



Location and Course Information *Barcelona, Spain*

The following contains very important information to help you pack and prepare for your stay in Barcelona, Spain as well as details regarding the training location and training course. Please read this thoroughly and keep it for future reference.

DEPOSIT

If you have not yet paid a deposit and received confirmation of payment, you are not yet "officially" registered for a course. Should you still need to make a deposit, please review the available payment methods in your original acceptance letter.

VISA AND PASSPORT INFORMATION

All visitors to Spain are required to carry a passport valid for at least six months after arrival date.

Visitors to Spain from North America, Australia and New Zealand can stay in Spain for a maximum of 90 days on a tourist visa which is automatically issued on arrival at the airport. Visitors from EU countries do not require a visa. Citizens from all other countries should contact their local consulate to obtain current travel regulations.

*As this information is subject to change at any time, we advise everyone to contact your local consulate for current travel regulations prior to planning your trip.

JOB INFORMATION

If you are planning on seeking work following the course, it may be a good idea to bring copies of your educational diplomas and birth certificate, as these may be useful for work or residence visas.

There is great demand for qualified TEFL teachers throughout the world. TEFL International provides the following services in this area:

- Contact information and details of schools in the region of your choice
- Contact information and details of selected schools worldwide
- Details of selected vacancies available worldwide
- Details of the most popular web sites of TEFL vacancies and information
- Internet access for job searches and on-line applications
- Assistance with CV preparation, advice about applications and interviews and all available information about teaching conditions in the trainees preferred destinations.

TEFL International has been very successful in placing course graduates in the location of their choice.

GETTING TO BARCELONA

There is an international airport in Barcelona with direct flights from Europe and North America. The airport is situated 12 km outside of the city centre.

Barcelona is also well connected to all other major European cities by bus and rail links.

TRANSPORTATION UPON ARRIVAL

We will make the arrangements for check in to your apartment with you directly before your arrival. Getting from the airport into town is very simple with the Air Bus Service, which runs every 12 minutes from directly outside the airport terminals into the town centre. The journey costs €3.45 and takes approximately 30 minutes.

Alternatively we offer an optional airport pick up service for people who prefer to be met at the airport upon arrival and transferred directly to their accommodation. The cost of this service is €40 per person.

Your accommodation is available on the Saturday before the course begins until the Saturday of the final week. We would recommend that you arrive in Barcelona by Saturday at the latest, as this will give you a chance to relax and get accustomed to your surroundings before the course begins.

Important Note - Regardless of your arrival day and time, we ask that you assist us in preparing for all arrivals by providing us with your travel arrangements as soon as possible via email at info@teflinbcn.com. Please do so as soon as your travel plans are confirmed and at least one week prior to your scheduled arrival time. Help us help you by providing this information in a timely manner.

EARLY ARRIVALS

If you wish to arrive in Spain before the Saturday when your accommodation is available (or stay a couple of days at the end of the course), this can be arranged – subject to availability at a daily rate of €20.

ACCOMMODATION DETAILS

Accommodation in Barcelona will consist either of a room in an apartment with a Spanish or English speaking host with maybe a fellow trainee. All of our accommodation is within easy distance of the school with a maximum travelling time to the school of 20-25 minutes. All rooms are clean, comfortable and adequately furnished. Sheets and towels are provided. All rooms are also located within easy reach of various restaurants, bars and entertainment sites. Rooms are allocated on a first come first served basis however please be assured that any special requests or requirements regarding accommodation will be taken into account and we will make every effort to oblige.

The cost of the accommodation is **€16 per night or €480** for the duration of the course. This can be paid in cash in euros upon arrival or in advance by credit card.

SCHOOL LOCATION AND FACILITIES

The TEFL International School is situated in the Mediterrani Escola building close to Placa Espanya and the Universitat. The nearest metro station is Rocafort which is just a 2 minute walk away. There are also regular buses and night buses which run along the main Gran Via.

Facilities at the school include free internet access, well-equipped classrooms and all the teaching resources and facilities that you will require for the duration of the course. There is a cafeteria on the 8th floor for your use with an outside sun terrace area. We have 2 computer suites available to you with over 100 terminals for you to access your emails with high speed internet access.

We have both large and small teaching rooms for your teaching practice to give you experience of teaching different size groups in different environments.

TRAINING COURSE SCHEDULE

The first class will take place Monday morning at 9:30 a.m., at which time we will provide a complete course schedule. The morning sessions run between 9:30a.m. and 12.30p.m. with regular breaks. Lesson planning runs in the afternoons from 1.30pm until 4.00pm and your teaching practice will take place in the evening. You will teach a minimum of 6 lessons over the duration of the course.

There will be a welcome tapas evening provided by the school in the first week of the course to help you get to know your fellow trainees.

COURSE DRESS REQUIREMENTS

For all input and tutorial sessions at the training location, there are no specific dress requirements, yet we ask that you be mindful of your peers and respectful of the fact that you are a visitor in another country.

