







Ladies and gentlemen, welcome to **NED** Training Centre and to Ireland. This is your opportunity to improve your English and get to know a little about Irish culture and traditions. All the staff here at the school are highly professional and dedicated to ensuring that your experience in Ireland is the best it can be.

DAVID RUSSELL

Managing Director



Hello, on behalf of the Academic team, I'd like to welcome you to NED Training Centre, Limerick. We have a fantastic team of experienced teachers who are looking forward to supporting you as you improve your English. At NED Training Centre, we pride ourselves on providing quality courses where you have the opportunity to immerse yourself in an English speaking environment. As a student at **NED Training Centre**, your classroom learning experience is enhanced with our unique range of activities, where you can practice your English while having fun, meeting new people and challenging yourself to try something new! We look forward to welcoming you to our student community in Limerick! See you soon!

DEBBIE ROCHE

Academic Director Limerick

Hello and welcome to **NED Training Centre** on behalf of the Academic team. Your teachers are here to support you in maximising your potential and developing the skills you need to succeed. We provide an inclusive and enjoyable environment which will help you improve your English and make the most of your time in Ireland. I look forward to meeting you soon!

SIMON JUDGE

Academic Director Dublin

Discovering IRELAND

Ireland is an island nation located to the north-west of continental Europe. Covering a total area of 84,421 km², Ireland is the twentieth-largest island on earth and the third-largest in Europe. This beautiful island is commonly known as the Emerald Isle, due to the green colour of its landscapes, rolling hills and valleys.

As part of this territory you will find **Dublin**, the capital and also the most populous city in Ireland. Originally founded as a Viking settlement, Dublin is now a very vibrant cosmopolitan city, rich in culture and one of the most popular destinations for international students.

Limerick City is almost 1,100 years old. It has been a Viking settlement, a medieval walled town, a Georgian city and is now a modern, vibrant metropolitan area with a rich and historic hinterland. The city is located close to some of Ireland's most amazing and unspoilt spots.



The total population of Ireland is estimated at **4.6 million** people



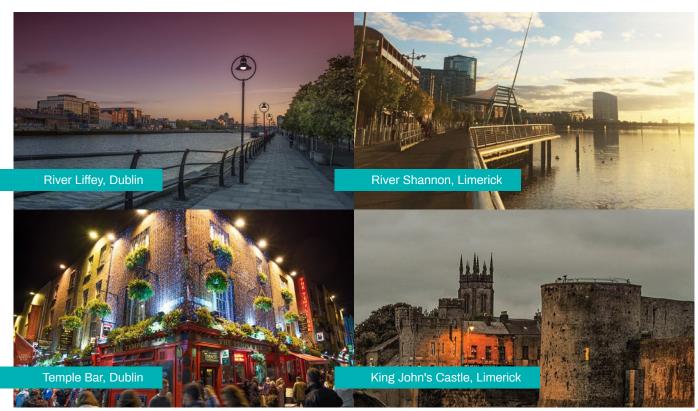
Language: English & Irish (Gaeilge)



