



# DOMINION ENGLISH SCHOOLS



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**2008**

**COURSES/ACCOMMODATION/  
CODE OF PRACTICE**





New Zealand

# DOMINION ENGLISH SCHOOLS

www.dominion.school.nz

## DOMINION TEACHING ASSOCIATES LTD

### AUCKLAND

P.O. Box 4217 Auckland, New Zealand  
Fax (+64 9) 377 3473 Ph (+64 9) 377 3280  
english@dominion.school.nz

### CHRISTCHURCH

P.O. Box 3908 Christchurch, New Zealand  
Fax (+64 3) 365 5215 Ph (+64 3) 365 3370  
study@dominion.school.nz

## 2008: COURSES/ACCOMMODATION/CODE OF PRACTICE

REV.1

Classes are Monday to Friday, from 9:00 - 12:00noon in the morning, and in the afternoon either 1:00 - 4:00pm, or 1:00 - 2:30pm, or 3:00 - 4:00pm. There is a half hour tea/coffee break in the morning from 10:30 - 11:00am, and in the afternoon from 2:30 - 3:00pm. One afternoon each week, 1:00 - 4:00pm, all afternoon students in the school join together and have a choice from many language activities which cover many skills.

### 1. GENERAL ENGLISH COURSES

- Course starting dates: Every Monday of the year  
Absolute beginners can start any Monday of the year, but at DOS discretion fees may be transferred to the equivalent of individual tuition until student's level is adequate to join suitable classes.
- Levels available: Maximum 8 levels (Absolute Beginner to Advanced)
- Length of course: Minimum 2 weeks; maximum 52 weeks
- PART-TIME:** 12.5 hours a week  
Course times: Mornings 9:00 - 12:00 or afternoons 1:00 - 4:00pm.  
Course content: Morning classes emphasise grammar and structural English; afternoon classes emphasise communicative English and structured conversation. There may be a CALL component in some afternoon classes.
- INTENSIVE:** 20 hours a week  
Course times: Mornings 9:00 - 12:00 and afternoons 1:00 - 2:30pm.  
Course content: Mornings classes emphasise grammar and structural English; afternoon classes emphasise communicative English. There may be a CALL component in some afternoon classes.
- FULL-TIME:** 25 hours a week  
Course times: Mornings 9:00 - 12:00 and afternoons 1:00 - 4:00pm  
Course content: Mornings and afternoons same as part time
- FULL TIME PLUS INDIVIDUAL:** 30 hours a week  
Course times: Mornings 9:00 - 12:00noon, afternoons 1:00 - 4:00pm and evenings 4:15 - 5:15pm.  
Course content: Same as full time, plus one hour individual daily 4:15-5:15pm (This course is recognised by the "Behörde fuer Bildung und Sport" der Freien und Hansestadt Hamburg, Germany)
- CONVERSATION:** 5 hours a week  
Course times: Afternoons 3:00 - 4:00pm  
Course content: Structured conversation
- INDIVIDUAL:** Courses arranged at times to suit individual needs

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### COURSE RECOGNITION

All Dominion courses are recognised by the New Zealand Qualifications Authority (NZQA).  
The University of Canterbury in Christchurch, certifies that Dominion students who achieve the following standards have satisfied the English language requirements for entry to undergraduate courses: Cambridge Certificate in Advanced English with a grade A; Cambridge Certificate of Proficiency in English with a grade C or higher.

### 2. EXAM COURSES (see page 10 for Examination Courses Timetable)

CAMBRIDGE (PET, BEC Vantage, First Certificate, Advanced, Proficiency); IELTS; TOEFL; TOEIC.

#### ENTRY TO EXAM COURSES

Acceptance into all examination courses is at the discretion of the Director of Studies.

CAMBRIDGE EXAM COURSES: Dominion will send details of assessment tests. If student's level is found to be below the required entry level after student arrival in New Zealand, student will either take a General English Course or transfer to an Exam Course at a lower level (if available).

IELTS, TOEFL AND TOEIC COURSES: Students wishing to take these Exam Courses need to enrol for a General English Course that commences at least 2 weeks before the chosen Exam Course Registration date. When in New Zealand, the student will be assessed prior to entry to the chosen Exam Course. If student level is not satisfactory, the student can either continue with a General English Course or transfer to an Exam Course at a lower level (if available).

#### NOTES FOR CAMBRIDGE EXAM STUDENTS

Examinations are usually held in the week after the Exam Course has finished. Students need to ensure they book accommodation for this extra period. Teachers are available at no extra charge to assist students with revision and exam preparation during the examination week. Students may sit Cambridge exams at more than one level if they wish. (Conditions apply)

REV.1-9.05.07

### **3. BUSINESS ENGLISH COURSES**

#### **CAMBRIDGE BEC VANTAGE**

A University of Cambridge Business Examination course for students with or without business experience. Course dates are in the EXAMINATION COURSES TIMETABLE. Course entry acceptance information is outlined in 2. EXAM COURSES

#### **ENGLISH PLUS BUSINESS STUDIES**

An introduction to the language of the business world, for students with Intermediate level of English and above.

