5.5 equivalency:

• Successful completion of Level 5 UFO English

- Successful completion of EAP course
- Successful completion of FCE Cambridge Exam Preparation course



Students may enter Undergraduate and Postgraduate programs at Bond University, where the entry level is 6.5, upon successful completion of Langports EAP course and the Bond Articulation Test (BAT). (excluding Bachelor of Medicine and Bachelor of Surgery)



Students may enter any undergraduate and postgraduate programs upon successful completion of the EAP course with results required to achieve IELTS 6.0 equivalency. Please note we cannot package their courses with conditional offers.



Students may enter Diploma and Certificate courses that require a minimum IELTS academic level of 5.5 (with no individual score less than 5.0) upon successful completion of the EAP course and achieve a score 60% and attendance level of 80%

CRICOS Code: 03037G



CRICOS Code: 00117J

Students may enter Diploma of Business upon successful completion of the EAP course with results required to achieve IELTS of 5.5 equivalency (with no sub score below 5.0). Business undergraduate and postgraduate degrees upon successful completion of the EAP course with results required to achieve IELTS 6.0 equivalency (with no sub score below 5.5). In the case of a Masters program please note that the student must have completed an undergraduate or first degree.

Students with successful completion of 12 weeks EAP course may enter JMC courses after successful completion of EAP with a result of 66% and above.

CRICOS Code: 00117J

Langports Pathways



CRICOS Code: 01737F

Students with successful completion of 12 weeks EAP course may enter diploma courses including: Commerce, Graphic Design, Hotel Management, Information Technology, Biosciences and Engineering and Certificate IV in University Foundation Studies (CUFS):

- Successful completion of the EAP course and achieve a score of 56-65% OR
- Successful completion of Level 5 UFO English program with no more than two macro-skills at Level 4.
- Students must achieve attendance above 90%. Participation A.



CRICOS Code: 03020E

Students with successful completion of 12 weeks EAP course may enter:

- A Diploma program (other than Nursing, Dental Technology, Paramedical Science Specialisation: Anesthesia) upon successful completion of the EAP course with results of 56-65% or completion of FCE course which is equivalent to IELTS 5.5.
- Associate Degree in Civil Engineering, Diploma of Dental Technology and Diploma
 of Paramedical Science upon successful completion of the EAP course with results
 of 66-70% or completion of FCE course which is equivalent to IELTS 6.0.
- Diploma of Nursing upon successful completion of the EAP course with results of 71-75% or completion of CAE course which is equivalent to IELTS 6.5.



Queensland Government
CRICOS Code: 02014M

Students with an English level equivalent to IELTS 5.5 (with no skill under IELTS 5.0) and with a minimum of 90% attendance may enter the following SkillsTech courses once completing the relevant Langports program below:

- Certificate courses after completing 10 weeks of UFO English level 5 Grade A Participation
- Diploma & Advanced Diploma courses after completing 12 weeks of English for Academic Purposes – minimum score 56-65%



CRICOS Code: 00246M

- Langports students with successful completion of 12 week EAP course with results to achieve IELTS 5.5 Academic equivalency (with no band less than 5.0) will satisfy the IELTS 5.5 Academic overall English requirement
- Langports students with successful completion of 12 week EAP course with results to achieve IELTS 6.0 Academic equivalency (with no band less than 5.5) will satisfy the IELTS 6.0 Academic overall English requirement



CRICOS Code: 00244B (QLD)

Students with successful completion of 12 weeks EAP course may enter:

- Undergraduate programs where the IELTS entry requirement is 6.0 after successfully completing EAP with a pass mark between 66 - 75%
- Postgraduate programs where the IELTS entry requirement is 6.5 after successfully completing EAP with a pass mark higher than 76%.



Langports Agent Manual - September 2015 3



CREATIVE INDUSTRIES

CRICOS Provider Code 073273D

TOEIC Plus & Business English Plus

What is TOEIC?

The Test of English for International Communication (TOEIC) is the world's leading English test, taken each year by more than five million people around the world. TOEIC assesses English language competency in a business context and is used by companies around the world to determine English communication skills. The TOEIC test measures listening and reading (grammar, vocabulary and collocation) abilities and takes two hours to complete.

- TOEIC is internationally recognised by 10 000 companies, academic institutions and government organisations.
- TOEIC is a very reliable test, developed by ETS (Educational Testing Service), the designers of TOEFL and GMAT.
- TOEIC test results are delivered soon after the test has been taken and they are easy to understand.
- Certificate valid for life.

What is TOEIC Plus?

- TOEIC Plus is a 5 week program that provides students with test taking skills for the TOEIC exam. At the end of this course, students will demonstrate the necessary skills to take the TOEIC exam.
- TOEIC Plus is a unique course that aims to improve students' English language competency. Students extensively focus on grammar, vocabulary, reading, collocation and listening.
- TOEIC Plus is available at our Brisbane, Gold Coast and Sydney campuses.

What is Business English Plus?

- Business English Plus is a unique 10 week course developed exclusively by Langports. Its aim is to improve students' English language competency in a business and workplace context.
- Business English Plus consists of three components:
- 1. Essential grammar and vocabulary skills for the workplace / business environment
- Business communication skills such as written communication (emails, proposals, reports, etc) and oral communication such as PowerPoint presentations, business meetings and job interviews
- 3. Business English exam preparation skills for BEC-V and H and TOEIC
- Business English Plus course is only available at our Brisbane & Gold Coast campuses.

Business English Plus is only available at Langports.

Overview:

TOEIC Plus 5-week closed course:

- Significant English improvement
- Intensive focus on grammar, vocabulary and TOEIC.
- Fun and motivating
- Helps with the preparation for the TOEIC exam

Business English Plus 10-week closed course:

- Business focused
- Significant English improvement
- Intensive focus on grammar, vocabulary, writing and speaking.
- BEC-V, BEC-H and TOEIC preparation



Closed courses

TOEIC Plus start dates B=Brisbane, G=Gold Coast, S=Sydney 2015/2016

- 7th September-B,G,S \$\infty\$8th February-B,G,S \$\infty\$13th October B G S \$\infty\$14th March B G S
- 12th October-B,G,S
- 16th November-B,G,S
 18th April-B,G,S
- 4th January-B,G,S
- 14th March-B,G,S
- 23rd May-B,G,S
- @ 27th June-B,G,S

Business English Plus start dates

- § 6th October 2015 Brisbane and Gold Coast only
- 11th January 2016 Gold Coast only
- 27th June Brisbane only

Quick Facts

- Course type: business skills & exam preparation courses
- Hours per week: 25 (including Friday activities)
- Max class size: 16
- Average class size: 13

Key points

- Entry level
 - * TOEIC Plus: pre-intermediate
 - * Business Plus: intermediate
- Closed classes
- All students are given regular progress reports.
- Langports TOEIC Plus and Business
- English Plus courses use their own unique Langports materials.
- Langports teachers are highly experienced and trained in exam taking tips and techniques.
- Pre-test required

Langports Agent Manual - September 2015



TOEIC Plus and Business English Plus ... only at Langports!

Langports courses aligned with the Common European Framework of Reference (CEFR)





Cristian from Chile.

"I chose the TOEIC + course because I wanted to learn the fundamentals of English grammar. The course is designed for Intermediate level students who want to improve their English quickly while preparing for the International TOEIC exam.

Even though we had homework every day, my experience was still amazing. We did writing, gave presentations and talked together. The teacher has excellent knowledge of English and teaches with incredible methods. You can feel his friendship and support all the time.

I recommend the TOEIC + course to students who want to improve all areas of their English. At the end of the course you will feel that your English is much better and you will be happy to have met such wonderful people."