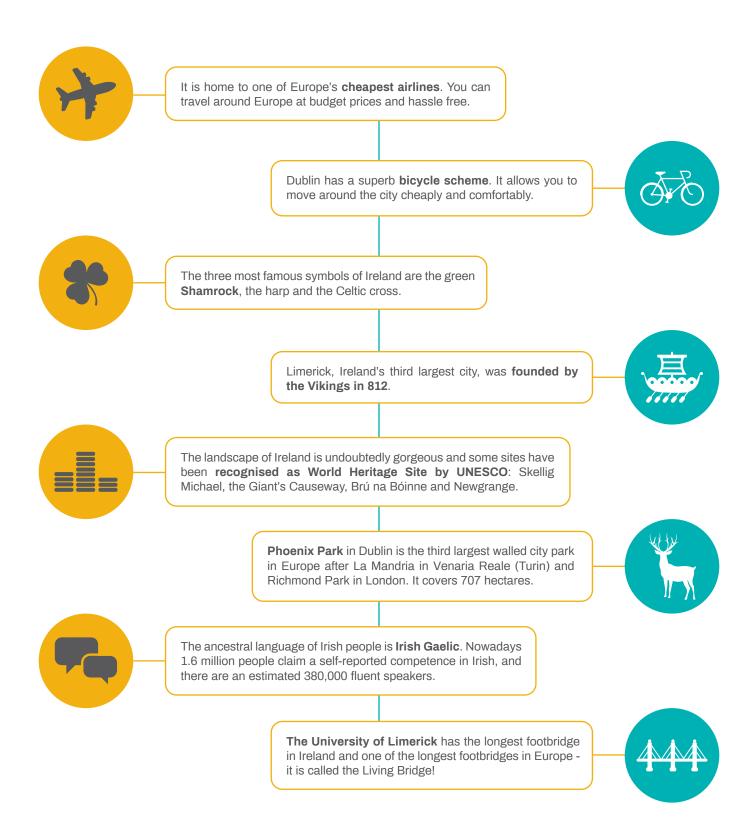
Currency: **Euro**



Home to one of the top festivals in the world:
St. Patrick's Day



Interesting facts about IRELAND



Affiliations & PARTNERSHIPS

NED Training Centre is proudly associated with great institutions to guarantee the high quality standards our students look for. These accreditations contribute to consumer protection and make sure all our services meet requirements demanded by law.



INTERIM LIST OF ELIGIBLE PROGRAMMES (ILEP)

This was implemented by the **Department of Justice and Equality** in 20th January 2016. Only schools that are on the list are able to receive Non-European students for long term courses. **NED Training Centre** is on the Interim list of schools.



Progressive College Network

Advancement Through Excellence

PCN (PROGRESSIVE COLLEGE NETWORK)

The Progressive College Network is an organisation formed to meet the demand for an alternate representative body for the private college community in Ireland.



UNIVERSITY OF CAMBRIDGE ESOL EXAMINATIONS

The **University of Cambridge** offers the world's most recognised range of English qualifications in the form of Cambridge ESOL examinations. Their extended network includes more than 2,700 centres and 20,000 examiners.



ENROLLED LEARNER PROTECTION

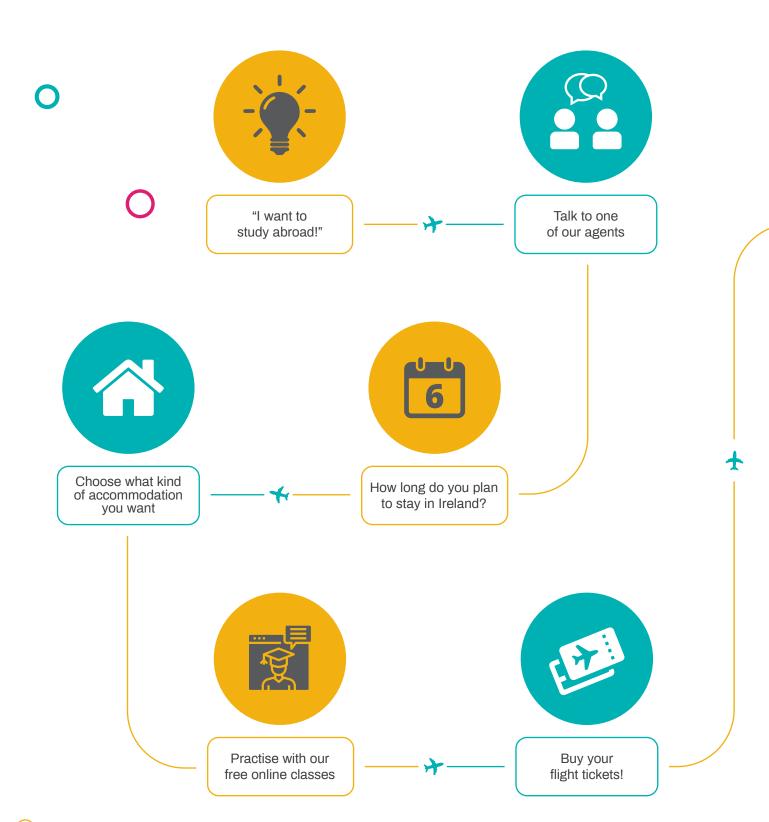
In line with current national regulations, all students enrolled on courses 3 months or longer in duration, are obliged to purchase the Learner Protection as part of their course fees. This is an insurance that protects the student's fees in the unlikely event of something happening to the school.