Length of course:	4 weeks
Course starts:	Monday 21 January (Christchurch), Monday 23 June (Christchurch), Monday 4 February and Monday 21 July (Auckland).
Course content:	General English in the mornings. In the afternoons students are introduced to the language of the business world.
Topics covered include:	applying for a job; introduction to business correspondence; telephone English; speaking and listening in business; etc.
Fee includes:	25 hours of tuition a week and a Dominion Certificate of Achievement in Business Studies
Entry requirement:	Intermediate +

#### **EXECUTIVE BUSINESS ENGLISH**

Length of course:	2 weeks
Course starts:	Monday 25 August (Auckland only) - Maximum 6 students in a class.
Course content:	A wide variety of business-related topics are covered including: Social English for executives; effective communication in organisations; good customer service and handling difficult customers; making presentations; business correspondence; effective negotiating; formal and informal meetings; active listening; non-verbal communication; etc. At the beginning of the course, a needs assessment will be conducted to ensure that the course is tailor-made to students' requirements.
Fee includes:	20 hours tuition a week, a Dominion Certificate of Achievement in Executive Business English and 2 hours conversation with a practising English speaking professional.
Entry requirement:	Intermediate + (students should be practising professionals)
Homestay Accommodation:	If chosen, will have ensuite bathrooms.

### **4. ENGLISH PLUS COURSES**

#### **HOLIDAY ENGLISH PROGRAMME**

Length of course:	Minimum 1 week; maximum 4 weeks
Course starts:	Every Monday of the year (Auckland and Christchurch)
Course content:	General English in the mornings; 15 hours of activities in the afternoons. There are a variety of cultural, social and sporting activities to enable students to enjoy their New Zealand experience.
Fee includes:	English lessons and activities (escort, transport, entrance fees and equipment).
Entry requirement:	All levels of English accepted

#### **ENGLISH PLUS CHRISTMAS EXPERIENCE**

Length of course:	2 weeks
Course starts:	Monday 22 December (Auckland and Christchurch)
Course content:	General English in the mornings and activities in the afternoons, on the days the school is open. Before Christmas there is a Christmas Party with Santa Claus, a present from Santa Claus, games and food. Before New Year there is an afternoon at the beach with a BBQ lunch, swimming and games.
Fee includes:	14 nights homestay accommodation, 6 mornings of English lessons, 6 afternoons of activities (including Christmas Party and New Year BBQ).
Entry requirement:	All levels of English accepted

#### **ENGLISH PLUS GOLF**

Length of course:	2 weeks
Course starts:	Every Monday of the year (Auckland only)
Course content:	General English in the mornings. On 6 afternoons (1.00 - 4.00pm) there is individual professional golf tuition at a Golf Driving Range for 1/2 hour. Following this individual tuition there is 2 1/2 hours of practice time at the Golf Driving Range. The other 4 afternoons are free - Dominion will give advice on location of golf courses around the city. Other Dominion students may want a game of golf!
Fee includes:	English lessons in the mornings; 6 afternoons of golf (transport, professional tuition, equipment).
Entry requirement:	All levels of English and all levels of golf accepted

## ENGLISH PLUS NEW ZEALAND STUDIES

Length of course:	3 weeks
Course starts:	Monday 14 January (Auckland), Monday 7 April (Christchurch), Monday 21 July (Auckland), Monday 11 August (Christchurch), Monday 10 November (Auckland).
Course content:	General English in the mornings. In the afternoons students are introduced to life in New Zealand, including aspects of culture, history, flora and fauna, geography and New Zealand food. There are visits to museums, art galleries, a working farm, a marae (Maori meeting place), a brewery (to taste New Zealand beer) and a vineyard (to taste New Zealand wine). All Courses include environmental studies. The course at Christchurch in November has an agriculture emphasis.
Fee includes:	English tuition, afternoon excursions (escort, transport, entrance fees).
Entry requirement:	Intermediate +

## ENGLISH PLUS PHYSICAL WELL BEING

Length of course:	1 week (can be extended after arrival)
Course starts:	Every Monday of the year (Auckland and Christchurch)
Course content:	General English in the mornings. In the afternoons, 1.00pm-4.00pm, students have access to all the facilities of a Downtown gymnasium including a sauna. At the beginning of the week a Personal Trainer will design an individual well-being programme to suit your individual requirements
Fee includes:	English lessons, one hour with a Personal Trainer, full use of the gymnasium facilities
Entry requirement:	Low Intermediate +