Fernando from Brazil

"I chose TOEIC + because I wanted a change from General English. I like that we have one teacher and the same classmates for the whole course. The teacher has good examples and knows what each student needs. I am a lawyer in Brazil and I want to study International Law in Australia when my English is good enough. The TOEIC + program helped me with lots of useful vocabulary for working in an English speaking country. I enjoyed the TOEIC+ at all times because it was easy to learn in this class. There were lots of different people from different countries in my class so I learnt a lot about the world as well."



Business Plus Sample Timetable (10 week course)

TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 - 10:10	Weekly summary test Individual feedback with		Exam Practice (TOEIC, BEC	C-V, BEC-H, BULATS)	
10:15 - 11:15	teacher	Grammar: Comparatives & Superlative	Vocabulary: Phrasal verbs	Grammar: Adverb Placement	Speaking: Describing pictures
11:15 - 11:35			MORNING BREAK		
11:35 - 12:10	Listening: Listening to four statements about a photograph	Reading: Text completion	Speaking: Reading text aloud	Listening: Understand talks given by a single speaker	Reading: Incomplete sentences
12:45 - 1:45			LUNCH BREAK		
1:45 - 2:35	Vocabulary: Word transformations	Speaking: Research and preparation for oral presentation	Writing: Article writing - introductions	Writing: Article writing - introductions	Test Practice & Lab access time
2:40 - 3:30	Pronunciation: Linking	Speaking practice: Peer work	Speaking practice: Responding to questions	Speaking practice: Responding to questions	- Afternoon Activities - Volunteer Exam Practice Off campus activity Special interest groups
3:00 - 5:00		Multimedia computers available for individual study			

The first day at Langports

On their first day students need to arrive by 8:45am with their passport. and a tour of the city.

Integrated with the orientation is student level testing. There are 5 tests that rate the students' overall English ability and their macro skills of Speaking, Reading Listening and Writing. Testing takes approximately 2 hours and 50 minutes. Once these tests are complete the students have lunch and attend their first class from 1:45pm.



	What happens on the first day?
8:45 am	Students arrive to school and are greeted by reception staff. They receive a Langports information pack. Students should also bring their passport as we also take a copy of their passport and visa for their file. A photo is taken and student ID card is made.
9:00 am	The Principal welcomes the students to Langports and meet other staff members. They complete their registration form with information information such as local address, mobile phone number and email address.
9:20 am	Students take the placement test that includes overall proficiency, testing paper, reading/listening tests.
11:00 am	Students have a guided tour of the city (banks, post office, shopping mall, public transport and more).
11:40 am	Power point presentation about key Langports staff, information about student services, accommodation and activities.
12:45 pm	Lunch break, meeting other Langports students.
1:45 pm	Full time students meet and are introduced to their teachers and taken to the afternoon class. Finish at 3.30pm.





Public Transport







Post Office

On the first day, each student receives a student ID

English + Internship program at Langports

Langports' English + Internship program is a great opportunity for students to gain practical work experience and to help improve their career opportunities. This program will also help students to increase the value of their studies by using their new English skills in a workplace environment.

Langports offers part-time (10 to 15 hours per week) or full-time (20 to 30 hours per week) unpaid internships. The 'Internship' can take place after the student completes his or her English course or it can be combined with a parttime course*, provided that the student already has an intermediate level of English proficiency. Internships can be undertaken for 4, 6, 8 or 12 weeks.

The English + Internship program is available at our Brisbane, Gold Coast & Sydney campuses

Areas available to intern include:

- Marketing, Communications and Online marketing
- Event management
- Tourism & Hospitality (city, beach and outback destination options)
- Human Resources
- Education

- Finance
- Florist
- Fashion
- Graphic Design, Web Design & IT
- Logistics

General information:

- Combination of English + Internship program
- Minimum 4 weeks' English study
- Unpaid internship
- Location: Australia wide
- Part-time and full-time options
- Internship starting after the English course or combined with part-time course

Conditions

- English level intermediate (prior to starting the internship)
- Minimum age: 18 years old
- Visa: student or working holiday visa
- Student must be available during the agreed period of internship
- Internship for 4,6,8 or 12 weeks

Placement fees

	4 weeks	6 weeks	8 weeks	12 weeks
BNE & GC	\$590	\$650	\$750	\$950
SYD	\$650	\$710	\$810	\$1010

Applications are subject to terms and conditions. An interview will be conducted to assess the student's level of English and motivation prior to being accepted onto this program.









Langports Job Help

Students wishing to travel to Australia often come to Langports with Working Holiday visas or Student visas which allow them to study and work in Australia*. In addition to offering English language skills, Langports also provides excellent student services including Job Help.

Job Help is a complimentary service that all students can benefit from. The Student Services team offer tips and skills in searching for a job, preparing resumes and applying for a tax file number (TFN). While we do not place students or guarantee work, we share information and job search websites with our students.



Langports also holds job seminars for students after school and also organises RSA (Responsible Service of Alcohol) courses for students at discounted prices.

Only students with Working Holiday Visas or a Student Visas are eligible to work in Australia.

*Students may work up to 40 hours per fortnight on a Student visa. There is no hourly limit on a Working Holiday visa.

Langports Community Service Program

Here at Langports, we encourage our students to be part of the local community and have the opportunity to make a difference by taking part in volunteering work. Our volunteer placement service is free of charge.

We currently have partnerships with organisations in Australia where students can get involved with animals, children and people with disabilities. Students can work within each organisation, helping them with their daily duties (feeding animals, cleaning and maintenance, food preparation, and more).



Langports Community Service Program is for Langports Brisbane students only. Students can choose to do volunteering work on the weekends or at the end of their course. A Certificate of Community Service will be awarded to those who take part.

Why volunteer?

- Volunteering will help you gain life experience!
- Volunteering will help you learn new skills and knowledge!
- Volunteering will help you develop new interests!
- Volunteering will help you expand work portfolio, it demonstrates who you are!
- Volunteering is the best way to make a meaningful impact on society!
- Volunteering will help you meet Australians & be involved in the community!

- 1. Fill out both Langports Enrolment Form (minimum 4 weeks study) and Langports Community Service Application Form
- 2. Email the document to Langports
- 3. Our Enrolment Officer will get back to you with availability status

Please note that these programs are for students 18 years old and older and are subject to availability.

Langports Demi-pair program

Langports' demi-pair program is designed for students who wish to improve their English whilst discovering a new culture and experiencing life in an Australian family as a part-time au-pair.

General information:

- Minimum 12 week study program
- Full-time and part-time study options
- Demi-pair students receive accommodation and 3 meals per day in exchange for working 20 hours per week in the family (50% housework and 50% childcare)
- Minimum English level: pre-intermediate
- The demi-pair placement also includes:
- Airport pick-up
- Demi-pair insurance
- Additional placements in families for demi-pair positions for the remainder of the course or visa (subject to successful first placement & visa validity)
- Lead time: 6 8 weeks minimum

Placement fees

BNE & GC	\$800
SYD	\$950



- Available to females & males
- 12 week placement, usually combined with Langports' UFO English
- Tasks include 50% housework and 50% childcare



Lorene Castagnetti France 16 weeks at Langports Brisbane campus



I chose to study English because, nowadays, in France and everywhere in the world, English is so important to find a job or just for to help you communicating with people while traveling. I decided to be a demi pair student because I was interested to see the real Australian life and of course to improve my English while being with the children! As a demi-pair student, I took care of the big house in which I was living and I did various house duties. I also played with the little girl of the family. I really enjoyed living in an Australian family, learning about a new culture and a new way of life. For example, my family always woke up very

I think my most memorable experience is the fact that I met 200 people of different nationalities, discovered a new culture and a new way of life. What I liked the most is that now I have a much more open mind to the life and the world!

early to do some sports. In France, I think, we are more stressed and we don't have such a relaxing lifestyle. I'm extremely satisfied with my Langports experience. These 5 months that I spent in Australia were the best of in my life. First, I improved my English a lot and it's so good for my future. I can say that I "fall in love with Australia" and the way of life, I will come back in 2 or 3 years to continue my study and may be work there

Langports Agent Manual - September 2015-Langports Agent Manual - September 2015



Accommodation - Homestay

Langports has 3 types of homestay accommodation options.