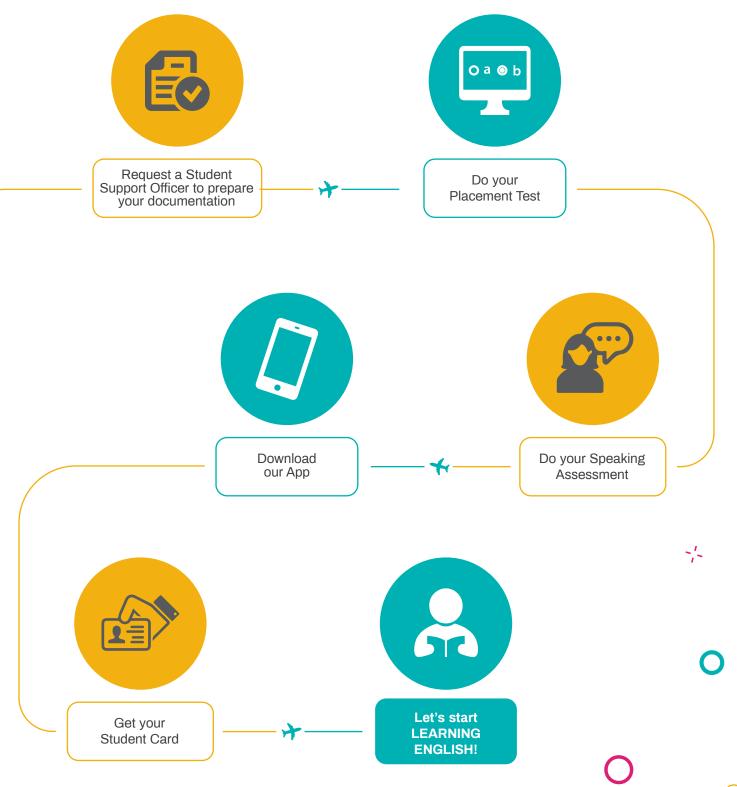
ASIC - ACCREDITATION SERVICE FOR INTERNATIONAL SCHOOLS, COLLEGES AND UNIVERSITIES

This organisation inspects educational institutions internationally and its principle aim is to ensure that the institution's content, programs and quality assurance meet all regulatory requirements. Accreditation is confirmation that the school has been assessed and meets high standards of education and good practice. Thus you are assured of a positive learning experience.

PLANNING



YOURTRIP



ABOUT NED Training Centre

NED Training Centre opened its doors in 2010 and since then we have been helping students from all over the world to improve their English. During this time our team has been working hard to provide the best experience for our students. We can offer much more than just English classes! We have comfortable and modern classrooms, a library, canteen, free Wi-Fi, student area with access to computers, extra activities to practise English and a personal service tailored to every student to assist you before and during your time in Ireland.



Speaking a second language is really important to go further in both professional and educational aspects of life and we want to make sure our students realise their true potential. Studying abroad at **NED Training Centre** is sure to be a rich and memorable experience.







WHY NED Training Centre?

OUR SCHOOLS

We have two student campuses, one in Dublin and one in Limerick, and in each of them you will find the ideal facilities to ensure you have the best educational experience abroad.





Modern and comfortable classrooms



Multicultural team



Canteen, library and student lounge



Qualified teachers



Free Wi-Fi and computers available for student use



Extracurricular activities



Personalised support before and after arrival in Ireland



Certified and accredited by major educational partners

COURSE: GENERAL

At NED Training Centre we are dedicated to giving you the best possible opportunities to learn English and to maximise your potential whether you are learning to further your career, to develop your own personal skill-set or to travel the English-speaking world with confidence.

All of our teachers hold a degree and an ACELS approved English Language Teaching qualification. Many have taught not only in Ireland but also overseas and bring a wealth of experience to the classroom to ensure that your time with us is educational, engaging and fun.

Our classes focus on developing your communicative abilities. At all times you will be encouraged and supported to use the English language. You will learn in a variety of contexts and develop all four skills: reading, writing, speaking and listening.

