

KKCL
ENGLISH

Accredited by the
 **BRITISH
COUNCIL**
for the teaching
of English

BROCHURE 2016



www.kkcl.org.uk



KKCL English
103-105 Greenford Road
Harrow
HA1 3QF
UK

Tel: +44 (20) 8869 0910
or 0800 699 0168
Fax: +44 (84) 4318 8158
Email: info@kkcl.org.uk
Web: www.kkcl.org.uk

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Welcome to KKCL English

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About Us

KKCL has been offering quality English classes to adults, juniors and businesses since 2002. We are committed to making your learning experience practical, challenging and - most importantly - tailored to your needs.

Our main school is situated in a beautiful Grade II building in the leafy North London borough of Harrow. The school has excellent modern facilities such as an IT lab, in-house recording studio and free wi-fi. We also have our own cafeteria serving a variety of international foods, from Chinese and Indian to traditional British and Italian.

If you wish to visit central London, our College is only a few minutes walk from London Underground's Piccadilly line as well as National Rail services to Marylebone Station.

"English courses are innovative and project-based, with a strong emphasis on interaction and realistic communication to develop language skills and the ability to work co-operatively."

– Independent Schools Inspectorate, March 2013

telc
LANGUAGE TESTS

TRINITY
COLLEGE LONDON
Registered Examination Centre

British Council Accreditation

During our 2015 British Council inspection strengths were noted in the areas of student administration, course design, teaching, care of students, leisure opportunities and care of under 18s. With these achievements we are confident that we can offer you a well-rounded language school experience.

50% Discount on TELC Certification

KKCL was the first registered test centre in the UK for The European Language Certificates (TELC). Approved by the Association of Language Teachers in Europe, and based on the real-world communication skills set out in the Common European Framework of Reference (CEFR), TELC is truly reliable proof of a student's English level.

Every student who takes more than sixty hours of lessons with us is eligible for 50% discount on the TELC exam.

Individual Learning and Progress Reporting

We have our own recording studio which can be used for recording interviews, podcasts and short drama pieces as well as an IT lab for projects, research and class activities and Interactive Whiteboards and projectors in the majority of our classrooms.

Every student completes a needs analysis upon arrival, and our teachers create an online profile and progress report for every KKCL student, so we can continually track progress and design lessons to appeal to different needs.



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General English

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General English Group Classes

KEY INFORMATION	
AGE	16+
LEVEL	Beginner (A1) - Advanced (C1)
DURATION	1 week +
START DATES	Every Monday
HOURS PER WEEK	6 / 9 / 15 / 25 / 31
MAX CLASS SIZE	12**
LESSON TIMES	9am-12.15pm / 1.30pm-3.30pm / 6pm-9pm

*Please see our fees list for details of the difference in hours between morning and evening classes.

**In exceptional circumstances we may allow class sizes of over 12 students until we open an additional class.

Doing a General English course with us will improve a student's speaking, listening, reading and writing skills, and focuses on their ability to communicate successfully.

We closely follow the Common European Framework of Reference for Languages (CEFR), and make sure your learning outcomes match these important communicative goals. Our unique use of the TELC exam to help assess and certify our students means that we are always thinking about their learning goals and pushing towards them.

The Essentials

Dates and Times

You can start our General English group course on any Monday during the year. Our syllabus is designed to be flexible, allowing our teachers to meet the student's needs no matter when they come through our doors.

Lessons run from 9am-12.15pm each weekday morning, and in the evening from 6pm-9pm, Monday, Wednesday and Friday. We also offer afternoon classes between 1.30pm and 3.30pm each weekday.

Materials

Every lesson uses a range of resource books, workbooks, audio, video and web materials in order to cater to an eclectic mix of learning styles. We do not believe in limiting our students to one set of materials so you will not have to buy a particular coursebook.

Levels

We offer English language classes and TELC qualifications for all levels from beginner (A1) to advanced (C1). Each student will be assessed before the first lesson to accurately determine their level.

Progress

During the course students' progress will be checked regularly in vocabulary, grammar, reading, writing, listening and speaking; they will also have a monthly individual tutorial with their teacher to discuss progress, set goals and make plans for the next stage of the course. Each student has their own unique Learner Profile in which the teacher tracks weekly progress, sets goals and offers advice. Profile in which the teacher tracks weekly progress, sets goals and offers advice.