## ENGLISH PLUS RUGBY

Length of course:	4 weeks full time English (may be extended); Rugby activities for the rugby season
Course starts:	Every Monday from March to June (Auckland only)
Course content:	General English in the mornings and afternoons. One lesson after school, 4.15 - 5.15pm, on Rugby English. Membership of a local rugby club for socialising in the club rooms and after the Saturday games with rugby people. One rugby practice a week, in the evenings. A rugby game on Saturdays, if you are selected for a team. (Team trials in March and April)
AUCKLAND:	College Rifles Rugby Club ( <a href="http://www.aucklandrugby.co.nz">www.aucklandrugby.co.nz</a> ). 2,500 members (some members also play badminton, squash, netball and lacrosse - you are welcome to join in these games as well). There is a wide range of rugby teams, from beginners to advanced, men's and women's. Most of New Zealand's Women's Rugby Team have come from this club. The club rooms are open Monday-Friday 4.00 pm - midnight and Saturday 4.00pm - 1.00am. There are 3 bars and a casino.
Fee includes:	English lessons, membership of the rugby club.
Fee does not include:	Transport, rugby gear (boots, socks, jersey) - about NZ\$400
Entry requirement:	Low intermediate +

## ENGLISH PLUS SAILING

Length of Course:	1 week
Course starts:	14 January, 11 February, 10 March (Auckland only). For other starting dates visit <a href="http://www.pennywhiting.com">www.pennywhiting.com</a>
Course content:	General English in the mornings; Sailing lessons in the afternoons, Monday - Friday, 12.00pm - 3.00pm. Students are taught all aspects of sailing aboard a 47' keeler, "Endless Summer". Students gain skills and confidence in boat handling and safety. The tutor, Penny Whiting, has been teaching people of all ages to sail for over 30 years.
Fee includes:	General English, sailing lessons, a book on sailing
Fee does not include:	Soft-soled shoes and sailing gloves (these can be hired)
Entry Requirement:	Low Intermediate +

### Other Sailing Opportunities in Auckland:

(Dominion can assist after arrival): sailing around Auckland harbour in mornings and afternoons; sailing to an island with a beach BBQ; participating as a crew member on an America's Cup yacht; 2 day sailing cruise with opportunities for snorkelling, fishing and swimming.

## ENGLISH PLUS SCUBA DIVING (minimum 6 in a group)

Length of course:	3 weeks
Course starts:	Monday 4 February (Auckland only)
Course content:	3 weeks of General English in mornings; 3 weeks of Scuba English in afternoons; 2 evenings a week (6.00pm-9.30pm) at Auckland Dive Centre (lessons in snorkelling, swimming and diving skills, rescue techniques, navigation and dive planning); one weekend (2 days/1 night) at Poor Knights Islands for 4 open water dives
Fee includes:	General English lessons; Scuba English lessons; 6 evenings at Dive Centre; Weekend (transport, accommodation); hire scuba diving equipment; manual; Medical Examination and Medical Certificate, PADI Open Water Certificate (internationally recognised)
Fee does not include:	transport in Auckland ; meals on Dive weekend
Entry requirement:	Intermediate + English; Proven ability to swim 200m confidently and float for 10 minutes; receiving a satisfactory Medical Certificate from a Dominion recommended doctor

NOTE: Dive Course fees will be refunded if the student is not accepted for the course



## ENGLISH PLUS TENNIS

Length of course:	1 week (can be extended after arrival)
Course starts:	Every Monday (Auckland only)
Course content:	General English in the mornings. One hour individual professional tennis coaching each afternoon. Further games can be arranged. Tennis will be indoors or outdoors, depending on the weather
Entry requirement:	Low intermediate English, all levels of tennis accepted
Fee includes:	General English, 5 hours of individual professional coaching
Fee does not include:	tennis shoes, tennis racket

## ENGLISH PLUS WINE TASTING

Length of course:	3 weeks (including two Saturdays)
Course starts:	Monday 14 January (Auckland), Monday 7 April (Christchurch), Monday 21 July (Auckland), Monday 11 August (Christchurch), Monday 10 November (Auckland).
Course content:	Same as English Plus New Zealand Studies from Monday-Friday. On the two weekends, on Saturdays, there is a wine tasting tour (lunch included)
Fee includes:	English lessons, afternoon and Saturday activities, entrance fees, escort.
Entry requirement:	Intermediate+

## **5. 50 PLUS COURSES** - (For students 50 years +)

At each school there is a separate 'Kiwi lounge' with free postcards and writing materials for quiet time/privacy. Mentors are available who speak your first language and are available at no extra cost to accompany you to doctor/dentist/etc. A Dominion staff member is assigned to be your "friend/buddy" while you are at Dominion.

ACCOMMODATION: There are many accommodation options. If you choose homestay, we can arrange host families that meet your requested requirements.

WEEKEND ACTIVITIES: Dominion arranges activities every weekend of the year. Most accommodation is in dormitories, but you can request a single room for an additional fee.

### COURSES:

(1) 50 Plus students are welcome to join any Dominion courses.

(2) 50 Plus Two Week Programme:

Length of course:	2 weeks
Course starts:	Monday 18 February (Christchurch), Monday 1 December (Auckland).
Course content:	General English in the mornings, integrated into the existing Dominion international classes. In the afternoons, 1.00pm - 4.00pm, there is a choice of activities (the 50 Plus students on the course select their programme - other students may join) from: wine tasting; painting, pottery, garden visits, flower arranging, golf, Maori concert, museum and art gallery visits, zoo visit, bone carving, shopping, etc.