WE WORK TO IMPROVE YOUR...









TIMETABLE

Our classes take place from Monday to Friday



9:00am to 12:15pm 1:00pm to 4:15pm

Afternoon classes



** NED Training Centre places students in the morning/afternoon according to what was agreed upon course purchase.



ENGLISH C

At the end of each week you will take a short test so that you can measure your progress and see where you need to make improvements. Your teacher will also be able to guide you on your learning journey.

Whether you are beginning your English language learning or you are an Advanced student looking to perfect your skills, NED Training Centre we will be with you every step of the way!



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STUDENT OF THE MONTH

Every month our teachers nominate one student to be the 'Student of the Month'. This could be awarded because of your progress, participation in class or maybe you have that special quality that makes you a great student.



How your **COURSE WORKS**

Our course is designed to make sure you are covering the most important aspects of learning a new language. Our Academic Department has prepared your syllabus following the learning objectives of the Common European Framework of Reference (CEFR) and everything is approved by statutory bodies. Your progress is measured weekly with a Progress Test to make sure you are on the right track. And when the time comes, you can do a Change of Level test to make sure you are ready to move up. Also, do not forget to speak English at all times in the school: making the effort to speak English will ensure your progress.

ADVANCED

- · DISCOURSE MARKERS
- PRONOUNS
- NARRATIVE TENSES
- DISTANCING
- · GET / HAVE
- SPECULATION AND DEDUCTION
- ADDING EMPHASIS
- UNREAL USES OF PAST TENSES
- ADVERBS AND ADVERBIALS
- PERMISSION, OBLIGATION AND NECESSITY
- GERUNDS AND INFINITIVES
- ELLIPSIS AND SUBSTITUTION
- NOUNS: COMPOUND AND POSSESSIVE FORMS
- COMPARISON

UPPER INTERMEDIATE

- USING ADJECTIVES AS NOUNS
- NARRATIVE TENSES
- ADVERBIALS
- PASSIVE VOICE...IT IS THOUGHT. IT IS SAID THAT, ETC
- FUTURE PERFECT AND CONTINUOUS
- CONDITIONALS AND FUTURE TIME CLAUSES
- UNREAL CONDITIONAL
- PAST MODALS
- VERBS OF THE SENSES
- · GERUNDS AND INFINITIVES
- OUANTIFIERS
- STRUCTURES AFTER 'WISH' · CLAUSES OF CONTRAST AND PURPOSE
- RELATIVE CLAUSES

INTERMEDIATE **LEVEL**

- PRESENT SIMPLE AND CONTINUOUS ACTION AND NON-ACTION VERBS
- FLITLIRE FORMS
- PRESENT PERFECT/PAST SIMPLE
- COMPARATIVES AND SUPERLATIVES
- ARTICLES
- REFLEXIVE PRONOUNS
- MODAL VERBS-ABILITY, DEDUCTION AND OBLIGATION
- PASSIVE VOICE
- FIRST, SECOND AND THIRD CONDITIONAL
- REPORTED SPEECH
- SEPARABLE PHRASAL VERBS
- RELATIVE CLAUSES QUESTION TAGS

PRE-INTERMEDIATE LEVEL

- PRESENT SIMPLE/ CONTINUOUS
- PRESENT PERFECT vs. PAST SIMPLE
- · FUTURE: WILL/WON'T
- PAST PERFECT
- PASSIVE VOICE · REPORTED SPEECH
- PHRASAL VERBS
- INFNITIVE + TO

- · VERBS + GERUND
- MODAL VERBS
- (MUST, SHOULD, HAVE TO, MIGHT)
- PREPOSITIONS OF MOVEMENT
- FIRST AND SECOND CONDITIONAL

ELEMENTARY LEVEL

- PRESENT SIMPLE
- PRESENT CONTINUOUS
- PRESENT PERFECT
- PAST SIMPLE
- ADVERBS: MANNER AND MODIFIER
- PREPOSITIONS OF TIME AND PLACE
- OBJECT PRONOUNS
- A/AN/SOME/ANY
- · ADJECTIVES: COMPARATIVE AND SUPERLATIVE
- VERB+ TO + INFINITIVE
- CAN /CAN'T (PERMISSION AND POSSIBILITY)

