

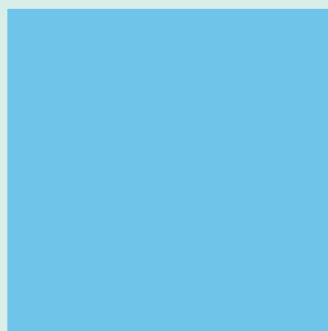
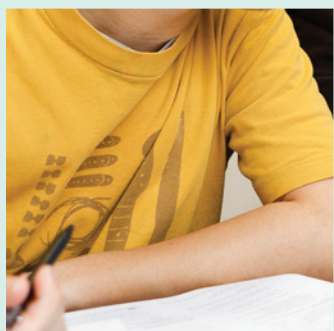
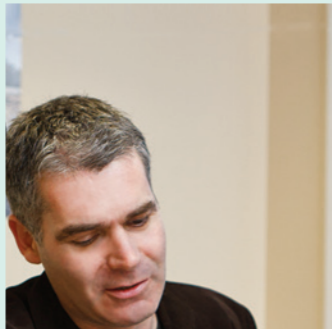


Student Guide Book
2011 Prospectus

Sheffield College of Studies



Sheffield College of Studies



We promise ...

We pledge to provide education of the highest standard.

In a constantly changing global marketplace, it takes commitment to define yourself. Whether you are looking for a new profession or a place to start, Sheffield College of Studies offers the right opportunity for you.



With communication, travel and business becoming increasingly international, one language is needed to bridge the gap between different countries and languages. English is the language that is the key to unlocking global opportunities. People these days need to be able to communicate with fluency and accuracy in everyday situations.

Your success

You rarely make progress by standing idly on the sidelines, hoping and waiting on your future. You achieve success by implementing your ideas. We support your steps in putting your ideas into action. Challenge what your future holds with Sheffield College of Studies.

In early 2002, 14 students from Taiwan, Korea and Japan formed Sheffield's first intake to deliver General English courses only. Today, Sheffield College boasts enrolment of more than 200 students, who come from various countries and across continents.

The mission of Sheffield College is to offer educational programmes which prepare students for full participation in the rapidly changing environment of international employment and education. We are proud of our achievements with students, who while in New Zealand, have access to the Diploma in Business training facilities in Auckland.

Our range of courses will help you to find the best route to your personal goals. We work hard to make Sheffield the college where you can meet and make friends with students from many other countries, a place where you will have opportunities to become integrated into a community of welcoming New Zealanders in a friendly educational atmosphere.

Why do students learn to speak more quickly when they are overseas?

English courses taught in your native country are a good start, and they will be useful once you take the next step and enroll in an immersion program overseas. The problem with studying English in your native country is that you do not have the opportunity to use it in a natural setting. Have you ever ordered a meal in an English speaking restaurant, conversed with an English-speaking associate, or had to ask for directions while visiting an English speaking country? If you have, it is a safe bet that you remember almost every word you said and that these are the first words that come to mind when you try to think of something in English. It is a proven fact that you will learn everything more quickly if the lesson is part of a meaningful experience. Practice is good, but practice with a purpose is much better.



Your quality education

An educational institution exists to teach students. However, students are not alone in reaping the benefits. Like the saying goes, 'the best teachers learn from their students'. Sheffield College of Studies' teaching staff are not only dedicated to the education of our students, but also believe in a teaching environment where both teacher and student grow together.



Our teaching staff have extensive industry experience and undertake ongoing professional development. It is this commitment to the development of industry competence that is instilled in our students to grant them the credibility and respect demanded of business professionals and future industry leaders.



Your diverse experience

It is well-known that learning another language in its native setting rapidly accelerates your progress. Enrich your education while you relax and explore New Zealand's natural scenery, or enjoy entertainment in Auckland from just a step out of the classroom. Study at Sheffield College of Studies and experience a diverse community with the many possibilities it presents.



Location

The Sheffield campus is ideally located in the heart of downtown Auckland close to the shopping and entertainment areas. There is excellent access to all public transport networks including buses, trains and ferries. Reasonably priced café bars, restaurants, movie theatres and every type of shopping imaginable are to be found within just one or two minutes walk of the school.