- Deluxe homestay: Own bathroom, only one student per family, interaction with family, laundry done for you. Breakfast and Dinner: Mon-Fri. Breakfast, Lunch, and Dinner: Sat-Sun.
- Family homestay: Shared bathroom, maximum 2 students per family, students of different nationality, interaction with family, laundry done for you. Breakfast and Dinner: Mon-Fri. Breakfast, Lunch, and Dinner: Sat-Sun.
- Self cater homestay: Shared bathroom, no limit on student numbers, no restriction on nationality mix, limited interaction with family, do own laundry. Please note that this is not the same as Student Housing and students stay with a single person or sometimes a couple. Breakfast only Mon-Sun.

All accommodation options are inspected personally by Langports' own Accommodation Officers, ensuring that they meet Langports' high standards.

In all homestays, students have their own single room, with a comfortable bed, desk, chair and wardrobe. All families live close to a bus stop or train station, and are no more than 40-50 minutes traveling time from Langports in peak hour (some much less in normal traffic).

Langports host families who accept students aged under 18 years have been assessed as appropriate carers by the Queensland Government Commission for Children and Young People or the Office of Children's Guardian in New South Wales. If underage students are travelling to Australia on a student visa, an adult permanently residing in Australia must be appointed as the adult responsible for the student for the length of the stay and this may



involve an extra fee for guardianship. All under 18 students must book an airport transfer, including a return transfer is they are still under 18 when they finish their studies.

Homestay conditions

- Students staying with families over the Christmas holidays will be asked to pay an extra \$60/week.
- There is a holding fee of \$50/week if students wish to hold their place in homestay while they travel.
- There is a minimum stay in homestay of 4 weeks (unless the course is 1, 2 or 3 weeks where the student can stay
- Students arriving after 10pm and before 6am may need to arrange temporary accommodation in a hostel if the family is unavailable. Langports can assist with this. There is also an extra late night charge for airport transfers arriving at this time
- Students can enter homestay no earlier than the weekend before their course start date.
- Students must leave their homestay the Saturday / Sunday after their course finishes unless they have a Cambridge exam the following week.









English Language College



Surname Type: Address

Family Homestay 11 Dove Lane Clayfield Q 4011 3333 4444

Phone: family@optusnet.com.au Fmail¹

Members Name

Occupation Advisory Systems Engineer

Rob (Dad) Judy (Mum)

(Born 1988) Catherine (Daughter) Pamela (Daughter) (Born 1991)

Family Facts:

Swimming Pool

2 small maltese poodle dogs

Limited Internet available (students will require their own computer)

Hobbies & Interests

Water-skiing, reading, playing cards, music, entertaining watching movies

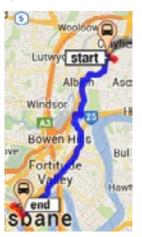


Transport:

Transportation is by bus and it takes about 35 minutes from the house to the College. Transportation Zone 2







Homestay Profile

Students will receive a Langports Family profile with pictures, maps and information about their accommodation at least three weeks prior to their course start date. Every effort is made to match the student with the best possible family.

I am writing to make a compliment to the host-family I stayed

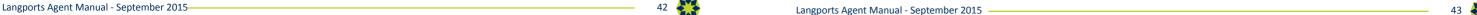
I studied at Languerts con year ago for one month and I stayed in a Longrorts homestay family

Now I am already back in Brazil and I would like to say that it was a great experience! This family really treated me as a ber of the family and we kept in contact until I came back home. I just stayed there for one morth, but I felt very comfortable and they put me in all family's activities and ulter I left their house, they would still imite me to go to barbecues or bush-walking!

Think you very much for all your help and for providing good quality homestay for those who arrive in Australia without any dea of what to expect.

Kind regards,







Accommodation - Student Houses Brisbane

Langports also arranges student accommodation as an alternative to homestay. The options vary depending on each campus, but all options are inspected by our staff to ensure quality is maintained.

Option 1: There are 4 houses and apartments available in Brisbane, which are all professionally managed by companies that have worked for Langports for several years. There are single rooms available as well as double or twin shared rooms available upon request for students travelling together. The student houses are located approximately 10-20 minutes by bus to school (or 30 minute walk).

Key Points

Every student is welcomed on arrival by the house manager, who gives them a set of keys, explains the house rules and shows them around the neighbourhood

- All houses/apartments are located within 10 20 minutes from the college by bus, in transport zone 2. They are
 around the suburbs of Kelvin grove, Red Hill and Herston
- Maximum 7 students per house
- Single rooms with shared bathroom, kitchen and lounge facilities
- The houses have a social area with TV, and usually a veranda with BBQ
- Wireless Internet included
- Double rooms (with a double bed) are available for couples
- Twin rooms (with two single beds) are available for friends travelling together
- Kitchen equipment, linen and towels are provided
- All students are given a weekly housework list and it is up to them how they divide the tasks (the Manager makes sure that they all are done during the week)
- The laundry is for free but students must buy their own detergent

Conditions

- Four week minimum stay
- Students are unable to self-select a student house. After enrolment and booking is received and confirmed, you will receive the details of their student house about three weeks before commencement date
- Students can arrive on the weekend before their course starts and leave the weekend after they finish
- There is not preferred arrival time but students are asked to call/communicate their arrival details to the manager when they are leaving the airport so that she can go and meet them on time

Availability is dependent on students booking with advance notice (about 2-3 months). So please contact the Langports Brisbane Enrolments Officer before making a booking to confirm availability. If this option is unavailable, alternative options, including homestay, can be provided.







Accommodation - Student Houses Brisbane

Option 2: Student residence

Students studying in Brisbane can also choose to stay in a student residence. Our student residence is located 15km south of Brisbane, that is approximately 35 minutes to school by bus.





Key Points

- The residence is professionally managed
- Single rooms and twin rooms available
- Features a swimming pool, heated spa, gym, tennis court and BBQ area
- Wi-Fi included
- A \$200 bond and a credit card imprint are required. The bond will be refunded and the imprint destroyed at the end of the student's stay providing that there is no damage in the room.
- No minimum stay

Option 3: Student Apartments

Main points

- Various apartments available*.
 - *Students cannot self-select the apartment.
- Single rooms or twin rooms available
- Shared bathroom
- 4 students per apartment on average
- No restriction or guarantees on nationality mix
- Wi-Fi included
- Self-catered (no meals included)
- Kitchen equipment & bed linen provided (towels are not provided)
- Facilities include a common area with a kitchen and an onsite laundry. Some apartments also have a gym and a swimming pool.
- Minimum age 18 years old







Location

- In the suburbs of Fortitude Valley, Spring Hill and Kangaroo Point
- Within 10-20 minutes to Langports by bus (approx. cost per trip \$3.93*), 20-30 minutes on foot or 20 minutes by bike *Price as off 1st June 2015

Conditions

- Arrivals possible on Saturday or Sunday before the course starts.
- You can arrive at any time by your own means or with a Langports airport transfer.
- Minimum stay is 4 weeks.
- A bond of \$350 is required on arrival.
- A compulsory exit cleaning fee of \$20 per person is required.





Accommodation - Student Houses Gold Coast

Langports provides student accommodation on the Gold Coast, which is exclusive to Langports students, and is managed by Susie France (John France's wife). There are three houses, all located within 20 minute walk from the school: each house has been comfortably furnished and has a maximum of 5 students. The beach is only a 10 minute walk away and shops and cafes are located nearby. Note that this is a house share accommodation. Therefore, students are responsible for keeping the house clean.