BEGINNER LEVEL

- GREETINGS AND INTRODUCTIONS
- VERB TO BE
- SINGULAR AND PLURAL NOUNS
- POSSESSIVE ADJECTIVES
- ADJECTIVES
- PRESENT SIMPLE ADVERBS OF FREQUENCY
- QUESTION FORMATION-WORD ORDER
- PAST SIMPLE
- THERE IS/ARE/WAS/WERE
- FUTURE: BE GOING TO (PLANS AND PREDICTIONS)

EXAMINATIONS



General English is accredited by both TIE and Cambridge. The end of course Examination is mandatory for all visa-required students following GNIB rules and school procedures. Students will be prepared for their exams during their classes. At the end of the course, every student will be ready to take an exam and will get a certificate to testify their level.











SCHOOL CODE



A minimum of 85% attendance is required from every student.



End of course examinations are mandatory for all our students.



NED Training Centre is an English only zone. Speak English at all times, including with colleagues of the same nationality.



Do not eat in the classroom.



Do not be late! Classes start at 9am/1pm sharp. You must be punctual. This also means you need to be in your classroom for the whole class duration and cannot leave early.



Do not remove footwear in class and do not put feet on seats.



Put away your mobile phone.



Treat everyone with respect.



Do not touch the computer in the classroom.

Mix of Nationalities



Brazil 51%



Chile 14%



Mexico 6%



Argentina 6%



Uruguay 5%



Taiwan 3%



Costa Rica 3%



China 3%



Malaysia 3%



Korea 2%



Paraguay 1%



Japan 1%

APP & EXTRA ACTIVITIES

NED TRAINING CENTRE APP

To make the best of our students experience at **NED Training Centre**, we have created an exclusive App that will make your day-to-day life in the school much easier. Check your attendance, request holidays, join our activities, check recent news, follow the record of your weekly test results, make administration requests and much more! Download it for free from the **Google Store** or the **Apple Store** and register with your **Student ID**, **email** and **password**.







EXTRA ACTIVITIES

NED Training Centre believes that time spent outside the classroom is very important to help you to improve your language while you make new friends and get to know a little bit more about Ireland. Therefore, **every month we organise activities of all kinds**. You can find the full schedule on the notice boards around the school, on our social media channels and the app.

FREE EXTRA CLASSES

We understand that learning English is not easy, so every week we organize extra classes to liven up the learning experience and make it more enjoyable. We focus mainly on reinforcing the skills in the areas of conversation, pronunciation and grammar, and we also offer a weekly class to improve your CV.





TRIPS AND TOURS

As part of NED Training Centre's activities, we organise trips and tours so that our students can get to know the most magical places in Ireland, such as The Cliffs of Moher, the Giant's Causeway or the Wicklow Mountains; as well as visiting exotic countries like beautiful Morocco.

SOCIAL ACTIVITIES

Each week we organize social activities of various kinds with the aim of integrating new students and providing a space in which existing students can strengthen their friendships and make new ones. These activities also allow students to fully immerse themselves in Irish Culture. These activities range from visiting different museums and exhibitions to film clubs, dance classes, sports classes, international food fairs, themed parties, learning workshops and visits to different parts of the city.



Steps of YOUR JOURNEY

When you enrol at **NED Training Centre**, you are taking your first step to a new life. Our team will be with you throughout your journey to help you and make your experience even better. These are the steps you will take during your period as a student here at **NED Training Centre**.



1 Enrol at NED Training Centre.



Buy your flight ticket to arrive at least one week before your classes start.



Two weeks before the beginning of your class, you'll receive a Placement Test by email.



The week before the beginning of your classes, you will come to school to do your Speaking Assessment. During that week, our Academic Department will email you all the relevant information regarding your course, including the level you have been assigned and your class time.



On Monday, you will start your course. Do not forget to buy your coursebook.



After your course has commenced, download our exclusive app to check your attendance, make requests, join activities and much more!

SCHOOL POLICY

1. PUNCTUALITY, ATTENDANCE, ABSENTEEISM & EXPULSION

All students are required to attend all of their classes and maintain an **85% attendance rate**. For each class, an official printed class attendance sheet is prepared by administration, which students are required to sign twice during class. These signed attendance sheets are filed and kept by **NED Training Centre** to maintain attendance records.