(3) 50 Plus Tour: Integrated into existing classes and activity programmes at schools in Auckland and Christchurch. Public Intercity bus travel. There will be New Zealanders and overseas tourists sharing these public buses. Teacher/guide for one hour guided English conversation daily on tour. Shared motel on tour. Two meals daily in homestay. No meals included in fee on tour. Named tour activities included in fee.

Length of course: 3 weeks

TOUR STARTS AUCKLAND: SUNDAY 30 MARCH: Home stay accommodation

MONDAY 31 MARCH - SATURDAY 4 APRIL: AUCKLAND - DOMINION ENGLISH SCHOOLS

English in mornings Monday - Friday. Homestay accommodation (7 nights)

Activities in afternoons Monday- Friday

DEPART SUNDAY 6 APRIL FOR TOUR

ROTORUA (2 nights): Swim in hot pools, visit geysers and mud pools, farm show. TAUPO (1 night): Fishing. NAPIER (1 night): Art deco tour; wine tasting tour.

WELLINGTON (1 night): Te Papa Museum, Karori Bird Sanctuary, Parliament. PICTON (1 night) KAIKOURA: whale watching

SATURDAY 12 APRIL - SATURDAY 19 APRIL: CHRISTCHURCH - DOMINION ENGLISH SCHOOLS

English in mornings Monday - Friday. Homestay accommodation (7 nights).

Activities in afternoons Monday - Friday

TOUR ENDS CHRISTCHURCH: SATURDAY 19 APRIL

## **6. FAMILY COURSES**

Available January, February, March, June, July, August, December in Auckland and Christchurch. Family members 14 to 17 years old join the Teenage School, other family members join the Senior School.

Accommodation for all the Family is in a Furnished Apartment or Self-catering Motel. One registration fee applies for the whole family.

## **7. TEENAGE SCHOOL** For students 14 years - 17 years.

All lessons include instruction in personal motivation and goal planning. All students under the age of 18 who have no legal guardians permanently resident in New Zealand must stay at Dominion arranged accommodation. Strict adult supervision at all times. Outbound flights are confirmed before departure. Agents/parents are advised of safe arrival.

Length of course:	Minimum 1 week. Please note there is a 4 week activity cycle.
Course starts:	Courses available January, February, March, June, July, August and December.
Course content:	12.5 hours English a week in mornings (breaks at various times); 15 hours of activities a week in afternoons.
Fee includes:	English lessons and activities (escort, transport, entrance fees and equipment). Cultural, social and sporting activities are arranged to enable students to enjoy their New Zealand experience. Students 16 years + at their request and DOS approval may transfer to the Senior School. For fulltime English, DOS approval and parental permission in writing is required.

**AIRPORT TRANSFER SERVICE:** Teenage School students who arrive at Auckland International Airport, for a course at Dominion English School in Christchurch, will receive, when requested in advance, assistance to transfer from the Auckland International Airport to the Auckland Domestic Airport. Teenage School students can also be met on arrival and transferred to their accommodation in both Auckland and Christchurch and request to be transferred back to the airport at the end of their studies (transfer fees apply).

## **8. TRAVELLING CLASSROOMS**

### **THE ULTIMATE NEW ZEALAND EXPERIENCE**

Length of course:	4 weeks
Course starts:	Sunday 24 February (Auckland)
Course ends:	Saturday 15 March (Christchurch)
Course content:	Sunday 24 February - Saturday 1 March: Homestay accommodation in <u>Auckland</u> (7 nights). Monday 25 February - Friday 29 February: Holiday English course at Dominion Auckland. Sunday 2 March - Saturday 15 March: (14 nights) Touring New Zealand (details on <a href="http://www.magicbus.co.nz">www.magicbus.co.nz</a> "New Zealand Encounter"); Whitianga, Coromandel, Thames, Waitomo, Rotorua, Taupo, Turangi, Wellington, Picton, Nelson, Greymouth, Franz Josef, Queenstown, Dunedin, Tekapo. Accommodation in backpacker dormitory. Dominion teacher/guide with you, for one hour English conversation daily. There will be other New Zealanders and tourists on the same bus. Sunday 16 March - Saturday 22 March: Homestay accommodation in <u>Christchurch</u> (7 days). Monday 17 March - Thursday 20 March: Holiday English course at Dominion Christchurch (Friday 21 March is a public holiday).
Fee includes:	14 nights homestay accommodation in Auckland and Christchurch; 14 nights Backpacker dormitory accommodation; Holiday English courses at Dominion in Auckland and Christchurch; Tour as outlined.
Fee does not include:	Meals and activities on Tour.
Entry requirement:	All levels of English accepted; 18 years plus.