Key Points

- Maximum 5 Langports students per house
- Every student is individually welcomed on arrival by a Langports staff member at a pre-arranged time (no on-site
- Twin and single rooms available (if a twin room is selected, students will be placed with another student of the same gender)
- Fully equipped kitchen and laundry
- All Langports houses are walking distance to school (5-20 minutes)
- Free wireless Internet
- Bed linen supplied (however students must bring their own towels)
- Outdoor smoking area
- TV, DVD and CD player in lounge area
- This is house share accommodation. Therefore, students are responsible for keeping the house clean

Conditions

- All bookings are from Saturday to Saturday. If a student cannot arrive on Saturday, alternative arrangements will need to be made, and can be organised by our Accommodation Officer
- Check-in is only available during the day (between 9am and 5pm) at a pre-arranged time if arriving late at night, students will need to stay in alternative accommodation until they can check-in
- Students arriving from overseas must book an airport transfer on arrival
- Students are unable to self-select a student house. After their enrolment and booking is received and confirmed, our Accommodation Officer will send you the details of their house, about three weeks before their course starts.

Availability is dependent on students booking with advance notice (about 6 months). So please contact the Langports Gold Coast Enrolments Officer before making a booking to confirm availability. If this option is unavailable, alternative options, including homestay, can be provided.







Accommodation - Student Houses Sydney

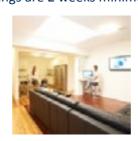
Option 1: Students can stay in modern and secured apartments professionally managed by Link2. There are single rooms or twin shared rooms available. The residence is conveniently located in Sydney city centre and only 1.7 km away from the Langports campus.

Key points:

- Walking distance to Langports (23 minutes 1.7 kms)
- Large apartments with 7-9 rooms
- Comfortable bedrooms including air conditioning, individual desk & wardrobe unit
- Modern, clean kitchen facilities with individual storage space in fridge and cupboards
- All living areas feature communal iMac computer with unlimited WiFi, Plasma TV, leather lounges and air conditioning
- Each student has an individual storage and study space
- Modern bathroom facilities all cleaned three times every week
- Entry doors and bedroom doors have secure swipe card access
- Spacious single rooms with a study space, storage and air conditioning

All rentals include:

- Pillow top mattresses
- Dura Fleece blanket
- Comfortable study chair
- Desk lamp
- Swipe card entry
- Full house cleaning 3 times a week
- Linen Pack
- Bookings are 2 weeks minimum. Less than 4 week bookings incur an extra \$50 charge. No max limit.
- Commercial grade bed
- Wardrobe and desk unit
- Welcome Pack for every student
- Reverse cycle air conditioner
- Full access to unlimited WiFi
- Not wheelchair accessible









Option 2: Students studying at Langports in Sydney can stay in a secure, clean and friendly student residence. Located in the suburb of Concord, Sydney (45-50 minutes by public transport from Langports Sydney campus), this residence is walking distance to Westfield Burwood (shopping centre) and Burwood restaurants. It offers newly furnished single and twin rooms.

Key points:

- All rooms are fully furnished (bed, desk, TV, chair, wardrobe). Some rooms also have a small kitchenette
- Large well-equipped communal kitchen
- BBQ & seating area, swimming pool, TV room with sound system
- Sheets, linen & towels provided
- Common laundry room with washers and driers
- Common areas cleaned daily
- Smoking only allowed in specifically marked areas
- Unlimited Wi-Fi
- Minimum stay 1 week
- Disabled access

Choice of rooms (single, single share, single premium, single deluxe, twin share standard, twin share premium, twin share pool view, twin share with balcony)









Langports Agent Manual - September 2015-Langports Agent Manual - September 2015



Accommodation - Student Houses Sydney

Budget Student Residence: This Budget Student Residence option is located around 40 minutes from Town Hall station. It has a capacity of 120 people, consisting mostly of students.

Key points:

- Single and twin share rooms with basic furniture: a window, a small bed, a wardrobe and a desk
- A fan or bar fridge may be available upon request.
- Shared bathrooms and toilets on every floor.
- Bed linen and towels are provided.
- Large eating area with cooker and cooking equipment
- Kitchenette on every floor
- Cinema room with a full sound system
- Gym, study room, garden, a small pool, laundry
- Unlimited Wi-Fi throughout the premises
- Students are responsible for cleaning their rooms









Upmarket Long-term Student Residence: Available to long-term bookings, this option is a brand new 9-floor student-only student residence in Chatswood, Sydney. It is located next to the train station and the Westfield shopping centre. It is a 23 minute train trip to Town Hall Station.

If offers clean and bright air conditioned rooms furnished with a bed, a study area, shelves and a wardrobe, all with ensuite bathrooms in 5 bedroom apartments.

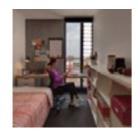
Key points:

- For 1 and 3 months stays bed linen, pillows and towels are provided
- For 6 month stays students must provide their own bed linen, pillows and towels
- Basic crockery, cutlery and cooking utensils are also provided
- BBQ and seating area
- Gym and Pilates
- TV room
- Rooftop
- Computers and free internet reception
- Smoking not allowed at all on site
- Active social calendar of events
- 10 GB internet per month for free
- Minimum 4 week bookings

NOTE: With this option, students must sign a lease directly with the residence and no cancellations

There is a TV area and a kitchen in each apartment with high quality equipment.









Activities at Langports

Langports' Activities Officer encourage students to participate in a diverse and extensive program made up of sports, cultural, tourism and social events run at each school.

The program consist of:

- Full day excursions every Saturday and/or Sunday
- Week-end overnight excursions
- Job Help and travel information sessions

Prices vary depending on the type of activities.

Sample program



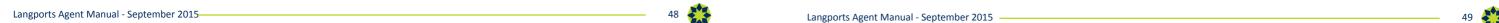
Langports iPhone application

Students with an iPhone will be able to download the Langports iPhone App from the Apple Store. This application is free of charge and compatible with iPhone 4/4S/5/5S, iPod Touch and iPad.

Thanks to the iPhone app, students will be able to:

- View their classes timetables, rooms, teachers and their level of attendance
- Get information about our activities and book them
- Read our blog and follow our social networks
- Become familiar with Brisbane and Gold Coast cities through our map feature
- Take photos with polaroid frames to share





Langports English Exam Centre



Langports English Exams Centre (LEEC) is now the largest Exams Centre in Queensland. We are a dedicated exams centre offering some of the world's most widely recognised English language proficiency examinations.

We are an authorised open centre for professional or academic purposes such as Cambridge ESOL examinations. We also are a public and institutional testing centre for TOEIC. We offer exams in Brisbane, on the Gold Coast and in Sydney and students can sit their exams at the campuses of their choice. We offer a variety of exams to help meet their needs such as English.

Why choose Langports English Exams Centre?

- We aim to offer students the highest quality of exam administration and delivery, making each student's exam journey the best one possible!
- We offer exams in Brisbane, on the Gold Coast and in Sydney.
- We offer a wide range of exams:
 - TOEIC Listening & Reading
 - Cambridge: PET, FCE, CAE, BEC-V, BEC-H

Langports English Language College offers courses to assist students with preparation for these exams.