Tardiness is not tolerated and any student who arrives after class has commenced is required to wait until the class break before joining. Any student absent will be recorded as non-attendance unless a medical certificate or other appropriate evidence regarding the absence is provided. If a student is unable to complete his/her course with 85% attendance, **NED Training Centre** retain the right to expel the student without issuing four warnings. Attendance is a provision of a student's visa and non-attendance will result in expulsion and may result in loss of a student's permission to study or work in Ireland or both.

In the event that a student is unable to attend their class for any reason the student should inform the school by e-mail. Additionally, written confirmation giving the reason(s) for non-attendance is required and should be given to **NED Training Centre** administration at the student's earliest opportunity.

2. END OF PROGRAMME EXAMINATIONS

End of programme examinations are mandatory for all students at **NED Training Centre**. This fact is clearly communicated to students upon curse purchase and is in accordance with Irish Immigration Authorities' regulations. The student agrees that they understand that the exam is mandatory and agree to sit the exam with a possible additional charge. Failure to sit this mandatory examination may result in the student being expelled and/or immigration authorities being notified. It also may affect the student's right to remain in Ireland.

3. PLACEMENT & CERTIFICATE

NED Training Centre places students in the morning/afternoon according to what was agreed upon course purchase. If a student did not pay the "morning fee" and wants to change to morning classes during his/her course, he/she has the option to pay the "morning fee" (€200) to be moved as soon as space becomes available. If a student started in the morning but wants to change to afternoon classes, there is no fee, but the move is subject to availability.

NED Training Centre Certificates are only given to students who (A) satisfy the 85% attendance requirement and (B) complete the mandatory end of course examination. Students receive a certificate at the level achieved upon course completion (this does not apply to short-term students).

QUICK GUIDE



1. PROOF OF SUFFICIENT **FUNDS - € 3,000**

In order to apply for your visa, the Immigration authorities require that students must be able to fully support themselves during their visa period - the amount of €3,000 serves this purpose. So, according to Irish Immigration authorities, the acceptable options are:

· A current bank statement showing sufficient funds (from your account in your home nation), not less than one month old, together with a past statement and a debit-card. The account and debit card, must be in the student's name (as it appears in his/her passport).

*NOTE: (All bank letters/statements must be accompanied by a sworn English translation).

- Documentary evidence that money is held in trust for a student by a financial services body regulated in Ireland by the Central Bank of Ireland.
- · A prepaid credit-card, with verification of the amount on the card. (The student's name must be embossed on the card).
- A statement in respect of an Irish bank account, showing sufficient funds.

2. HEALTH INSURANCE

After your arrival in Ireland; request a Student Support Officer to prepare your Health Insurance, before going to the Immigration Office. These documents take around 10 working days to arrive at NED **Training Centre.**

3. IRISH RESIDENCE PERMIT - IRP (VISA)

Before you go, make sure that your letters have been sent to the **Immigration Office**. You must submit the documents listed below to the **Immigration Office**:

- Original Passport Enrolment Letter
- Proof of funds (€3000) (Bank statement, or any other option listed above)
- Health Insurance
- · Fee payment of €300*
- * This fee can be paid by debit-card or Bank Giro. After your appointment and registration at the Immigration office you will receive your IRP card by post. It will not be given to you at your registration appointment.
- ** The Immigration Office address is 13/14 Burgh Quay, Dublin 2, Dublin, Ireland
- ***Immigration Limerick: Students have to collect the IRP card after 2 weeks from the day of registration.

Address: Henry Street Garda Station Henry Street - Limerick City -V94 VY64

Important: the processing of all documentation takes around 30 days. Even with the month visa, you will have 90 days to legalise your situation in Ireland.

4. MORE INFORMATION

Racism, homophobic comments, bigotry, etc., will not be tolerated at any time. Aggression towards fellow students or staff members is strictly forbidden; any student who behaves in an aggressive manner will be asked to leave class and may face suspension or expulsion. During the course of your term, NED Training Centre will run some excursions to places of cultural interest. The teachers will prepare you in advance of your visit and at their discretion may issue you with a worksheet to be completed on the excursion. It is also important to note that students must have a book to attend their classes. Students without books will be forbidden to join the classes.