RESOURCES

Please bring a pen and a notebook for taking notes during class. All relevant course books and materials will be provided, and the school has a resource library for reference. Photocopying and internet facilities are available for use by trainees.

ABOUT BARCELONA

TRANSPORTATION

The easiest ways to make your way around Barcelona are on foot or by public transport. The metro and public bus system is very efficient and inexpensive. Cars are also available for hire for those wishing to explore the region further field.

SHOPPING

All types of shopping facilities exist in Barcelona – from international supermarkets and department stores to small shops selling local handicrafts and markets selling fresh produce. No doubt you will find plenty to buy in Barcelona!

LOCAL WEATHER CONDITIONS

Thanks to its location on the Mediterranean, Barcelona enjoys a pleasant climate year-round with mild winters and hot sunny summers with a refreshing sea breeze.

GET ACQUAINTED!

Barcelona is a fascinating and engaging city. Before your arrival, we recommend you purchase a descriptive guidebook or do some online research to familiarize yourself and get acquainted with all it has to offer. We recommend the following sites:

www.lonelyplanet.com/destinations/europe/spain

<http://www.barcelonaturisme.com>

www.simplygoingaround.com/barcelona

www.barcelonaconnect.com

www.barcelona-metropolitan.com

Should you have any additional questions, please do not hesitate to contact us. We are available via the following:

Email: applications@teflife.com or Live Call/Live Chat at www.teflife.com

We look forward to welcoming you to the wonderful city of Barcelona!



Frequently asked questions *TEFL International in Barcelona*

1. What does the tuition for the program include?

Total fees:

Comprised of:

US\$500 - non-refundable deposit

960 Euros - balance of TEFL course fee.

This amount includes all tuition, course materials, certificate and moderation fees. Airfares, accommodation and food are not included. Accommodation is available for the duration of the course from the Saturday before your course begins to the Saturday after the course ends. If you wish to arrive a few days earlier or stay a few days later at the end of the course this can easily be arranged. The rate for extra days is €20 per day. Accommodation for the course costs **€16 per night or €450** for the duration of the course.

2. How do I pay for the course?

By this stage, you should have already paid the \$500 deposit either online by credit card or via bank transfer. The balance of the course fee isn't payable until the start of the course, directly to the centre in Barcelona. This can be paid by credit card (Visa or MasterCard), or in cash in euros. Accommodation costs (if applicable) are payable in cash in euros upon arrival when you check in to your accommodation.

3. What is an average program day like?

From Monday to Friday, there are input sessions every morning from 9.30am to 12.30pm, where trainees learn classroom management, grammar, language and culture, and other practical aspects of the course. Lunch is from 12.30pm to 1.30pm. From 1.30pm to 4.00pm, trainees prepare their lessons with the assistance of the instructors, and then from either 4.00pm to 6.00pm, or 6.00pm to 8.00pm, they teach their lessons to Spanish students. These lessons are followed by immediate feedback from the instructors. You will not be teaching every afternoon, we aim to provide 6 to 8 hours of observed teaching practice over the 4 weeks. These lessons are taught from Monday to Thursday. On Friday, trainees are free after 12.30pm, and the weekend is theirs. They are, however, encouraged to take their books with them to the beach so that they can study over the weekend! In addition to those hours, there is also time that must be spent preparing materials and completing various assignments.

During the course you will have experience of being a learner of an unknown language using the same techniques as you will use to teach English. This is so that trainees can see the problems that students will face from their perspective. We advise against taking any additional language classes outside the course. The program is very intensive, and you simply won't have time!

4. How many students on average are in the program each month?

On average we have about ten to fifteen trainees enrolled in each course, although some months we have more; some months the numbers are lower. Most of the participants are American, British, Canadian or Australian, although we do accept non-native speakers of English who have a high proficiency in the language.

5. What are the teaching practice students and classes like?

We use local Spanish students for the trainees' teaching practice. Spanish students are very keen and enthusiastic and classes are a very positive experience.

6. What are the program accommodations like? Where are they located?

If you require accommodation, this will consist either of a room in an apartment shared with your fellow course trainees or in a home stay with a Spanish or English speaking host. All of our accommodation is within easy distance of the school with a maximum travelling time to the school of 20-30 minutes. All rooms are clean, comfortable and adequately furnished. You will have your own private room and share the communal facilities. Sheets and a towel are provided. All rooms are also located within easy reach of various restaurants, bars and entertainment sites. Rooms within the apartment are allocated on a first come first served basis. Our accommodation service will be in contact you before the course to confirm all the arrangements for you.

7. Can I have things shipped or mailed to me at the school?

Yes! In fact, we suggest you have things sent to you at school, rather than your apartment.