Nationality Balance

We aim to have a balance of nationalities from around the world with English being the common language. We maintain and encourage a "Speak English Only" policy. The number of students per class is kept to a maximum of 15 to ensure that students receive sufficient individual attention for their learning needs. The aim is to promote maximum student talking time. Pair work and group work is encouraged as much as possible in the classroom.



Homestay

Staying with a New Zealand host family is the first option to consider. Sheffield homestay is a non-profit program administered by the school. We have a selection of homestay families on our list. By living with a New Zealand host family while studying English, you will have the best opportunity to engage in conversation and improve your English, as you experience a new lifestyle and culture. Homestay rates cover accommodation, breakfast and dinner daily and include lunch at the weekends. A member of the homestay family will escort you to and from Sheffield School on your first day. Homestays can be organised prior to arrival in NZ. Homestay payments are usually made by Sheffield on behalf of the student. However, some students prefer to pay the family directly themselves. Both options are acceptable.



General English Language Course

Premier Intensive – 25 hours/week

Course content

The course concentrates on the four skills of listening, speaking, reading and writing – vocabulary development, pronunciation, fluency practice, conversation skills structured conversation and practice extension of exam topics (where applicable).

Course times

Morning : 9:00am – 12:00pm (Mon–Fri)
Afternoon : 1:00pm – 3:00pm (Mon–Fri)

Levels

6 levels
Beginner/Elementary, Pre–Intermediate, Intermediate, Upper–Intermediate/Advanced

Average class size

12 students

Premier Standard – 20 hours/week

Course content

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

Course times

Morning : 9:00am – 1:00pm (Mon-Fri)

Course start dates

You may begin your course on any Monday (except public holidays). Choose any length of course from a minimum of 2 weeks up to 48 weeks.

Levels

6 levels
Beginner/Elementary, Pre–Intermediate, Intermediate, Upper–Intermediate/Advanced

Average class size

12 students

* Premier Intensive course is the standard class plus an afternoon class options. You do the Premier Standard course for 3 hours each morning developing reading, writing and listening skills, with an emphasis on accuracy, and an afternoon class for 2 hours which focuses on oral communication. In the afternoon, students practice speaking English through debates, discussions on contemporary issues, class presentations, telephone conversations, interviews and real life dialogues.

TESOL

Sheffield TESOL (NZQA Level 4)

Sheffield TESOL is a 5 week, full time introductory English Language Teaching Course accredited by NZQA. The course is for international students and aims to provide them with initial training in English language teaching to get them up and started as first time teachers. As such, it is a very practical course.

The Sheffield TESOL Course will enable graduates to:

1. Acquire the necessary knowledge and practical skills to plan and deliver classes to group of learners.
2. Access employment opportunities in English language teaching more readily.

Graduates will also gain:

1. The opportunity to observe and access experienced tutors in the classroom.
2. The opportunity to teach learners across a range of levels.
3. Knowledge of where and how to access English language teaching resources, materials and networks world wide.

What are the TESOL entry requirements?

* Participants should have an IELTS score of 5.5 (Academic) with no individual band score lower than 5.0 or a recognised equivalent examination score rating such as a 500 level in TOEFL or a C pass in the Cambridge First Certificate examination.

* Or have completed a Sheffield Pre-TESOL course and have a Certificate.

What is TKT

Sheffield offers a background to the Teaching Knowledge Test (TKT) which tests the students` knowledge about teaching English to speakers of other languages

This knowledge includes:

1. Background to Language teaching
2. Language Use
3. Practice of Language Teaching and Learning

The TKT test is simple to administer and formatted in an objective way. TKT is an important pathway for students who wish to further their professional development as teachers and access higher–level teaching qualifications.

IELTS

Premier Intensive – 25 hours/week

Course content

IELTS – the International English Language Testing System – results are used for admission to universities, colleges and professions, as well as for immigration to English–speaking countries.