You can find the exam dates on Langports English Exams Centre website. Usually, Cambridge exams are held during the week following the end of the Cambridge course. TOEIC exams are held once a month, on Fridays.







www.langportsenglishexams.com

Langports Study Tours



Schools and universities choose Langports because:

- We provide a very safe environment
- We are well organised and very professional
- We are reliable and trustworthy
- Our staff have many years' experience running Study Tour programs.
- Our programs are flexible and can be tailored to suit different needs

The Program:

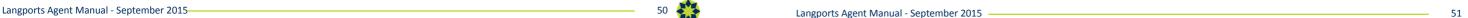
- Courses may follow the unique UFO English curriculum exclusive to Langports
- Able to arrange either integrated or closed programs.
- A choice of Full Time study (25hrspw) or Part Time study (16.7hrs pw)
- A choice of afternoon activities and week-end excursions
- All course materials provided
- A Certificate of Study and a souvenir group photograph given to all students

Accommodation:

- All students stay with a Host Family, chosen personally by Langports staff.
- All families hosting students under the age of 18 have undergone working with children checks
- Students under the age of 18 are subject to special conditions to ensure safety
- No more than one student per family speaking the same language (unless requested)









Key Staff

HEAD OFFICE



CEO & Founder



Robin Simpson Managing Director



Jake France Group Study Tours Manager jcf@langports.com

HEAD OFFICE - MARKETING TEAM



Marketing Director & Regional Marketing Manager - Central & South America alf@langports.com



Regional Marketing Manager - Asia jg@langports.com



Regional Marketing Manager Europe jn@langports.com

BRISBANE CAMPUS



Barry Clifford Principal - Brisbane



Enrolments Officer - Brisbane



Christine Stewart Accomodation Officer - Brisbane

GOLD COAST CAMPUS



John Finlayson Principal - Gold Coast



Aline Lorieri



Irina Prigorneva

SYDNEY CAMPUS



Miles Mackenzie Principal - Sydney Langports Agent Manual - September 2015



Michelle Iwachi **Enrolments Officer - Sydney**



Valentina Fedi Accomodation Officer - Sydney

Policies and Procedures - Enrolments

Standard English course enrolments

- 1. The student chooses the course they would like to study and decides when they want to start their course. Students wishing to study more than 30 weeks are recommended to take the Langports long-term diagnostic pre-test (see frequently asked questions on page 60). Students considering a closed course must also complete the relevant pre-test (FCE, CAE, EAP & IELTS or TOEIC & Business), all students will be asked to sit another pre-test on the first day of classes to re-confirm their level.
- 2. Complete the Enrolment Form. Please don't forget to ask the student to sign it. We cannot accept an application for enrolment if they do not sign it
- Send the signed enrolment form to the relevant Enrolments Officer
- When we receive the enrolment, we will send a Letter of Offer, Enrolment Acceptance and Invoice for payment
- Please forward the fees and ask the student to sign the Enrolment Acceptance letter and send it back to us
- Langports will then send the appropriate confirmation documents (including the eCoE if the student is applying for
- 7. Other documents including homestay details will be sent out approximately 1 month prior to the student's arrival

English + demi-pair

- 1. Student fills in the demi-pair application form (recommended lead time is 6 to 8 weeks), along with some photos
- 2. Send the demi-pair application to the relevant Regional Marketing Manager at Langports
- 3. Langports or Langports demi-pair coordinator will interview the student on Skype to assess their suitability for the program and spoken English level
- Once the student has been approved as a demi-pair, you can send the student's English course enrolment form to the relevant Langports Enrolments Officer
- 5. If a student is unfortunately not approved as a demi-pair, they may still apply to study a course at Langports. If their application was rejected because of their English level, they may wish to become a demi-pair after improving their skills and can be re-assessed later on (once they reach a pre-intermediate level)
- 6. A Letter of Offer and Invoice covering both the English course and demi-pair will be sent back for the student to sign and pay
- 7. Agent sends Langports the student's flight arrival details and then, approximately 3 to 4 weeks before the student arrives, the host family details will be confirmed and sent to the student.

English + Internship Enrolments

- Send the internship application form to Langports, along with an English pre-test, fully completed by the student (the pre-test must be handwritten)*. The application form contains information about the student, their English studies and preferred area and length of internship. Recommended lead time is 6 to 8 weeks
 - *Please note that the pre-test is not necessary for students already studying at Langports.
- 2. Once the form is received, Langports will process the student's internship application with their internship partner. Langports' internship partner will also organise a Skype interview* with the student to talk about the type of work the student would prefer the most for their internship, but also in order to assess if their English level is suitable for the program *This interview can also be a face-to-face meeting if the student is already in Brisbane or on the Gold Coast.
- 3. A pre-approval for the English + Internship program will be given to the student, providing that they fulfil all the internship program requirements
- Once the student has been approved, the agent can send the student's English course enrolment form to Langports. A Letter of Offer and Invoice covering both the English course and internship will be sent back for the student to sign and pay
- 5. We will also need to receive more information from the student, such as:
 - visa information (visa type, entry date and expiry date, if unknown at time of application)
 - resume builder form with education and employment history
- 6. Once the full payment of the fees is received, the placement process will begin and studies can commence. Langports' internship partner will provide the student with information regarding the internship position: area, host company, tasks, supervisor, etc. The student also receives a Letter of Appointment at least 4 weeks prior to starting the internship. This means that some students may start studying at Langports before details of the host company are received
- 7. Weekly feedback will be provided to the student during their internship by Langports' internship partner and the host company. Langports' internship partner also offers 24 hours/7 days support if needed. A Certificate of Completion is given to the student at the end of their internship, along with a reference from their host company.







Policies and Procedures - Cancellations and Refund

Clause 1: In the event of a cancellation, no refund will be made on the enrolment fee or accommodation placement fee. All notifications of course cancellation and requests for a refund must be made to the Principal in writing. A written response will be provided in writing within five working days. Where any refund is granted, this will be paid within four weeks from the date of the notice of cancellation.

Study Cancellation:

- Cancellations received more than 4 weeks before the course commencement will normally receive a full refund of fees, subject to clause 1.
- Cancellations received less than 4 weeks before start of course will normally receive a refund of fees less a cancellation charge equal to 4 weeks of the current published tuition fee.
- Cancellations received after course commencement will not be eligible for a refund of fees.
- A full refund of fees, subject to clause 1, will be made if a visa application has been denied (proof of visa rejection from the Australian immigration authorities is required within 2 weeks from the date of notice)
- Students will be charged for any bank fees incurred in the refund of fees a \$40 bank fee applies to international bank transfers.

Accommodation Cancellation:

- Cancellations received more than 4 weeks before course commencement will normally receive a full refund of fees, subject to clause 1.
- Cancellations received less than 4 weeks before course commencement will incur a cancellation charge equal to 2 weeks rent.
- Minimum of 4 weeks homestay, unless the course is 1,2 or 3 weeks. If a student wishes to cancel their homestay within this 4 week period, no refund will be given. To cancel homestay a minimum of 2 weeks' notice must be given.
- After studies have commenced, 2 weeks" notice must be given or a cancellation charge equal to 2 weeks rent will apply. Any unused accommodation fees will be refunded to the student within 2 weeks of submitting a refund request form.
- If you are asked to leave the homestay for any valid reason, for example due to unacceptable behaviour such as having someone stay over without prior permission, a cancellation payment of two weeks' notice will be deducted from any refund due, in lieu of two weeks' notice.
- Airport Greeting: No refund will be made if the student fails to notify Langports of their flight details or any change of details less than 48 hours before arrival.

Cancellation of course by Langports

- If Langports cancels a course, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the course cancellation. Alternatively, you may be offered enrolment in an alternative course at Langports at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.
- If in the unlikely event that Langports ceases to operate and is unable to provide a full refund, students may be placed in an alternative course by our Tuition Assurance Scheme (TAS) English Australia at no extra cost to you.
- Finally, for student visa holders, if the English Australia TAS cannot place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.

Policies and Procedures - Re-Enrolment

- Whenever students re-enrol, if they have studied at any Langports college before, they do not have to pay the enrolment fee again. There is no time limit on this condition.
- Students who commence a re-enrolment within 4 weeks of their old enrolment finishing will be charged the same rate of tuition fees that they were charged originally or the new duration rate for that period of re-enrolment, whichever is the lowest. It is important to note however that the duration of the original enrolment and that of the re-enrolment cannot be added together to create a longer duration of enrolment. . If they have a break longer than 4 weeks, the current rates for tuition fees will be charged.
- Any accommodation fees that apply will always be applied at the current rate.
- If a student extends their homestay with their existing family as a result of the re-enrolment, there is no accommodation placement fee; however, if a new family has to be sourced as a result of the re-enrolment then the accommodation placement fee will apply.