## **9. TEACHER REFRESHER COURSES**

Length of course:	2 weeks
Course starts:	Every Monday of the year (Auckland and Christchurch).
Course content:	
MORNINGS FIRST WEEK:	daily 09.00am-10.30am, and 11.00am-12.00 noon: integrated into existing Dominion international classes, at relevant level, to experience life as a student. (12.5 hours of English tuition)
MORNINGS SECOND WEEK:	09.00am-10.30am daily, observing a selection of classes at different levels; 11.00am-12.00noon daily, observation feedback and discussion on related methodology topics, with a Dominion Senior Teacher.
AFTERNOON BOTH WEEKS:	join the Dominion Activity programme (1.00pm-4.00pm)- a variety of cultural, social and sporting activities to enable students to enjoy their New Zealand experience
Fee includes:	English lessons, observations and discussions as outlined and activities (escort, transport, entrance fees and equipment)
Entry requirement:	a practising non-native teacher of English

## **10. WORK AND STUDY IN NEW ZEALAND PROGRAMMES**

### **WORKING HOLIDAY VISA**

Available for students aged 18-30 years, from 26 different countries

Available for 12 months: Students from some countries can apply online - [www.immigration.govt.nz](http://www.immigration.govt.nz)

Can study a maximum of 12 weeks

Can work a maximum of 12 weeks in any one job

If a student wishes to use Dominion's services to find work, and the use of Dominion facilities, then the student must first study at the Dominion school in the city where work is wanted for a minimum of 100 contact hours

### **WORK AND STUDY VISA**

Available to students of all nationalities, of all ages (18 years +)

Minimum study 24 weeks (20 hours a week)

Maximum 20 hours a week work while you study

Must have IELTS 5.0 at time of application (no other tests are acceptable)

Students who obtain a Work and Study Visa to Study at Dominion, receive free as part of their Dominion course: a Two Week Intensive Bar Course, in the evenings, at the Auckland Professional Bar School. ([www.barcourse.co.nz](http://www.barcourse.co.nz)). This course provides a student with the skills to work in bars, cafes and restaurants: bar tending, cocktail mixing, coffee making, service in cafes and restaurants, use of cash registers, credit cards, eftpos, customer service, knowledge of wine and food, etc. Successful students are awarded a Bar, Cocktail and Restaurant Diploma. This Diploma and these skills help students obtain work, with the assistance of Dominion and The Professional Bar School.

Information is on [www.immigration.govt.nz](http://www.immigration.govt.nz)

Most work available is in the travel and hospitality industries. Seasonal work is available on farms and in orchards and vineyards

"Work Experience", where a student wishes to develop career skills, is difficult to arrange for short term employment, and nearly always requires an interview after the student arrives in New Zealand. Dominion provides assistance to find suitable "Work Experience", but can offer no guarantees. Payment for casual work is usually NZ\$10-12 hour, taxed. For information on New Zealand tax laws visit [www.ird.govt.nz](http://www.ird.govt.nz)

DOMINION PROVIDES: (1) FREE job placement service, after the student arrives in New Zealand (2) FREE on-going support and advice (tax rates, minimum wages, workers' rights, employment law) (3) FREE access to Dominion facilities (email, student lounge, etc) while in NZ (4) FREE monthly lecture on "Living, Travelling and Working in New Zealand" (at Dominion Auckland).

CONDITIONS: (1) Dominion does not guarantee work placement

(2) Dominion guarantees a minimum of three job interviews: these can be for work anywhere in New Zealand; student responsible for own travel expenses

(3) student must be prepared to work a minimum of 8 continuous weeks in any one job if required

(4) student should provide Dominion with a copy, in English, of past Work Experience in advance of arrival

(5) Dominion will provide assistance to prepare a CV for job applications (6) Dominion must be provided with a copy of the student's travel and medical insurance, from the time of leaving home, until the time of arriving back home.

NOTES: (1) Dominion arranges only work that is legal and taxed

(2) Dominion does not arrange any employment that involves working with people under the age of 18

(3) Dominion does not arrange Au Pair work because Au Pair work is illegal in New Zealand.

COURSES START every Monday of the year





# The Dominion Staircase To Success

8. Cambridge Proficiency, Cambridge Advanced, English Plus Business Studies, General English, IELTS, TOEFL, Executive Business English

7. Cambridge First Certificate, Cambridge Advanced, Cambridge Proficiency, Cambridge BEC Vantage, English Plus Business Studies, General English, IELTS, TOEFL, TOEIC, Executive Business English

**ENTRY TO POLYTECHNIC / UNIVERSITY**

6. Cambridge First Certificate, Cambridge BEC Vantage, English Plus Business Studies, General English, IELTS, TOEFL, TOEIC, Executive Business English

5. Cambridge Preliminary, English Plus Business Studies, General English, IELTS, TOEFL, TOEIC, Executive Business English