Certificates

Besides having the opportunity to earn a TELC certificate at the end of the course, students will also receive a KKCL certificate with a statement of their overall CEFR.

General English 1-to-1

A one-to-one lesson is individual tuition where the topics of the lesson are decided between the teacher and the student.

In each session, the teacher can focus precisely on the student's individual needs and personal learning styles, making it a very popular option for students who need to make progress quickly in a specific area.

The Essentials

Dates and Times

In general, one-to-one classes are scheduled for the afternoon, between 1pm and 4pm.

Lesson Length

We insist on one and a half hours as the minimum time for a single lesson, and generally would recommend against any one-to-one session which lasts for longer than three hours.

Exam Preparation

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IELTS Exam Group Classes

KEY INFORMATION	
AGE	16+
LEVEL	Intermediate (B1) - Advanced (C1)
DURATION	1 week +
START DATES	Every Monday
HOURS PER WEEK	6 / 9 / 15 / 25 / 31
MAX CLASS SIZE	12**
LESSON TIMES	9am-12.15pm / 1pm-3pm / 6pm-9pm

*Please see our fees list for details of the difference in hours between morning and evening classes.

**In exceptional circumstances we may allow class sizes of over 12 students until we open an additional class.

IELTS is arguably the world's most recognised English exam, testing proficiency across all levels. It is run by Cambridge ESOL, IDP Education Australia and the British Council and obtaining a high score in IELTS gives students access to a range of new education, immigration and employment opportunities around the world.

The exam comprises Listening, Reading, Writing and Speaking sections and is available in two forms, General and Academic.

Academic IELTS

The Academic paper is for those who want to attend university in an English-speaking country and is a requirement for certain professions - such as medical workers - who wish to work in an English-speaking country.

General IELTS

The General paper is not taken as often as the Academic, and is usually prepared for by those who want to gain an English qualification for general work experience or wish to migrate to an English-speaking country.

The Essentials

Dates and Times

IELTS preparation runs on continuous enrolment with intakes every Monday, so a student can start and finish at any time of the year. However, we strongly recommend that every student seeks advice from our IELTS teachers and Academic management staff to decide how long they should study before taking the exam.

Morning lessons are available weekdays, 9am-12.30pm (9am-10.30am, then 11.00am-12.30pm). Afternoon Lessons are available weekdays, 1.00pm-3.00pm, Evening lessons are available Monday and Wednesday, 6pm-9pm (6pm-7.25pm, then 7.35pm-9pm).

Materials

Students do not need to buy a particular coursebook. Resources are compiled from different sources, including official mock exams, a variety of online resources and several popular course books such as 'Ready For IELTS' and 'New Insight Into IELTS'.

The Exam

Before taking the real IELTS exam, we strongly recommend taking a full Mock exam. This is a free service provided by us, which gives the student valuable insight into the full process and experience of sitting a pressurised exam.

The IELTS exam will then take place in an IELTS centre of the student's choosing. We can help with the booking and organising of the exam.

Trinity & Cambridge Exams

KEY INFORMATION	
LEVEL	Beginner (A1) - Advanced (C1)
DURATION	1 week +
START DATES	Every Monday
HOURS PER WEEK	9 (PT), 15 (FT)
MAX CLASS SIZE	1:1 or closed group (max 12)

Trinity

Trinity's GESE exam tests English speaking and listening skills through a one-to-one interview with a Trinity examiner. There are 12 grades, grouped into the following four stages:

- Initial (Grades 1-3)
- Elementary (Grades 4-6)
- Intermediate (Grades 7-9)
- Advanced (Grades 10-12)

Cambridge

Cambridge exams assess a learner's speaking, listening reading and writing skills in real-life situations. There are different Cambridge exams for each CEFR level: KET (A1-A2, Elementary), PET (B1, Intermediate), FCE (B2, Upper Intermediate), CAE (C1, Advanced) and CPE (C2, Proficiency).