At the end of their original course, students who wish to re-enrol are encouraged to re-enrol through their original agent. The original rate of commission will apply.

- Those who wish to enrol directly with Langports can do so, but the original agent will be able to claim for their normal commission amount within 6 months of the re-enrolment process date.
- Students who wish to use the services of an agent located in the city of their study, where their original agent is not, must submit their request in writing before permission to change agent is granted.
- Students are only permitted to change agents if their new agent is located in the same city as their college, their original agent is not, and they provide Langports with their reasons in writing.

This Policy has been written to encourage students to continue using the services of their Original Agent, whilst taking into account the students prerogative to choose who they wish to represent them.

Exceptions

If there is a break of more than 12 months or the student has returned to their own country and changed to a different visa, then they will be considered a new enrolment and they may choose a new agent if they wish.

Policies and Procedures - Under 18 students

It is Langports policy to accept students from the age of 16, but where students are under the age of 18, the student must stay in a Langports approved homestay family or stay with an approved guardian. If they are staying with a homestay family, please note that they must pay the under 18 family homestay rate.

Enrolments:

- When completing the enrolment form, please be sure that the parent/guardian signs the form on behalf of the student parents of a student on a student visa must nominate Langports or a family member living locally, as the student's official guardian
- Students must stay in Langports homestay unless they are travelling with an immediate family member (mother, father, brother or sister) or have a family member living locally. If this is the case, please send us the details of this family member
- Students must book & pay for the homestay for the period of study or until they turn 18 years old.
- Students & parents must agree to & sign the Langports Under 18 Guardianship Rules (you will receive these with the offer letter)

Homestay & Welfare:

- We will place students in homestay families who accept students under 18 years old and who have a Blue Card (suitability card)
- We take care of the students' welfare by regularly contacting our families and ensuring students are being looked
- We talk to our students on a regular basis to check everything is ok

Langports Agent Manual - September 2015-Langports Agent Manual - September 2015



Policies and Procedures - Student Holiday

Langports recognises the importance of students taking a holiday – defined as a break in a course that they are currently studying – if they are enrolled for an extended period of time. It is the policy of Langports to consider all requests from students for a holiday and assess them on a case by case basis in line with the following policies which apply to all students studying on a student visa: All holiday requests must be approved by the Campus Principal and no holiday request should be automatically granted without this prior approval

- Students on a tourist visa, where the maximum period of enrolment is 13 weeks, will not normally be eligible for a holiday unless there are exceptional circumstances or where there has been a pre-agreed arrangement made at the time of enrolment, in which case two separate enrolments will be confirmed with the required break in between the two enrolments.
- Students on a working holiday visa, where the maximum period of enrolment is 17 weeks, will be eligible to cut short their course if they can provide proof of a job offer and the balance of their enrolment can be carried forward with a second enrolment or in the case where they do not have an idea of dates, a credit note valid for 12 months will be given.
- Students on a student visa should have completed 12 weeks study before they are eligible for a holiday.
- All students will be required to give 2 weeks' notice to break their course or they will lose 2 weeks tuition fees in lieu of this notice.
- The minimum holiday period is 1 week and the maximum period 8 weeks, depending on visa length. In very general terms the policy is 1 week of holiday for every 12 weeks of study. In cases where the student is going overseas they may be granted a longer holiday than they are entitled to at that time so long as it does not exceed 4 weeks.
- Students who want to take a holiday must apply using the Holiday Application Form (available at reception) and give a minimum of 2 weeks notice before the requested holiday is due to commence;
- Where a student has their request granted, the original finish date of their enrolment will be extended, at no cost to the student, to compensate for the holiday taken. This is called an 'Extend holiday'. If, in special circumstances, an 'Extend holiday' request is for more than 4 weeks in order to leave Australia to return home for this holiday and the student is on a student visa, they will need to apply for a visa extension in order to complete the original number of weeks enrolled.
- Where a student has their request declined, but still wishes to take the requested holiday, then a 'No Extend' holiday can be granted; i.e. the finish date of the student's enrolment will not be extended to compensate for the holiday taken and the student loses those course weeks.
- Students studying for 12 weeks or less will not normally be granted a holiday of any kind, however, under exceptional circumstances beyond the control of the student e.g. medical, bereavement, family crisis they may be granted an 'Extend holiday'.' Documentary evidence will need to be provided by the student with their written request.
- Students taking an 'Extend' or a 'No Extend' holiday will not have their absence counted as part of their attendance record for the duration of the approved holiday period

All students are given this information in their student hand book.

Policies and Procedures - Transfer between campuses

It is Langports policy to assist its students to make multi-campus enrolments in advance or to transfer their enrolment when in Australia between any of the 3 Langports campuses though the provision of a \$100 travel voucher per transfer to help with the inter-campus travel costs.

If the initial enrolment is multi-campus, then the following conditions apply:

- Maximum of 2 vouchers per student. le 1 vouchers to move between 2 campuses and 2 vouchers to move between our 3 campuses.
- Minimum period of study at each campus is 4 weeks.

If the transfer occurs when the student is actually at Langports then the following, additional conditions apply:

- Students need to give a minimum of 2 weeks notice of their intention to transfer.
- Students studying a closed course are unable to transfer campuses during the closed course.
- Fee differences between the campuses will apply additional charges if going from Brisbane or Gold Coast to Sydney and a refund will apply if going from Sydney to Brisbane or Gold Coast.
- There must be a minimum of a 4 week enrolment extension in each new campus in order to receive a travel voucher.
- If the student has paid an accommodation placement fee at the original campus and wants to book Langports accommodation at the second campus, then they will not need to pay a second placement fee.
- If a student completes the transfer paperwork and the transfer is processed, but then the student changes their mind to stay at the original campus a processing fee of \$50 will be charged.
- If the student enrolled at Langports with a promotion that was only applicable at one campus, then they will need to pay the difference in fees between the promotional rate and the standard rate for that country for the remainder of their enrolment in the new campus.
- The student may return to the initial campus they transferred from, under the conditions above. The cost of moving between campuses a second time will be incurred 100% by the student.





Policies and Procedures - Agent Discounting

Langports has a strong 'no discounting policy' with all agents. If an agent is found to be discounting, strong action must be taken. The first time an agent is found to be discounting, they will be issued a written warning, the second time they will be suspended for 3 months and the third time, the contract will be terminated.

Discounting is defined as:

Selling Langports courses or services below the price set by Langports, be that market or country specific prices or Langports 'Special Promotions'. Agent discounting can be in the form of a general discount or cash back to students. However, giving extra services or items as an incentive to book is not considered discounting. Also, promoting Langports' special prices does not count as discounting.

Time frame

As the agency staff can change, the time between warnings & suspensions should be limited to 2 years. Therefore, if a warning is issued and 2 years pass before the second offence, the second offence will not be a suspension but it will count as the first offence and a warning will be issued.

Advertising

Any advertising, in whatever language, that uses the name Langports or carries the logo should have written permission from the Marketing Director or Regional Marketing Manager.

Frequently Asked Questions - General information

Can students do further study once they have finished their course?

Our Academic Managers can help students to make the right choice. We also have articulation agreements with many institutions. Please check our website page www.langports.com and click on the English for Academic Purposes link for the most up-to-date list.

If students change level do they need to buy a new text book?

