

# Dates and Fees 2015

## Professional English and Communication Training Teacher Training





## MINI-GROUP TRAINING

2-6 participants per group. 15/25 full hours (60 minutes per hour) per week.

Courses start every Monday.

BUSINESS COMMUNICATION		FLUENT ENGLISH	
Hours Per Week	Price Per Person Per Week (€)	Hours Per Week	Price Per Person Per Week (€)
15 hours	450	15 hours	390
25 hours	750	25 hours	650

## COMBINATION TRAINING

Courses combining Mini-Group and Individual (One-to-One) training. 20/25/30 full hours (60 minutes per hour) per week.

Courses start every Monday.

BUSINESS COMMUNICATION		FLUENT ENGLISH	
Hours Per Week	Price Per Person Per Week (€)	Hours Per Week	Price Per Person Per Week (€)
15 hours Group + 5 hours One-to-One	760	15 hours Group + 5 hours One-to-One	700
15 hours Group + 10 hours One-to-One	1050	15 hours Group + 10 hours One-to-One	900
15 hours Group+ 15 hours One-to-One	1300	15 hours Group+ 15 hours One-to-One	1150

## INDIVIDUAL TRAINING

Flexible hours – Full hours (60 minutes per hour) per week.

Courses start every Monday.

ONE-to-ONE TRAINING		TWO-to-ONE (2:1) TRAINING	
Hours Per Week	Price Per Person Per Week (€)	Hours Per Week	Price Per Person Per Week (€)
15 hours	930	15 hours	600
20 hours	1240	20 hours	800
30 Hours	1800	30 hours	1200

Registration Fee € 50

# ESP and Specialised Courses

## LEGAL ENGLISH

Course	Hours Per Week	Price Per Person Per Week (€)	Dates
<b>ESSENTIAL LEGAL ENGLISH FOR YOUNG LAWYERS</b>	25 hours	750	2nd–6th March 13th–17th July 23rd–27th November
<b>INTERNATIONAL LEGAL COMMUNICATION</b>	25 hours	1050	Every Monday Mini Group Training (Professional Communication) + 1:1 training Legal English
	30 hours	1300	
<b>SPECIALIST LEGAL ENGLISH</b>	30 hours	1200	On request

## HUMAN RESOURCES ENGLISH

Course	Hours Per Week	Price Per Person Per Week (€)	Dates
<b>PROFESSIONAL COMMUNICATION + HR ENGLISH</b>	25 hours	1050	Every Monday Mini Group Training (Professional Communication) + 1:1 training HR English
	30 hours	1300	

## INTERCULTURAL AND COMMUNICATION SKILLS

Course	Hours Per Week	Price Per Person Per Week (€)	Dates
<b>INTERCULTURAL + COMMUNICATION SKILLS</b>	25 hours	450	23rd–27th March 22nd–26th June 16th–20th November

## ENERGY ENGLISH

Course	Hours Per Week	Price Per Person Per Week (€)	Dates
PROFESSIONAL COMMUNICATION + ENERGY ENGLISH	25 hours	1050	Every Monday Mini Group Training (Professional Communication) + 1:1 training English for the Energy Industry
	30 hours	1300	

## ENGLISH FOR BANKING AND FINANCE

Course	Hours Per Week	Price Per Person Per Week (€)	Dates
PROFESSIONAL COMMUNICATION + ENGLISH FOR BANKING AND FINANCE	25 hours	1050	Every Monday Mini Group Training (Professional Communication) + 1:1 training on English for Banking and Finance
	30 hours	1300	

## ENGLISH FOR PURCHASING

Course	Hours Per Week	Price Per Person Per Week (€)	Dates
PROFESSIONAL COMMUNICATION + ENGLISH FOR PROFESSIONALS IN PURCHASING	25 hours	1050	Every Monday Mini Group Training (Professional Communication) + 1:1 training on English for Professionals in Purchasing
	30 hours	1300	

# ESP and Specialised Courses

## ENGLISH FOR AVIATION

Course	Hours Per Week	Price Per Person Per Week (€)	Dates
<b>ENGLISH FOR AVIATION</b>	25 hours	900	Every Monday Mini Group Training (Fluent English) + 1:1 training on Aviation English ICAO
	30 hours	1150	
<b>ENGLISH FOR AVIATION GROUP</b>	25 hours	750	20th–24th April 14th–18th September
<b>TECHNICAL AVIATION ENGLISH</b>	25 hours	600	On request
<b>ENGLISH FOR CABIN CREW</b>	25 hours	750	20th–24th April 14th–18th September