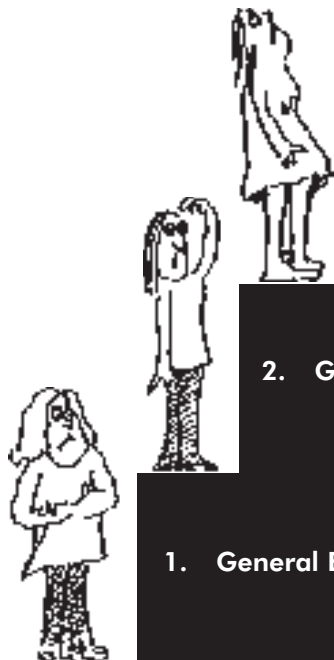
**ENTRY TO HIGH SCHOOL**

4. Cambridge Preliminary, General English

3. General English

2. General English

1. General English



## LEVEL SYSTEM

- |   |   |
|---|---|
| 1. Non-User of English, Absolute Beginner, Beginner. IELTS 1. TOEFL 200 | 5. Independent User, Intermediate. IELTS 5. TOEFL 450-500           |
| 2. Intermittent User, False Beginner, Elementary. IELTS 2. TOEFL 300    | 6. Competent User, Upper Intermediate. IELTS 6. TOEFL 500-550       |
| 3. Waystage User. Elementary. Pre-Intermediate. IELTS 3. TOEFL 400      | 7. Good User, High Intermediate. Advanced 1. IELTS 7. TOEFL 550-600 |
| 4. Threshold User, Low Intermediate. IELTS 4. TOEFL 400-450             | 8. Very Good User. Advanced 2. IELTS 8. TOEFL 600+                  |

You can start any Monday. On your first day you are assessed with a written test and an oral interview and placed in a level to suit your individual requirements. Each week your progress is reviewed by the Director of Studies and your teacher. An average student takes 10-12 weeks to progress from one level to the next.



PO Box 4217, Auckland, New Zealand  
 Phone: (+64 9) 377 3280  
 Fax: (+64 9) 377 3473  
 english@dominion.school.nz  
 http://www.dominion.school.nz

**New Zealand**  
 Auckland & Christchurch

**EXAM COURSES:**

Cambridge:	University of Cambridge (England)	TOEFL:	Test of English as a Foreign Language
IELTS:	International English Language Testing System	TOEIC:	Test of English for International Communication

**DOMINION COURSES:** General English  
 English Plus Business Studies  
 Executive Business English



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**DOMINION TEACHING ASSOCIATES LTD**  
**AUCKLAND**  
 P.O. Box 4217 Auckland, New Zealand  
 Fax (+64 9) 377 3473 Ph (+64 9) 377 3280  
 english@dominion.school.nz

**CHRISTCHURCH**  
 P.O. Box 3908 Christchurch, New Zealand  
 Fax (+64 3) 365 5215 Ph (+64 3) 365 3370  
 study@dominion.school.nz

## 2008: EXAMINATION COURSES TIMETABLE

EXAM	LEVEL	LENGTH (weeks) Full-time 25 hours per/ week	REGISTRATION (last day)	COURSES START	EXAM DATE (confirm on enrolment)	CENTRE A=Auckland C=Christchurch
Cambridge Proficiency (CPE)	7,8	12	26 January <sup>#</sup>	17 March	12 June	A or C
		12	18 July <sup>#</sup>	15 September	11 December	A or C
Cambridge IELTS <sup>1</sup>	5,6,7,8	4	1 January <sup>#</sup>	11 February	Students arrange own exam	A
		4	16 May <sup>#</sup>	16 June		A
		4	4 July <sup>#</sup>	4 August		C
TOEFL*	5,6,7,8	4*	11 January <sup>#</sup>	11 February	Students arrange own exam	C
Cambridge Advanced (CAE)	7	9	21 December 2007 <sup>#</sup>	7 January	8 March	A+C
		12	15 February <sup>#</sup>	17 March	11 June	A+C
		12	15 August <sup>#</sup>	15 September	10 December	A+C
Business English Certificate II (BEC Vantage)	6,7	10	21 December 2007 <sup>#</sup>	7 January	14 March	A
		12	15 February <sup>#</sup>	17 March	6 June	C
		12	8 August <sup>#</sup>	8 September	29 November	A or C
Cambridge First Certificate (FCE)	5,6,7	9	21 December 2007 <sup>#</sup>	7 January	8 March	A+C
		12	15 February <sup>#</sup>	17 March	10 June	A+C
		12	15 August <sup>#</sup>	15 September	9 December	A+C
Test of English for International Communication (TOEIC)* <sup>1</sup>	5,6	4*	23 May <sup>#</sup>	23 June	18 July	A
		4*	6 June <sup>#</sup>	7 July	1 August	C
		4*	5 September <sup>#</sup>	6 October	31 October	A
<i>TOEIC examination on request. 3 weeks advance booking.</i>						
Cambridge Preliminary (PET)	4,5	8	21 December 2007 <sup>#</sup>	21 January	15 March	C
		8	6 April <sup>#</sup>	16 April	7 June	A
		8	29 August <sup>#</sup>	29 September	22 November	A
		8	12 September <sup>#</sup>	13 October	5 December	C

\* - General English in morning, examination preparation in afternoon. Examination preparation may be done as a part-time afternoon course.