The Essentials

Dates and Times

Preparation and exam bookings are subject to demand and are available year-round. The Trinity exam will take place in KKCL with an external examiner, whereas Cambridge exams take place externally.

Business English

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Business English Group Classes

KEY INFORMATION	
AGE	16+
LEVEL	Intermediate (B1) - Advanced (C1)
DURATION	1 week +
START DATES	Every Monday
HOURS PER WEEK	15 (PT), 30 (FT)
MAXIMUM CLASS SIZE	Closed group (max 6 recommended)

Business English is for both companies and individuals, looking for the advantage that English language proficiency can give them over their competitors. Covering topics as diverse as business correspondence, sales, marketing, strategy and customer service, we make sure our lessons reflect the needs of a global workforce.

As an invaluable extra to the classes, we offer the TELC Business English test which gives students the opportunity to gain an official TELC certification.

The Essentials

Dates & Times

Business English group courses are available year-round subject to demand, and come in two forms:

Part-Time (15 hours per week) - This is our standard Business English course, providing a 3 hour lesson each day from Monday to Friday between 1pm and 4.15pm.

Full-Time with IELTS/General English (30 hours per week) - This is an intensive course combining the above Business English course with our morning IELTS or General English courses.

Levels

We offer Business English to students studying at B1 and above. If a student has an English level of A2 or lower, we recommend that they study General English before moving on to speciality Business English.

Progress

Every Business English student is searching for concrete, measurable results. As a result, we place high priority on tracking and certifying student progression.

During the course, our teachers will monitor progress closely, through projects and real-world tasks, as well as the KKCL Learner Profile and tutorials. Formal written feedback is provided on a regular basis should the student's company require it. A level-specific TELC Business exam is taken at the end of the course.

TELC Certificates

If the student is studying Business English, they can take the TELC test at the end of their course in order to receive a TELC certificate.

We offer TELC Business tests at levels between B1 (Intermediate) and B2/C1 (Advanced). The emphasis in each exam is on communicative ability and real-world functions, meaning that a TELC qualification is the truly reliable confirmation of a student's English level.

Additionally, each student will also receive a KKCL certificate stating their CEFR level based on the continuous assessment, tutorials and learner profiles of our Business English teachers.

Business English 1-to-1

One-to-One has traditionally been an extremely popular way of delivering Business English classes, and KKCL is happy to offer this service.

Here, the topics and focus of the lesson are decided between the teacher and the student, meaning each session can focus intensively on areas and skills specific to the learner.

In general, one-to-one classes are scheduled for the afternoon, between 1pm and 4pm, and last for one and a half hours as a minimum.

In-company Training

One-to-One and closed group English classes can be arranged on your company premises or another location convenient for you. We deliver tailor-made courses at offices and conference rooms around central London.

Please contact us to find out about availability in your area.

We have worked with groups and individuals from



English for Specific Purposes

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ESP Group Classes

KEY INFORMATION	
AGE	16+
LEVEL	Intermediate (B1) - Advanced (C1)
DURATION	1 week +
START DATES	Every Monday
HOURS PER WEEK	15 (PT), 30 (FT)
MAXIMUM CLASS SIZE	Closed group (max 6 recommended)

Alongside our Business English courses, we offer a full range of English for Specific Purposes courses, covering specialised areas in different industries and professions.

ESP courses are taught by experienced teachers with dedicated materials. ESP courses include but are not limited to:

- English for Medical Professionals
- English for Engineers (TELC certificate available)
- English for Hotel and Restaurant (TELC certificate available)
- English for Law
- English for Government
- English for IT Professionals
- English for Aviation

Please contact us to find out if we can provide ESP for your industry or profession.

The Essentials

Dates and Times

ESP group courses are available year-round subject to demand and come in three forms:

Part-Time (15 hours per week) - This is our standard ESP course, providing a 3 hour lesson each weekday afternoon, between 1pm and 4.15pm.

Full-Time combined with IELTS/General English (30 hours per week) - This is an intensive course combining the above ESP course with our IELTS or General English course each morning.

Materials

Every lesson uses a range of resource books, workbooks, audio, video and web materials in order to cater to an eclectic mix of learning styles. We do not believe in limiting our students to one set of materials. However, different specialities have different requirements, meaning that certain ESP courses use a coursebook.