## MANAGEMENT ENGLISH MASTERCLASS WITH THE AUTHOR

Course	Hours Per Week	Price Per Person Per Week (€)	Dates
<b>LEADING PEOPLE</b> <i>WITH STEVE FLINDERS</i>	30 hours	1500	Start Date 23rd February
<b>MANAGING PROJECTS</b> <i>WITH BOB DIGNEN</i>	30 hours	1500	Start Date 27th April
<b>MANAGING CHANGE</b> <i>WITH FIONA MEE</i>	30 hours	1500	Start Date 22nd June
<b>WORKING VIRTUALLY</b> <i>WITH JACKIE BLACK / JON DYSON</i>	30 hours	1500	Start Date 5th October

## LANGUAGE TEACHING METHODOLOGY COURSES

Course	Hours	Price Per Person (€) Course + Programme Fee	Dates
<b>“LANGUAGE LEARNING FUN &amp; GAMES” – METHODOLOGY FOR PRIMARY SCHOOL</b>	21 hours / 1 week	450	2nd–6th / 16th–20th February 9th–13th March 6th–10th April 18th–22nd May 1st–5th June 6th–10th July 3rd–7th August 5th–9th / 19th–23rd October
<b>“THE PLAYGROUND CLASSROOM” – LANGUAGE TEACHING METHODOLOGY FOR PRIMARY SCHOOL</b>	42 hours / 2 weeks	800	30th March–10th April 6th–17th July 3rd–14th August 5th–16th / 19th–30th October
<b>“SPICE UP YOUR TEACHING IDEAS” – METHODOLOGY IN PRACTICE TODAY</b>	21 hours / 1 week	450	2nd–6th / 16th–20th February 9th–13th March 6th–10th April 18th–22nd May 1st–5th June 6th–10th July 3rd–7th August 5th–9th / 19th–23rd October
<b>METHODOLOGY REVISITED, REVITALISED &amp; RE-ENERGISED</b>	42 hours / 2 weeks	800	30th March–10th April 6th–17th July 3rd–14th August 5th–16th / 19th–30th October

# Teacher Training and CPD

## ICT SKILLS AND TECHNOLOGY ENHANCED LEARNING COURSES

Course	Hours	Price Per Person (€) Course + Programme Fee	Dates
<b>“EMPOWERMENT IN ICT SKILLS”- MAKING USE OF TECHNOLOGY SKILLS</b>	21 hours / 1 week	450	2nd–6th / 16th–20th February 2nd–6th March 6th–10th April 1st–5th June 20th–24th July 17th–21st August 5th–9th October 2nd–6th November
<b>TEL – TECHNOLOGY ENHANCED LEARNING</b>	42 hours / 2 weeks	800	30th March–10th April 20th–31st July 5th–16th October

## CLIL – CONTENT AND LANGUAGE INTEGRATED LEARNING

Course	Hours	Price Per Person (€) Course + Programme Fee	Dates
<b>CLIL – PRACTICAL METHODOLOGY FOR TEACHERS WORKING WITH CLIL</b>	21 hours / 1 week	450	18th–22nd May 17th–21st August 19th–23rd August
<b>CLIL – TECHNOLOGY &amp; ICT TOOLS FOR TEACHERS WORKING WITH CLIL</b>	21 hours / 1 week	450	2nd–6th February 25th–29th May 24th–28th August 26th–30th October
<b>CLIL – METHODOLOGY &amp; ICT TOOLS FOR TEACHERS WORKING WITH CLIL</b>	42 hours/ 2 weeks	800	18th–29th May 17th–28th August 19th–30th October

## TEACHING BUSINESS ENGLISH

Course	Hours Per Week	Price Per Person Per Week (€)	Dates
<b>TEACHING BUSINESS ENGLISH</b>	42 hours/ 2 weeks	800	17th–28th August 19th–30th October



## PROFESSIONAL DEVELOPMENT PROGRAMMES/LANGUAGE TRAINING

Course	Hours	Price Per Person (€) Course + Programme Fee	Dates
<b>FLUENCY &amp; ENGLISH LANGUAGE DEVELOPMENT FOR TEACHERS</b>	21 hours / 1 week	450	26th–30th January 2nd–6th / 16th–20th February 11th–15th May 1st–5th June 29th June–3rd July 20th–24th July 17th–21st August 5th–9th / 19th–23rd October 23rd–27th November
	42 hours / 2 weeks	800	30th March–10th April 20th–31st July 17th–28th August 5th–16th / 19th–30th October
<b>PROFESSIONAL COMMUNICATION SKILLS IN ENGLISH</b>	20 hours / 1 week	450	26th–30th January 2nd–6th / 16th–20th February 6th–10th April 11th–15th / 25th–29th May 22nd–26th June 13th–17th July 17th–21st August 31st August–4th September 26th–30th October 9th–13th November 30th November–4th December
<b>INTERCULTURAL + COMMUNICATION SKILLS</b>	21 hours / 1 week	450	23rd–27th March 22nd–26th June 16th–20th November