Students are charged a weekly materials fee. This covers their text book and any other course materials. Every 10 weeks a student is entitled to a new text book where necessary. A student may change levels within the ten weeks and in this case, if they have not written in their textbook (and the book is in good condition) they may exchange it for the new level text. If they have written in their book they have three options;

- 1. Buy the book for the new level
- 2. Pay a refundable \$50- they will be given a book which needs to be returned in good condition (no writing in the book) in order to get the \$50 back
- 3. Use their future text book entitlements

Is there an English Only Policy?

At Langports we believe that the best way to learn English is to use it all the time. Using English also shows respect to other students and staff. That is why students and teachers at Langports created an 'English Only Policy'. This is constantly reviewed Langports to make sure it is working and that the students are happy.

Are Langports' teachers qualified?

Teachers must have a minimum of a university degree, plus a TESOL qualification with preference given to CELTA Diploma teachers, plus 2 years of experience with a variety of class and level types. All teachers are observed and approved prior to full-time appointment. Langports conducts regular Professional Development workshops for its teachers.

What should students do in an emergency?

In the case of an emergency students should contact:

Brisbane: 0402 689 941 (24 hours a day, 7 days a week)

Or in a homestay emergency Christine Stewart on 0410 697 672 (available 8am - 9pm)

Gold Coast: 0499 994 733 (24 hours a day, 7 days a week)

Or in a homestay emergency Irina Prigorneva on 0413 567 826 (available 8am - 9pm)

Sydney: 0430 501 581 (24 hours a day, 7 days a week)

Or in a homestay emergency Valentina Fedi on 0499 998 520 (available 8am - 9pm)

Who can students talk to if they have a problem?

It depends on the problem. On the first day, students are given a student handbooklet with information about who they can contact. For academic problems students can talk to their teacher or the Director of Studies. Our Student Services Managers are available at anytime to speak with students who are concerned about anything related to their stay in Australia.

What is our current nationality mix?

Each year, we welcome students from more than 50 different countries. We update our nationality mix monthly on our website, on each campus page. You can download them by clicking on our nationality mix graphics:



Langports Agent Manual - September 2015 Langports Agent Manual - September 2015



Frequently Asked Questions - General information

When do we send students' confirmation letters and homestay details?

The Accommodation Confirmation letter, Homestay Family Profile or Student House details and Transfer Confirmation letter (if applicable) will be sent to you around 1 month before arrival, after we have received the student's travel details and payment.

Do you offer any help to students looking for a job while in Australia?

At each campus, we organise free Job Help sessions every 2 weeks, to help students find an evening or weekend job. We help them apply for their Tax File number, register for the RSA (Responsible Service of Alcohol) course, prepare their resumes and cover letter and give them advice about when and where to look for a student job. Please note that we do not guarantee any job placement.

If they decide to extend their course, do students need to pay another enrolment fee?

No, students only pay for their enrolment fee once "in a lifetime". They will not have to pay for another enrolment fee, whether they extend directly after their first course or years later!

Do students receive an official certificate at the end of their course?

At the end of their course, students receive a Langports certificate with their name, dates of studies, attendance percentage & participation grade and English level. If they decide to take an external examination, students will also get a certificate and official examination results from the examination.

Certificates are only delivered to students with an attendance of 80% or more. Please note that EAP certificates are only awarded to students whose attendance is 90% or higher.

What happens if a student books a course and a special is released after the booking?

It is Langports policy that students pay the price for their course at the current market price at the time of enrolment. Any specials offered by Langports at a later date only apply to bookings received during that special. Specials cannot be applied to previous bookings or be backdated.

If a student cancels & tries to re-enrol to receive a special, the date of their first enrolment will apply (even if students cancel an try to book through another agent).

What happens if a student decide to defer or postpone a course?

Students must start their course on their allocated start date, except in exceptional special circumstances. Students that wish to defer their start date and their course must give one week's written notice. If notice is less than one week Langports will charge one week's tuition fee. Students that do not arrive on the designated start date and do not give notice of deferment will automatically lose one week's tuition fees and their course will not be extended. If notice of deferment is not received within 48 hours after course commencement the course may be canceled.

Frequently Asked Questions - Accommodation

Can students arrive in their homestay or student house during the week?

Langports' accommodation is from Saturday to Saturday or from Sunday to Sunday. If they wish to arrive earlier or leave after, they can book extra nights. However, please make sure that you check availability for these extra nights with your Regional Marketing Manager or with our accommodation officers before making the booking. If their homestay or student house is not available, our Accommodation Officer will help them to find a hostel to stay at until their room is free (Saturday or Sunday before the course).

Can students stay in their homestay family or at their student house for Christmas?

Yes, they can. However an extra \$60 Christmas fee will apply for this specific week if the student is in a homestay family.

Why should students choose homestay?

When you add up the cost of paying rent, electricity and food in a share house situation, the option of homestay works out to be at a reasonable cost. Plus students get to practice and improve your English faster! At Langports there are three types of homestay: Deluxe, Family and Self-Cater. We also have student houses available for those who want a more independent living style.

Frequently Asked Questions - Accommodation

Will students have their own room? Yes, each room contains a desk, lamp, bed and bed linen and a cupboard. Homestay families will also provide towels, but Student Houses will not.

Can students smoke?

If students are smokers please let us know when they apply for their family. The Australian law is very strict about smoking in public places. Students can only smoke 4 meters away from a building entrance.

Will students receive a key to the house? Yes for both homestay and student houses.

Can students have a friend/relative to stay? This is something students should discuss with their homestay family. Students staying in a student house cannot bring a friend to stay overnight.

Can students stay at a friend's house?

Usually this is not a problem as long as they let their homestay families know where they are going. Students do not receive a discount on their accommodation if they choose to spend a night away from their family. Also, students under the age of 18 need written permission from their parents before they can stay away.

Should students bring a gift for their family?

Our homestay families do not expect gifts; however it can be a nice gesture. If students wish to give a gift to their homestay family we recommend something inexpensive and particular to the student's area of the world (such as sweets from their country, or a tea towel with a picture on it).

What are "House Rules"?

House Rules are the rules of the homestay family. These rules may include telephoning if students are going to be late for dinner, requests to lock the doors of the home when students leave, or avoid receiving phone calls after a certain time at night. These rules should apply to family members as well as students. In general, students should respect and follow the homestay family's "house rules."

Who are homestay families?

Australia is a multicultural country made up of people from all over the world. There is wide variety among Australian families, with different jobs, interests and ethnic backgrounds. There are some families with pets, some without, some with children, some older, retired people who enjoy the company of international students.

Are there water restrictions in Australia?

Water restrictions have been put in place in many cities and regions in Australia. We ask our students to take a short shower (less than 5 minutes) and watch their daily water usage.

Where are the homestay families?

Langports' homestay families will be no more than approximately 40 - 50 minutes from school by train or bus in peak hour, some much less in normal traffic.

Can students use the Internet in a homestay family?

In Australia, it is not common for families to have an unlimited internet connection. Therefore, we ask students to talk about this in detail with their family. Students should try to limit their internet usage when in the homestay. Students can benefit from the unlimited free wifi connection at their campus.

What type of meals can students expect?

Because of Australia's multiculturalism students can expect a variety of meals. These may include dishes such as: meat and vegetables, pasta dishes, Chinese stir-fry, curries, and roasts. Please indicate on the application if students have a special diet.

What time is the student expected home?

Students need to understand that they are living with a new family that may have different rules to their own. Students and the family need to discuss and decide on a reasonable time to be home. Students should always let their homestay families know where they are and what time they expect to return to the home.





Frequently Asked Questions - Accommodation

How can students apply for a homestay placement?

Students can request homestay when enrolling or after they begin studying at Langports. Generally, Langports requires 2 weeks' notice to organise their homestay.

If the student wants to extend homestay what needs to be done?

If a student wants to extend their homestay, they should go and see the Accommodation Officer who will take the details and then check availability with the homestay family.