Levels

We offer ESP lessons to all students studying at B1 and above. If the student's English level is A2 or lower, we generally recommend that the student studies General English before moving on to their specialisation.

Progress

English for Specific Purposes is called that for a reason. Every student has come to KKCL for a specific purpose, and is searching for concrete, measurable results. As a result, we place high priority upon tracking progress and certifying progression.

During the course, the ESP teacher will monitor progress closely - through projects and real-world tasks - as well as the KKCL Learner Profile and tutorials. Formal written feedback is provided on a regular basis should the student's company require it.

TELC Certificates

ESP students can take the TELC test at the end of their course in order to receive an official TELC certificate.

TELC Business, TELC Hotel and Restaurants and TELC Technical for Engineers are all available at different levels. The emphasis in each exam is on communicative ability and real-world functions, meaning that a TELC qualification is truly reliable confirmation of your English level.

Additionally, each student will also receive a KKCL certificate stating their CEFR level based on the continuous assessment, tutorials and learner profiles.

Modules

Group ESP courses are composed of a maximum of 6 modules over six weeks but students can study a smaller number of modules for a shorter period, or complete all modules over a longer period by studying in intervals.

Contact us for more information on taught modules.

Teacher Training and CLIL

Teacher Training

KEY INFORMATION	
DURATION	1 week + (1-2 weeks recommended)
START DATES	See www.kkcl.org.uk for current dates
HOURS PER WEEK	15 (PT), 30 (FT)
MAX CLASS SIZE	12

Our teaching methodology course - Methodology for the Modern Language Teacher - has been created for practising English teachers from any type of school/educational institution working at secondary level or higher.

The emphasis of the course is on effective, practical activities and techniques for the modern language teacher. Participants will experience how language skills and competencies can be developed via:

- Storytelling
- Music and songs
- Language games
- Art and drawing
- Drama techniques
- Creative writing (e.g. poetry, song lyrics, stories)
- Teaching with humour
- Technology and creativity
- Practical pronunciation teaching
- Communicative grammar teaching

These activities and other tasks presented, are designed to motivate students to learn by establishing a creative, positive and challenging classroom dynamic.

We employ a collaborative, flexible approach and take into account participants needs and wishes.

English for CLIL Teachers

CLIL – content and language integrated learning – is a special type of education where teachers help students learn English and subject content at the same time. In practice, this means that academic subjects like Geography, Maths, Science and Economics are taught in English, rather than the first language of the pupils.

The demand for CLIL classes and materials has been remarkable in recent years, and as English becomes more and more influential around the world, the need for qualified CLIL instructors is growing by the day.

If you are teaching school subjects in English, or planning to, our course can provide the comprehensive training on theory, practice and methodology that you need.

The Essentials

Dates and Times

CLIL courses are available all year round for individuals and groups. We also run special two-week courses for Erasmus+ Key Action 1 applicants in May and June. Contact us for more information. We have three course options:

Part-Time (15 hours per week) - 3 hour lessons each weekday morning, with one fifteen minute break.

Full-Time combined with IELTS/General English (30 hours per week) - English lessons each weekday morning, followed by three hours of CLIL practice.

Intensive (30 hours per week) - a 3 hour CLIL lesson in the morning and a further 3 hour CLIL lesson in the afternoon with a break for lunch.

Levels

Students must have a minimum B1 level of English

Lesson Focus

We focus on demystifying CLIL and giving practical demonstrations of teaching techniques so that you are immediately ready to step into a CLIL classroom and start teaching. Lesson topics include:

- Setting clear language objectives for each lesson
- Anticipating and solving language problems
- Identifying language focus from different subjects.
- Teaching vocabulary memorably and effectively
- Games, tasks and Pronunciation activities connected to CLIL.
- English skills work: Reading, Listening, Writing, Speaking
- Primary and Secondary CLIL
- How to make tests for the CLIL classroom.

Funding Through Erasmus+

European Teachers applying for our Teacher Training courses are eligible for Funding through Erasmus+.

See <http://www.kkcl.org.uk/funding-for-teacher-training> for more details.