# Accommodation

## HOMESTAY HALF BOARD

Type	Season	Single Room Price Per Person Per Week (€)
Homestay (Superior) (Private Room / Shared Bathroom) Half Board	LOW / MID	250 HB
	HIGH	300 HB
Homestay (Executive) (Private Room / Private Bathroom) Half Board (including wi-fi)	LOW / MID	350 HB
	HIGH	390 HB

## IN-HOUSE RESIDENCE BED AND BREAKFAST

Type	Season	Twin Room Sharing Price Per Person Per Week (€)	Single Room Price Per Person Per Week (€)
Twin Room Bed & Breakfast (including wi-fi)	LOW / MID	240	345
	HIGH	270	390

## WHITEHOUSE IN-HOUSE RESIDENCE (STANDARD) BED AND BREAKFAST

Type	Season	Twin Room Sharing Price Per Person Per Week (€)	Single Room Price Per Person Per Week (€)
Twin Room Bed & Breakfast (including wi-fi)	LOW / MID	200	320
	HIGH	225	345

## RESIDENCE – SELF-CATERING APARTMENT

Type	Season	Twin Room Sharing Price Per Person Per Week (€)	Single Room Price Per Person Per Week (€)
Residence Self-Catering Apartments Sharing Apartment (including wi-fi)	LOW / MID	210	310
	HIGH	250	350

# Accommodation

## 4 STAR HOTEL / ST JULIAN'S

Type	Season	Twin Room Sharing Price PerPerson Per Week (€)	Single Room Price PerPerson Per Week (€)
<b>Standard Room Bed &amp; Breakfast (including wi-fi) in a 4 Star Hotel within 5 minute walking distance to ETI</b>	LOW	275	500
	MID	480	840
Contact ETI at training@etimalta.com for the room rate at time of registration. Other hotel options are available	HIGH	560	980

## Seasons

Dates	
<b>LOW</b>	12th January–31st March 2015 1st November–31st December 2015
<b>MID</b>	1st April–14th June 2015 14th September–31st October 2015
<b>HIGH</b>	15th June–13th September 2015

## Other Services

Type	Fee (€)
<b>AIRPORT TRANSFERS – TAXI (includes both Arrival and Departure)</b>	45
<b>LUNCHES at Speakeasy Café Monday–Friday</b>	45
<b>Insurance</b>	18

# Other Information

## LUNCHES

Lunches are booked from Monday to Friday at the Speakeasy Café within the same ESE Building. The price includes a selection of: either a warm or cold meal, a drink and coffee/tea.

## SOCIAL PROGRAMME / GOLF

A social programme including weekly cultural guided tours will be confirmed every Monday. Any requests for Golf or any other sports activities should be sent to [training@etimalta.com](mailto:training@etimalta.com) at least one week before arrival. Participation is optional.

## PUBLIC HOLIDAYS IN MALTA FALLING ON WEEKDAYS – 2015

ETI will be closed on these public holidays. The schedule for the week including a public holiday will be adjusted to make up the lost training hours (not necessarily in full) due to the public holiday.

Thursday 1st January	Friday 3rd April	Monday 21st September
Tuesday 10th February	Friday 1st May	Tuesday 8th December
Thursday 19th March	Monday 29th June	Friday 25th December
Tuesday 31st March	Tuesday 8th September	

## TRAVEL INSURANCE

ETI recommends all trainees to arrange for adequate travel insurance, which should include coverage for medical and repatriation costs in case of any accidents or sickness. ETI provides an insurance cover which provides financial protection and medical assistance for trainees at ETI during their stay in Malta. The €18 premium covers a 2 week stay, and an €8 per additional week thereafter.

## LIDO BEACH CLUB

All ETI Malta packages include free entrance to the ETI Malta Lido (applies in high season) from Monday to Friday. On weekends and on public holidays, the ETI Group Lido is only available against payment at a discounted entrance fee. Other restrictions apply.

## ACCOMMODATION DEPOSIT – RESIDENCES

Each resident staying at the Inhouse Residence, Whitehouse Residence or Self Catering Residence shall pay a 100 Euros (in cash note/s) deposit on arrival at the Residence. This deposit is refundable on departure but may be retained in part or in full to cover any damage caused by the resident to furnishings and fittings. The Residence management cannot accept credit cards for the purpose of covering this deposit.

# Terms and Conditions

## Registration

The ETI Registration Form should be submitted directly online (at [www.etimalta.com](http://www.etimalta.com)) or by email to your contact at ETI at [training@etimalta.com](mailto:training@etimalta.com) or by fax on +356 2137 3725. Registration Forms will be duly acknowledged and confirmed by ETI. Any flight tickets purchased through ETI must be paid in full immediately upon confirmation of flight prices and flight itineraries.