# - Minimum numbers of confirmed candidates must be reached by this date. Check with Dominion.

<b>CAMBRIDGE PET</b>	Evidence of basic language skills and ability to survive in an English speaking environment
<b>CAMBRIDGE BEC VANTAGE</b>	Business Certificate Examination course for those with or without work experience.
<b>CAMBRIDGE FIRST CERTIFICATE (FCE)</b>	Widely accepted by employers as proof of English language competence in day-to-day situations.
<b>CAMBRIDGE ADVANCED (CAE)</b>	Aimed at the workforce. Widely accepted by employers as proof of competence in work-based English at an advanced level.
<b>CAMBRIDGE PROFICIENCY (CPE)</b>	Widely accepted by polytechnics and universities as proof of English language competence. Accepted in some non-English speaking countries as a qualification to teach English as a second language.
<b>CAMBRIDGE IELTS</b>	Widely accepted by polytechnics and universities as proof of English language competence. Sometimes also used by Immigration Departments as proof of English language competence.
<b>TOEFL</b>	Widely accepted by polytechnics and universities as proof of English language competence. Necessary requirement for all students wishing to study in the USA.
<b>TOEIC</b>	Widely accepted in Asia as a standard of English for employment. Also recommended for students planning to take a higher level of TOEFL.

## ACCOMMODATION OPTIONS

Dominion's welfare officers monitor all Dominion homestays. Dominion inspects and approves all Dominion homestay providers. A homestay is a family, and not a hotel. We cannot guarantee placements if we are not provided with arrival details at least 2 weeks prior to arrival or if arrival details are changed within 2 weeks prior to arrival. Changes can be made to homestay if at least 2 weeks notice is given.

Bus routes in Auckland: [www.maxx.co.nz](http://www.maxx.co.nz)

Bus routes in Christchurch: [www.metroinfo.org.nz](http://www.metroinfo.org.nz)

TRAVEL TIMES BETWEEN ACCOMMODATION AND DOMINION: All accommodation options, except homestay and self-catering motel, are within 10 minutes walking distance of Dominion schools. In Auckland homestays are 30-45 minutes on average by public bus or ferry. In Christchurch homestays are about 20-30 minutes by public bus from the school.

Dominion can arrange accommodation on your behalf and can assist you in determining the suitability of a variety of forms of accommodation available.

### HOMESTAY

With a New Zealand family. Breakfast and dinner Mondays to Fridays.  
Breakfast, lunch and dinner Saturdays, Sundays and Public Holidays.  
Single room. Washing done (not ironing).  
Only one student of each nationality in the house (unless otherwise requested)

#### TYPICAL NEW ZEALAND MEALS:

Breakfast: cereal, fruit, milk, toast, tea/coffee

Lunch: sandwich, fruit, tea/coffee

Dinner: meat or chicken, with potatoes and salad, bread, water

### FURNISHED APARTMENT

Two bedroom/lounge (sleeps two), small kitchen, bathroom, laundry facilities. Fully furnished.  
Cleaned once a week. Fresh linen weekly. Students must provide own meals.

### HOSTEL

Single room. Linen provided. Cooking and laundry facilities available (bring your own towel).

### BACKPACKER (Dormitory)

Linen provided. Cooking and laundry facilities available.

### SELF CATERING (MOTEL)

Twin room, ensuite bathroom, fully equipped kitchen, all linen and bedding supplied, TV, telephone.

## 2008 PUBLIC HOLIDAYS

These are the only days Dominion is closed:

1 January, 2 January, 28 January (Auckland only), 6 February, 21 March, 24 March, 25 April, 2 June, 27 October, 14 November (Christchurch only), 25 December, 26 December.

#### INTERACTIVE STUDENT NEWS ON WWW.

Students are encouraged to contribute news and photos for inclusion on [www.dominion.school.nz](http://www.dominion.school.nz) E-mail to [english@dominion.school.nz](mailto:english@dominion.school.nz)

#### STUDENT REUNIONS

At present Dominion organises regular student reunions in Argentina, Japan, Korea and Switzerland.

If you would like information, ensure you register before you leave Dominion, or register on [www.dominion.school.nz](http://www.dominion.school.nz) in the Student News section.

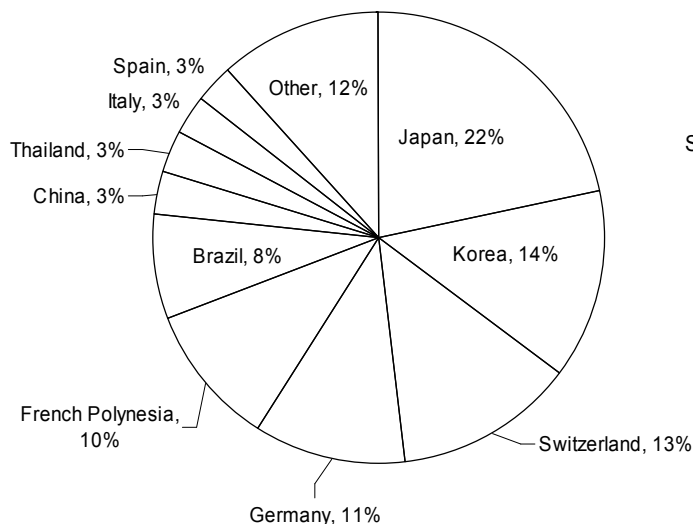
#### DOMINION'S BIRTHDAY PARTIES

Dominion celebrates its birthday each year, with a party for the students currently at school, and any other students visiting.