Can a student pay the homestay family directly?

No. Langports organises payments for all homesay families. This is to ensure that there are no late payments, and that the relationship between the student and the homestay family does not deteriorate due to disagreements over money.

If the student has trouble in homestay who should they speak with?

The Accommodation Officer at the college.

How much notice is required if wishing to leave?

A student needs to provide the family and Langports with a minimum of 2 weeks' notice if they wish to end their homestay.

What happens if a student doesn't like their homestay family?

Every effort is made to match students with a suitable family. Both students and families must realise that they are dealing with a new culture and both may need to make some compromises. Even if they are matched with a family that is different from what they expected, the homestay experience can be great. In unusual circumstances it may be necessary to move students to a new homestay family. Every situation will be evaluated on an individual basis.

Who does the student call if there is an airport pick up problem?

Students should contact

For Brisbane: Christine Stewart: 0410 697 672 For Gold Coast: Irina Prigorneva: 0413 567 826 For Sydney: Valentina Fedi: 0499 998 520

Can two students traveling together receive a discount on airport transfer?

Airport transfers are usually charged per person. However, in some cases we can get a discount for shared transfers arriving together and going to the same address. Please contact your Regional Marketing Manager when you have a special request and provide details of the circumstances so that we can find out if the students can get a discounted transfer.

Is there a discount for return transfers?

No, the price is the same as a pick-up transfer.

Frequently Asked Questions - Courses and exams

What is the Cambridge retreat? Is it compulsory?

The Cambridge retreat is a 1 night, 2 day weekend (from Friday lunch time to Saturday evening), organised on the first or second weekend of the Cambridge course. It is a "team building" weekend designed for students to get to know each other, as they are going to spend 3 months together studying towards the same goal, taking a Cambridge examination. On this weekend, a staff member takes the students kayaking, rock climbing and surfing, and also organises an Australian barbeque. Attendance is compulsory for all students enrolled in a closed Cambridge course.

Can students start a closed course a week or two after the official starting date?

Our closed courses are built on curriculums that deliver important information and knowledge from Week 1. If students cannot make it on time for the closed IELTS or TOEIC course, we recommend that they start with UFO English and enrol into the next closed course, as they start every 5 weeks. If students cannot make it on time for the closed Cambridge course, we recommend that they start with or study Cambridge Flexi, which starts every Monday.

Can students study part-time under a student visa?

Students on a student visa need to study at least for 20 hours per week to be able to get a student visa. Langports parttime program is 16.7 hours per week, therefore students coming on a student visa are not eligible and need to study full-time.

Do we offer evening courses?

No, all our courses follow the same timetable:

- First morning class from 9.00am to 11.15am
- Second morning class from 11.35am to 12.45pm
- Afternoon class from 1.45pm to 3.30pm (from Monday to Thursday only)
- Friday classes finish at 12.30pm for the weekly graduation ceremony

When are the Cambridge, TOEIC and IELTS exams held?

Students take the Cambridge and TOEIC exam at Langports. You can find the exam dates on Langports English Exams Centre website: www.langportsenglishexams.com/datesfees

Usually, Cambridge exams are held during the week following the end of the Cambridge course. TOEIC exams are held once a month, on Fridays.

There are 5 IELTS examination centres in Brisbane, 1 on the Gold Coast and 9 in Sydney. IELTS exam dates can be found on the IELTS Australia website: http://tinyurl.com/5d8kmu

Usually, IELTS academic tests are held every 2 weeks, on Saturdays.

If you are unsure about any information, please feel free to contact your Regional Marketing Manager.

Where can I find the pre-tests?

Langports has different pre-tests, adapted for different courses (pre-test for Buisness English+, TOEIC+, Cambridge, IELTS 1 & 2 and EAP, pre-test for long-term studies, pre-test for Internships etc.) You can download the pre-tests from the agent section of our website. Please feel free to email your Regional Marketing Manager if you are not sure about which pre-test you should be using.

Can students change levels in UFO English?

Yes. Usually students take approximately 10-12 weeks to complete a level. However, the UFO English program allows each student to be reviewed weekly. Their USE teacher is responsible for their assessment and this happens every week. Students must be in the right level for each class and their USE teacher will change their level to make sure this is right.

Are the pre-tests compulsory to enter closed courses?

Yes, students wanting to enter a closed course need to take a Langports pre-test, even if students already took an exam (the exam might be outdated) or studied at another school (other schools might organise their levels differently). Please also note that it is recommended for long-term students to also take a diagnostic test so that we can be sure that the study plan they choose is suitable for them. For students who are considered elementary or pre-intermediate

by themselves with the agent's confirmation, then no pre-test necessary as we should be able to accommodate them for a long enrolment. However, for students who are Intermediate and above a pre-test is required. This is to ensure we are not over-selling and can deliver what we promise the student.

Langports Agent Manual - September 2015-Langports Agent Manual - September 2015



Frequently Asked Questions - Courses and exams

What is the TPS?

TPS stands for Tuition Protection Service. The Australian government implemented the TPS in July 2012 and since then bookings 25 weeks or longer have to be treated in a certain way.

Providers will not be allowed to collect more than 50% of the tuition fees in advance on courses of 25 weeks or more. Which means that if a student books 30 weeks on the same course, we can only collect 15 weeks' worth of fees to start and a further 15 weeks' fees 2 weeks before the second study period is due to start. Of course this is going to create extra accounting work and extra bank charges for us and our agents. So Langports suggests that you approach long term bookings (25 weeks or more) in a slightly different way in the future.

As Langports has always offered its longer term students the opportunity to have an individual Langports Study Plan which usually includes a combination of courses, it is unusual for a student to actually stay on the same course for their total enrolment. Our academic staff continuously counsel students to go to courses appropriate to their levels and their desired outcomes. In light of these legislation changes we are suggesting that agents enrol their student on a combination of courses that can total more than 24 weeks but, with no individual course more than 24 weeks. Langports can then issue separate eCOEs for each course and our agents can collect the fees for the TOTAL study program, therefore avoiding the extra administration and the extra costs.

The combination of courses will depend on your student's level of English; however, we can provide you with some examples to discuss with potential students. It is also important to assure your students that when they are at Langports, if they need or wish to change their course, they will be able to do this without any extra charges.

However, if you or your student wishes to book 25+ weeks on the same course, we are happy to accept this according to the legislation and payment requirements.

What is the length of each lesson?

The morning and afternoon classes last for 1 hour and 15 minutes, with a 5 minute break. The mid-morning class lasts for 1 hour and 10 minutes, with a 5 minute brak.

Frequently Asked Questions - Internship program

Can students undertake an internship on a tourist visa?

Students need to have the right to work to be able to do an internship. Therefore they need to come to Australia either with a Working Holiday visa or with a Student visa.

Can students undertake an internship without studying any English before?

No, the minimum study length before any internship is 4 weeks (part-time or full-time).

Do the students get paid for their internship?

All internships are unpaid and are designed to provide students with work experience in an English speaking environment. At the end of the internship, students receive a certificate and a reference letter from their host company.

What is the agent commission for an internship placement?

Agents receive \$50 for each internship placement.

Frequently Asked Questions - Demi-pair program

Can students enrol in the demi-pair program with a tourist visa?

Students need to have the right to work to be able to be a demi-pair. Therefore they need to come to Australia either with a Working Holiday visa or with a Student visa.

Do the demi-pair students get paid?

Demi-pair students are unpaid. The program is designed to provide students with work and cultural experience in an Australian family. Students can get paid if they work extra hours, that is more than 20 hours per week.

What is the agent commission for an internship placement?

Agents receive \$100 for each demi-pair placement.

Send Enrolments and Enquiries to info@langports.com

Langports' CRICOS code 026 30J













www.langports.com

Langports Agent Manual - September 2015 Langpo