## Reduction of Lessons

If only one participant is enrolled on a mini-group course at one particular level, the number of lessons/hours will be reduced.

## Cancellation Fees

Cancellation of bookings must be received in writing and are subject to a cancellation fee as follows:

- Between 1 and 2 weeks before arrival:  
1 week's tuition + registration fee + hotel accommodation cancellation fee, if applicable.
- Less than 1 week before arrival or after commencement of a course:  
no refund will be given and fees are not transferable.

Any refund shall be paid to the person who paid for the booking and in the same manner as the booking was paid for.

## Payment Of Fees

Once the registration form is received, a Confirmation of Acceptance letter is issued within 24 hours during normal working days or within 72 hours on weekends and public holidays. Places are guaranteed on the course on receipt of the €50 Registration Fee. Any unpaid balance should be paid by not later than two weeks before the start date of the course.

Payments should be made in Euro € or another currency which will be converted to Euro € at the rate of exchange on the date received.

Payments should be made to the ETI bank account:	
<b>Beneficiary</b>	Executive Training Institute Ltd.
<b>Account No.</b>	002-115178-001
<b>IBAN</b>	MT90 MMEB 4402 6000 0000 0211 5178 001
<b>Bank Name</b>	HSBC Bank Malta plc
<b>Bank Address</b>	233, Republic Street, Valletta, MALTA VLT 1116
<b>Swift Code</b>	MMEBMTMT

It is recommended to email (at [training@etimalta.com](mailto:training@etimalta.com)) or fax (on +356 21373725) a copy of the bank confirmation or proof of payment to ETI. All bank charges for payment by Bank Transfer are to be paid by the client. ETI reserves the right not to accept any individual for tuition if full payment of course fees has not been received by ETI within the stipulated time.

# Terms and Conditions

## Teacher Training Courses

Course and Programme Fees for Teacher Training Courses include:

- Registration Fees
- Programme Fee including social programme / 1 cultural guided tour per week and airport transfers (shared)

## Payment/Cancellation Fees – Teacher Training Courses

A deposit on the total fee will be required upon confirmation to confirm a place on the course booked.

The deposit is refunded if the cancellation is made before 4 weeks from course starting date. No refund for cancellation made within 7 days before start of course. Places are on a first-come, first-served basis.

Full payment is due 4 weeks before start of the course.

A cancellation fee applies only if cancellation is made 1–4 weeks before start of the course.

A cancellation charge amounting to the cost of a 3-night stay will apply should the client decide to change their accommodation during their stay or after their arrival in Malta. Any changes to accommodation can be applied up to 3 weeks prior to arrival in Malta.

## Complaints

We value all feedback on our service from our clients. We strive to maintain the highest possible levels of standards in all departments at ETI. Any complaints or any reservations should be made in writing to ETI Malta during the duration of the course by using the programme review forms or any form. These are to be submitted in the feedback box or handed directly to the ETI management. ETI cannot be held responsible for any complaint received after the client's departure.

## Accommodation Fees

Fees enclosed are valid until December 2015 and may be subject to changes where Government taxes may apply over the period. Hotel rates are indicative. Hotel rates for particular periods will be quoted and confirmed by ETI on the date of registration.

## Force Majeure

ETI Malta will not be responsible for any failure to comply with any obligation and will not be liable for payment of compensation if the failure is occasioned by any cause beyond ETI Malta's reasonable control. ETI Malta shall not be responsible for any costs incurred by or on behalf of any individual caused by force majeure. Such cause may include, but is not limited to, losses, damage, cancellations or delays, strike action, civil strife or terrorist activity, war, natural or nuclear disaster and unusually adverse weather conditions.

## Liability

The Directors, management and staff of ETI Malta will not be liable for personal accident and/or the theft, loss or damage of personal property belonging to clients. Whilst ETI Malta will try to provide assistance to its clients at all times, the Directors, management and staff of ETI Malta will not be liable for decisions taken by the local authorities. This also includes any procedures and decisions regarding entry visas or visa extensions.

## General Conditions

ETI Malta reserves the right to be fully reimbursed for any medical or related costs it may incur on behalf of any participant who requires urgent medical attention in Malta and to immediately repatriate, at the individual's expense, any individuals who suffer from a serious medical or psychological condition which was not disclosed in this registration form.

ETI Malta reserves the right to change training session times at its discretion and may use rooms in alternative premises of a similar standard. When enrolling with ETI Malta, the applicant consents to and authorises ETI Malta to process any personal data in accordance with the Data Protection Act of Malta and to transfer / disclose such data to other companies as deemed necessary for the successful provision of the services enrolled for and any purpose associated thereto.

# Dates and Fees 2015

## Professionals English and Communication Training Teacher Training



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Email [training@etimalta.com](mailto:training@etimalta.com)

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Member of

**CLARET**  
GROUP  
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 Quality  
English