The IELTS tests has been designed by world leaders in language assessment in close consultation with academics, professional bodies and immigration authorities. There are two different test modules - Academic and General Training. This makes IELTS directly relevant and appealing to a wide range of test users.

IELTS provides a profile of a candidate's ability to use English. Results are reported as band scores, on a scale from 1 (the lowest) to 9 (the highest), as shown.

IELTS Band Scores

| | |
|---|------------------------|
| 9 | Expert user |
| 8 | Very good user |
| 7 | Good user |
| 6 | Competent user |
| 5 | Modest user |
| 4 | Limited user |
| 3 | Extremely limited user |
| 2 | Intermittent user |
| 1 | Non user |

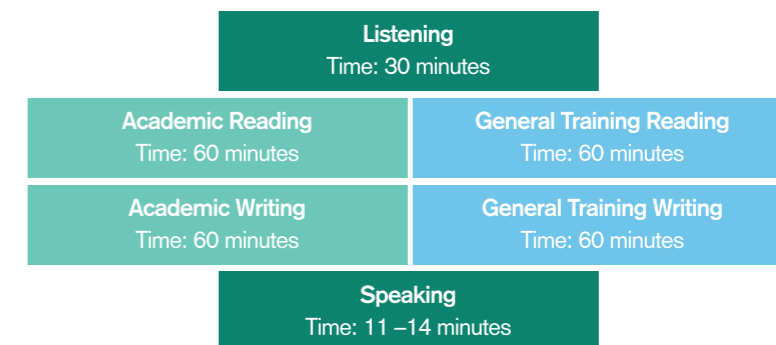
Candidate receive an overall band score as well as individual scores for each test component (Listening, Reading, Writing and Speaking).

IELTS Guide

| Band | Linguistically demanding academic courses e.g. Medicine, Law, Liguistic, Journalism | Linguistically less demanding academic courses e.g. Agriculture, Pure Mathematics, Technology, IT | Linguistically demanding training courses e.g. Air Traffic Control, Engineering, Pure/Applied Sciences, Industrial Safety | Linguistically less demanding training courses e.g. Catering, Fire Services |
|-----------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 7.5 – 9.0 | Acceptable | Acceptable | Acceptable | Acceptable |
| 7.0 | Probably acceptable | Acceptable | Acceptable | Acceptable |
| 6.5 | English study needed | Probably acceptable | Acceptable | Acceptable |
| 6.0 | English study needed | English study needed | Probably acceptable | Acceptable |
| 5.5 | English study needed | English study needed | English study needed | Probably acceptable |

What does the test involve?

Both the Academic and General Training modules cover the four language skills – listening, reading, writing and speaking. All candidates take the same Listening and speaking components. There are different Reading and Writing components for the Academic and General Training modules.



Academic and General Training modules

The Academic module is for candidates wishing to study at undergraduate or postgraduate levels, and for those seeking professional registration.

The General Training module is for candidates wishing to migrate to an English-speaking country (Australia, Canada, New Zealand, UK), and for those wishing to train or study at below degree level.

OET

Occupational English for Further Study Preparation (Nursing) (OET)

Excellent pathway opportunities are here!

The Occupational English Test (OET) is administered by the OET centre ten times a year. The Test assesses the language proficiency as it is used in medical and health professions. The Nursing Council of New Zealand requires a candidate to achieve a 'B' pass in all four skills areas (reading, writing, listening and speaking) in order to gain nursing registration in New Zealand along with other requirements. With its content all centred on medical, nursing and health-related English, we believe that it is more relevant to the students and they indicate that they are much more comfortable with the material.



About OET

- A medical/health context which is relevant to work as a medical professional. The **reading and listening** sub-tests are general (i.e. all medical professionals complete the same test). The **writing and speaking** sub-tests are profession specific (e.g. nurses will take tests related to nursing)
- The OET "B" in each band do not need to be achieved in a single sitting of the test. You may choose to sit the test more than once and gain the necessary scores over a series of tests. The total of "B" in each band must be achieved within 12 months of first sitting the test.
 - The English Language Assessment must be less than two years old at the time of application.