This is our address: **TEFL International**
Mediterrani Escola de Turisme
Rocafort 104
08015 Barcelona

8. Can I bring my laptop?

Yes, although the school has many computers available for your use in the classrooms for lesson planning and job search purposes.

The job market and teaching in Spain; Paperwork and documentation

1. What is the TEFL job market in Spain like? Will I have trouble getting a job?

The job market in Spain is similar to its Western European counterparts. Most institutions require teachers to have a TEFL/TESOL certificate as a minimum qualification. Opportunities exist in the business sector and also in the rapidly growing market for teaching English to Younger Learners. Spain has always been one of the busiest TEFL markets in Europe, in Barcelona the demand for English intensified with the 1992 Barcelona Olympics. And it has hardly slowed since.

European regulations mean that non-EU citizens require a work visa to legally gain employment in Spain. Work permit applications must be accompanied by a written offer of employment from a Spanish employer, and can take months to obtain. In reality, thousands of non-EU citizens are teaching throughout Western Europe despite the regulations, however, most are working "under the table" as work visas are generally not issued to non-EU citizens. If you are determined to work in Spain and have the means to support yourself for a couple of months, you will generally secure employment.

EU citizens are legally entitled to work in Spain and does not need a work permit. They do, however, require a Residence permit which is easy to obtain with a copy of a contract.

2. When do I need to start looking for work in Spain? Where do I start?

We suggest you begin setting up interviews and sending resumes in the second or third week of the course, and we can help you with this. There are many TEFL employers across Spain. We can also assist you in finding work in other countries if required through our network of schools.

3. What will TEFL International do to help me secure employment?

We will fully assist you in your search for employment both during and after the course. We have timetabled individual sessions with you to help you prepare an effective EFL CV/Resumé. We can provide you with lists of language schools to target and sources of advertised positions. We will also help you with interview preparation and provide information about working conditions and standard of living etc in different areas. We guarantee job placement assistance, but please note that TEFL International doesn't 'guarantee' its graduates employment in Spain as such. Job placement assistance is however an integral part of the course and is available to you for as long as you need it.

4. What is the average salary like?

The average TEFL salary in Spain is approximately €1000 per month, though of course this varies depending on what type of school or company you work for, and whether you work full- or part-time. Many people will work for a school or employer with 15-20 teaching hours per week and may also build up their own base of private tuition clients.

5. What is a typical teaching position like?

Of course it varies from school to school, but you may be expected to teach a variety of courses, ranging from children to business professionals at all levels, in groups or in private sessions.

Questions about Barcelona; Living in Spain

1. What are the average housing and living expenses in Spain?

Most likely you will rent a room in an apartment or house with other teachers or with Spanish people, and of course it depends on where you choose to live. A pleasant, small 2 to 3 bedroom shared house in Barcelona is about €300 - €350 each per month. The cost of living in Barcelona is slightly higher than other parts of Spain although this is generally reflected in salaries. The cost of living is lower than in the UK and North America.

2. How do I find housing subsequent to the program?

We are happy to help our trainees locate housing subsequent to the program, and we have a number of contacts locally. We can inform you of the best publications and websites to use in your search for housing. Normally you could expect to find suitable accommodation within a week.

3. What do I do if I get sick in Barcelona?

If you find yourself requiring medical attention, there are a number of very good hospitals and clinics nearby. There are also pharmacies on every other corner. Please make sure you have appropriate health insurance cover and/or if you an EU citizen that you have an E111 form.

4. What's the public transportation system like?

The public transport system is excellent with an efficient metro, bus and train system. Meter taxis are also widely available although obviously more expensive. A single metro journey costs €1.10. A book of 10 tickets costs €6. Monthly passes are also available.

What to do before departing for Spain

1. How do I get to Barcelona?

Please help us to help you by informing us of your travel arrangements as soon as these are made so we can make the arrangements for your arrival. There are a number of options for you to get from the airport to your accommodation. We offer an optional airport pick up service. You will be met at the airport and driven directly to your accommodation. This service costs €40. A taxi into town costs approximately €20 - €25. Alternatively the Air Bus Shuttle Service runs every 12 minutes from directly outside the airport terminals into the central Placa Catalunya. The journey costs €3.45 and takes approximately 30 minutes. From here a taxi to your accommodation should be no more than about €6-8. Please let us know if you would like to book an airport pick up.

2. What documents do I need to bring?

Of course you need your passport; when you secure work you may be asked to provide notarized copies of your birth certificate and college degrees. You might also consider obtaining an international driving permit, should driving in Spain be necessary for you.

3. What's the climate like? What kind of clothing will I need to bring?

Thanks to its location on the Mediterranean, Barcelona enjoys a mild, pleasant climate year-round – hot and sunny in the summer months and mild winters.

Please do not hesitate to contact us should you have other questions or concerns.

Email: applications@teflife.com or Live Call/Live Chat at www.teflife.com

Thank you for choosing TEFL International – we look forward to meeting you in the near future.