AUCKLAND celebrates in August (2008 is the 39th birthday) and CHRISTCHURCH celebrates in February (2008 is the 17th birthday)

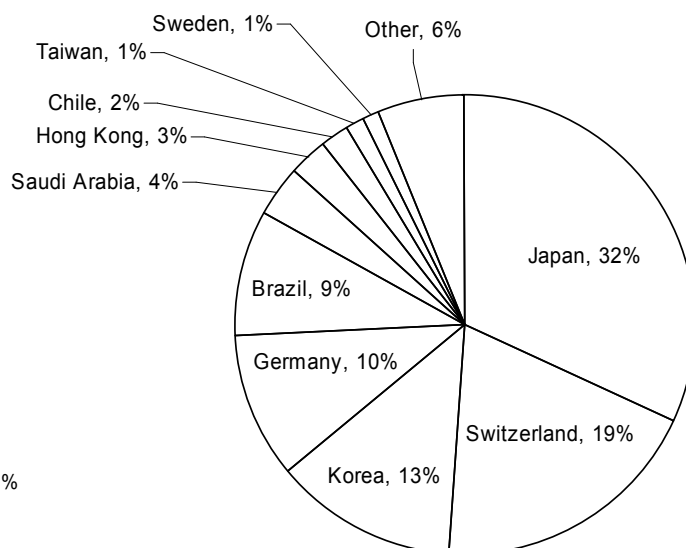
## 2006 STUDENT NATIONALITIES

### AUCKLAND (29 nationalities)



OTHER: Argentina, Austria, Belgium, Canada, Chile, Czech Republic, Finland, France, Greenland, Hungary, Malaysia, Mexico, Netherlands, Paraguay, Peru, Russia, Saudi Arabia, Sweden, Taiwan

### CHRISTCHURCH (26 nationalities)



OTHER: Austria, Czech Republic, Denmark, Finland, France, Greenland, Italy, Mexico, Netherlands, New Caledonia, Paraguay, Slovakia, Spain, Tahiti, Thailand, Uruguay

## CODE OF PRACTICE

**CODE:** Dominion English Schools has agreed to observe and be bound by the Code of Practice for the pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>

**IMMIGRATION:** Full details of visa and permit requirements and advice on rights to employment in New Zealand can be viewed on the New Zealand Immigration Service Website at <http://www.immigration.govt.nz>

**ELIGIBILITY FOR HEALTH SERVICES:** Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.acc.co.nz>

**ACCIDENT INSURANCE:** The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>

**MEDICAL AND TRAVEL INSURANCE:** International students must have appropriate and current medical and travel insurance while studying in New Zealand.



## APPENDIX 1: SUMMARY CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

### Introduction

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for.

New Zealand educational providers have an important responsibility for international students' welfare.

This pamphlet provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

### What is the Code?

The Code is a document that provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

### Who does the Code apply to?

The Code applies to all education providers in New Zealand with international students enrolled. The Code is mandatory to these providers and must be signed by them.

### What is an "international student"?

An "international student" is a foreign student studying in New Zealand.

### How can I get a copy of the Code?

You can request a copy of the Code from your New Zealand education provider. The Code is also available online from [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international)

### How do I know if an education provider has signed the Code?

The New Zealand Ministry of Education maintains a register of all signatories to the Code. This is available online from [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international). If the education

provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

### What do I do if something goes wrong?

If you have concerns about your treatment by your education provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further.

If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

### What is the International Education Appeal Authority (IEAA)?

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their education provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

### How can I contact the IEAA?

You can write to the IEAA at:

#### International Education Appeal Authority

#### C/- Ministry of Education

Private Bag 47-911,

Ponsonby, Auckland

Phone: (09) 374 5481

Fax: (09) 374 5403

Email: [info.ieaa@minedu.govt.nz](mailto:info.ieaa@minedu.govt.nz)

### What will the IEAA do?

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on education providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and / or requiring that remedial action be undertaken.

The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate.

The education provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel.

The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

### What can the Review Panel do?

The Review Panel can remove or suspend an education provider as a signatory to the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

### A summary of the Code of Practice for the Pastoral Care of International Students

#### The Code sets standards for education providers to ensure that:

- high professional standards are maintained
- the recruitment of international students is undertaken in an ethical and responsible manner
- information supplied to international students is comprehensive, accurate, and up-to-date
- students are provided with information prior to entering into any commitments
- contractual dealings with international students are conducted in an ethical and responsible manner
- the particular needs of international students are recognised
- international students are in safe accommodation
- all providers have fair and equitable internal procedures for the resolution of international student grievances

Full details of what is covered can be found in the Code itself.

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