Internationally qualified nurses applying for registration in New Zealand

The applicant is assessed as meeting New Zealand educational standards. Your nursing qualification must be deemed to be equivalent to Level Seven as determined by New Zealand Qualifications Authority (NZQA). The student must be a registered nurse with a four-year nursing degree, have had at least 450 hours of clinical experience post-registration in the previous 12 months. The theoretical component of the degree or diploma provides a minimum of three years' full time nursing or nursing related study which includes a minimum of 1100 clinical or practice hours.

The remaining theoretical component of the degree must include the following content:

- professional nursing practice
- bioscience, social and behavioural science
- health systems and policy
- nursing assessment and practice decision making
- therapeutic communication skills
- pharmacology
- pathophysiology, genetics and disease states
- health promotion
- ethics and law
- research and evidence based practice
- organisational and supervisor skills and leadership
- information technology

Practice content must include:

- professional nursing practice
- primary health care which includes:
 - maternal and infant health
 - child, adolescent and family health
 - adult health
 - elderly health
- medical and surgical nursing
- disability, mental health recovery and rehabilitational/continuing care
- mental health nursing

Please scissor along this line.



Please scissor along this line.



Sheffield College of Studies

Level 7, 246 Queen Street, Auckland, New Zealand
 Postal Address: PO BOX 106417, Downtown, Auckland, New Zealand
 Phone: +64 9 309 0052 / Fax: +64 9 309 6002 / info@scs.net.co / www.scs.net.co

PERSONAL DETAILS:

Family Name: _____ First Name: _____ Male Female

Date of Birth (date/month/year): ____/____/____ Age: ____ Nationality: _____ Occupation: _____

Address: _____

Email: _____ Phone: _____ Mobile: _____ Fax: _____

What type of visa do you hold? : Visitor / Tourist Student Working Holiday PR Other: _____

How did you hear about our school? : Agent / Name: _____ Website Other: _____

COURSE DETAILS:

| NAME OF COURSE | WEEKS | START DATE (D/M/Y) | END DATE (D/M/Y) | TICK |
|--------------------------------------------------------|-------|--------------------|------------------|------|
| General English / Full Time (9:00am–3:00pm) | | | | |
| General English / Standard (9:00am–12:00pm) | | | | |
| Academic IELTS Preparation / Full Time (9:00am–3:00pm) | | | | |
| Academic IELTS Preparation / Standard (9:00am–12:00pm) | | | | |
| General IELTS Preparation / Standard (5:30pm–8:30pm) | | | | |
| TESOL / Full Time (9:00am–3:00pm) | | | | |
| OET Preparation / Full Time (1:00pm–5:00pm) | | | | |

English Level: Beginner Elementary Pre-Intermediate Intermediate Upper Intermediate Advanced

ACCOMMODATION DETAILS:

How do you want accommodation to be arranged for you? Homestay* Arrange myself Other _____

* **If you would like us to arrange a homestay for you, please fill in the following information**

First night (D/M/Y): ____/____/____ Last night (D/M/Y): ____/____/____ Weeks: _____

Do you smoke? Yes No Can you stay with a host family that has cats or dogs? Yes No

Is there any food you cannot eat? Yes No Details (if yes): _____

Do you have any medical problems? Yes No Details (if yes): _____

Would you like children in your host family? Younger children Older children No children

Please let us know if you have special requests: _____

I would like to be picked up at Auckland Airport: Arrival Date: _____ Arrival Time: _____ Flight Number: _____

INSURANCE DETAILS:

Would you like us to arrange for Medical / Travel Insurance? Yes _____ months No*

* **Insurance is compulsory for students who study in New Zealand on a student visa**

DECLARATION for students 18 and over:

I am over 18 years old and have read and accept the conditions on the back of the application form.

Signed: _____ Date: _____

DECLARATION on behalf of students under 18:

I have the authority to sign and have read and accept the conditions on the back of the registration form.

Signed: _____ Date: _____

Students welfare services

Enrolment

How to Enrol

1. Complete the enrolment form and send it directly to Sheffield College of Studies at the address below. You may find and complete the form online and send it by clicking on the "Send Now" button, or you may print the form and either fax or mail it to us.
2. We will send an invoice stating the fees to be paid.
3. Send us the fees either by T/T or bank cheque.