Accommodation

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Homestays

Homestays are a perfect way to experience a friendly atmosphere with the chance to practise English and learn about the British way of life.

London is a city bursting with diversity and different cultures and this is reflected in the homestays that we use. Hosts can come from any number of ethnic backgrounds, but English is always the main spoken language at home.

We always do our best to match the needs and requests of students during the allocation process and all our homestays are within reasonable distance of the school, with convenient access to public transport. Every homestay is pre-inspected by KKCL or our partner agencies to guarantee a happy and rewarding experience.

Generally, breakfast and dinner is provided by homestays, with lunch provided by the school, although these can be provided by homestay as well.

The benefits of homestay are many:

- Immersive British experience
- English language used throughout the stay
- Meals provided (at homestay or school)
- Weekly Laundry service
- Shared bathroom or en suite
- Access to the house's facilities as if a family member
- 24-hour emergency number

Hotels

Some students prefer the familiarity of a hotel. All our partner hotels are within convenient travelling distance from the school and are checked and inspected prior to arrival to ensure the rooms and services meet our quality standards.

Bookings are available for single, double and family rooms, to be shared by students of the same sex.

- Buffet breakfast provided
- Free bulk laundry service
- En-Suite bathrooms
- 24-hour reception
- 24-hour emergency number





Student Support

Full Induction

Upon arrival, new students receive the KKCL welcome pack before being taken on an induction tour of the college. They are also informed about the social activities, welfare and support available.

For example, we can help with:

- Finding accommodation
- Registering with a doctor (NHS)
- Registering for National Insurance
- Opening a UK bank account
- Finding work (where to look for jobs, working rights etc.)
- Using local libraries or buying/ordering books
- Computer-Based Exams and external exam registration

Student Visa Support

Individuals can apply to study General English under a Student Visitor Visa for up to 11 months.

Contact us for more information.

Multilingual Staff

We know living in a foreign country can be difficult, so we do our best to make our students as comfortable as possible. Our staff speak many different languages - including Portuguese, Chinese, Spanish, Italian, Polish and Urdu - and are glad to help in every way they can.

Excellent Facilities

We have a cafeteria serving food and drinks, a lounge area, study lounge, an IT lab and Wi-Fi covering the entire building.

Welfare

We are committed to equal opportunities and wish to maintain a friendly community spirit within the college. We always have a first-aid trained staff member on hand, as well as at least one fire safety officer in the building at a time. Our teachers have completed safeguarding and welfare courses.

The college is in a listed building and we currently do not have full provision for disabled and wheelchair access. We are working towards improvements in this area.





Student Social Programme

Make friends, practise English

All our students come to KKCL to improve their English. With every passing week they will grow in confidence, communicate more effectively and get used to using English as their first language.

Still, what good are these new language skills without taking them outside of the classroom and into the real world? That's where the KKCL Social Slate comes in!

Every week our social programme has an exciting range of activities for students to try, such as:

- Cultural visits
- Sightseeing trips
- Parties & music events
- Pub quizzes
- Creative workshops
- Weekend day-trips outside London

Social Slate Calendar

Our monthly Social Slate calendar has information about all our organised trips and events for the month as well as additional offers on London attractions such as West End shows. You can find the latest calendar information around the school, on our reception TV and on our Social Programme page. You can also head over to our Facebook page. facebook.com/kkcl.org.uk

We are sure that all students will find something to enjoy in our social programme – perhaps they will even discover a new interest.

Many events are free. If there is an entry charge we will put it on the calendar. For some trips there will be a small charge to cover transportation – usually between £5-10.

Please ask reception for further details for availability and how to sign up.



*"A lovely place with lovely people inside...
I really needed an experience like this one to become
more confident with the language."*

Eduardo (Italy) - General English



*"Teachers are very polite and kind.
The class is very cheerful and interesting...
there is no stress and I could enjoy it."*

Aika (Japan) - IELTS Exam Preparation



*"I learned how to interpret articles, understand medical terms
and interview patients in English. I really recommend it...
it was just one month but I learned a lot."*

Amanda (Brazil) - English for Medical Purposes



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HA1 3QF
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Tel: +44 (0)208 869 0910
Fax: +44 (0)844 318 8158
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