Our Account is ;

1. Name : Sheffield College of Studies
PO Box 106-417 Downtown, Auckland New Zealand
2. Name of trading bank : ASB Bank, Takapuna Branch
3. Account Number : 12-3230-0055828-00

Course Cancellation and Refunds

| Reason for Wanting a refund | Student Information must provide | Timing | Amount of refund |
|--------------------------------------|---------------------------------------------------------------|-----------------------------------|------------------|
| A Visa was not granted | An official letter from NZIS indicating the rejection of Visa | At any time | 100% paid |
| Extension of Visa was not granted | An official letter from NZIS indicating the rejection of Visa | At any time | 100% paid |
| Transferring to another institution | Unconditional offer of a place at the other institution | Within 5 days since course starts | 75% paid |
| | | After 5 days | No refund |
| No longer wish to study at Sheffield | | Within 5 days since course starts | 75% paid |
| | | After 5 days | No refund |

In accordance with NZQA guidelines: Refunds, which are issued by the authorised independent trustee of the school, will be returned to the student/person who sent the money to Sheffield College of Studies unless agreed otherwise. All discussions concerning conditions of enrolment and cancellations are subject to New Zealand Law. Cancellation made in writing at least 14 days before course commencement will result in a full refund of fees. No refund is usually made in the event of cancellation more than 5 days after the course commencement, he or she is entitled to a refund of any fees, including registration fee and agents fees paid, less 10% or \$500, whichever is the lesser amount paid in NZ dollars at the current exchange rate. In the case of cancellation before you arrive in New Zealand, or if you are not granted a visa to study in NZ, Sheffield College of Studies will refund all tuition and homestay fees. Course cancellation occurs when a student fails to attend classes for more than two consecutive weeks or completes a notice to withdraw in writing. It is the student's responsibility to confirm their intention to withdraw from a course in writing. Any fees outstanding will remain payable until official notification is received.

Students welfare

Code of Practice for the Pastoral Care of International students

Sheffield College of Studies has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry 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>

Airport welcome

With an airport welcome, you will be met upon arrival at the Auckland International Airport by a Sheffield representative, who will arrange transportation to take you to the Sheffield campus. Airport welcomes are available from 9:00 am to 6:00 pm New Zealand time on the two days before the start day of each program. To arrange to an Airport Welcome, please check the appropriate box when you fill out the Accommodation Placement Form.

Immigration (Visa)

Full details of visa and permit requirements, advice on rights for employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>

Health and travel insurance

Most students are not entitled to publicly funded health services while in New Zealand unless they are: The holder of a temporary permit that is valid for two years or more. If you do not belong to this special category and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. International students must have appropriate and current medical and travel insurance while studying in New Zealand.

*Your well-being is our primary concern. However, Sheffield will not be liable for any loss, damage or injury incurred whilst on the school premises, with a homestay family or on a school tour or excursion. In commencing a course of study at Sheffield College of School, you will be deemed to have accepted all of our Conditions of Enrolment. International students must have appropriate and current medical and travel insurance while studying in New Zealand. We are happy to provide information of policies on request.

Holidays

All the courses in the Sheffield school programmes do not generally include holidays. However, if you study for 12 weeks or less, you may take up to 2 weeks holiday, as long as you give our office at least one week's notice of your intention to take a holiday. Holidays must be taken as whole-week blocks. We will extend your course to make allowances for the holidays taken. For courses of 12 and 48 weeks, holidays can only be taken on specified dates i.e. public holidays or term breaks. If you take a holiday for personal reasons during the course, your course will be extended to make allowances for the holiday taken.





Sheffield College of Studies
Level 7, 246 Queen Street
Auckland CBD, Auckland 1010

Postal:
PO Box 106417 Auckland CBD
Auckland, New Zealand 1143

Phone: +64 9 309 0052

Fax: +64 9 309 6002

Email: info@scs.net.co

www.scs.net.co