Tips for LIVING IN IRELAND



STUDENT LEAP CARD

The **Student Leap Card** is Ireland's national student travel and discount card. It is the only student card that can save students up to 66% across all public transport operators, as well as a host of exclusive discounts and offers from leading brands. You can now apply for your **Student Leap Card** using your Mobile. Note you will still have to attend an official **Student Leap Card Agent**, but by applying online the process is quicker and easier, and you can take your own photo in advance.

preregistration.studentleapcard.ie



ACCOMMODATION

Being a city full of Universities, Dublin has an ample supply of accommodation for students. **NED Training Centre** doesn't offer private accommodation, just hostel and host family agreements, but we can provide you with assistance. Here are some websites where you can search for vacant properties:

www.daft.ie www.myhome.ie www.property.ie www.gumtree.ie

MOBILES



There are several mobile network companies in Ireland, but the companies most used by students living in Dublin are **Vodafone**, **Three**, **Tesco** and **Lyca**.

CINEMA



If you love movies and want to learn English through the seventh art, you can get your membership card at **CineWorld Dublin** or **Odeon Cinema** and have unlimited access to the cinema for a fixed monthly fee. Ask a Student Support Officer about this and other promotions or visit these site and learn more:

www.cineworld.ie www.odeoncinemas.ie

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LANGUAGE EXCHANGE

Practise your language skills with native speakers in a speed date format. You will speak for 5 minutes in English and 5 minutes in other language and then change table.

www.languageexchangeireland.com

DUBLIN BIKES & COCA-COLA ZERO BIKES



Ireland offers excellent conditions for those who enjoy cycling. Both Dublin and Limerick have public bicycle transport services at very affordable prices. **Dublin Bikes Annual Card is €25** and **Coca-Cola Zero Bikes are 10€**. You can hire a bike for 30 minutes without any extra charge from various locations throughout both cities. Find more details about pricing and subscriptions at:

www.dublinbikes.ie www.bikeshare.ie

CENTRAL LIBRARY

At the **Dublin Central Library** and **Limerick City Library** you can borrow books, DVDs and CDs, attend language courses and conversation groups. It is a great opportunity to complement your studies, get additional training for your conversation skills and to meet new people from different countries. To get a membership card, bring your passport and proof of address. It's free and membership is immediate.

HOW TO GET THE PERSONAL PUBLIC SERVICE NUMBER (PPS)

The PPS Number is a reference number used to gain access to social welfare benefits and public services. It is mandatory to have a PPS number to legally work in Ireland. **PPS is needed for**:

- Employment in the country
- Applying for a driving licence or in order to change to an Irish licence
- Management of the water bill of your residence

To apply for the PPS number, you need to have a passport and any bill that proves that you have an address in Ireland. You must have an employment letter to apply for this document. The booking is made through the MyWelfare website. Once made, it will inform you the place and date you must attend with your documents. After the appointment, it will take 3 to 5 working days for the document to arrive to your home address.

HOW TO OPEN A BANK ACCOUNT

To open a **Bank Account** you will need one valid form of **photo ID**, your **PPS number** and a **document to prove your address**. For the first one, you can use your passport, driving license or national identity card (if you're an EU citizen). In order to prove your address, you will need to show a recent utility bill, a recent bank statement or correspondence from a government department or authority.



HOW TO GET A POSTAL ORDER

If you are a visa-required student, a postal order is one of the options available to you to prove your funds to the Immigration service. You can get your postal order from a post office. The maximum amount per postal order is \in 650, so if you want to create your \in 3,000 deposit, you will have to buy 5 postal orders (5x 600 \in). The fee for each postal order is \in 4.50. The total amount for the whole transaction will be \in 22.50. Please, note that the five transactions are done separately. At the end, you will receive five postal money orders with the amount of 600 \in on each and these are the documents you have to take to Immigration. They will also provide you with a receipt. When you finish your visa process, you can return to the Post Office, to cash your postal order. You won't be able to cash it on the same day as you did the procedure.

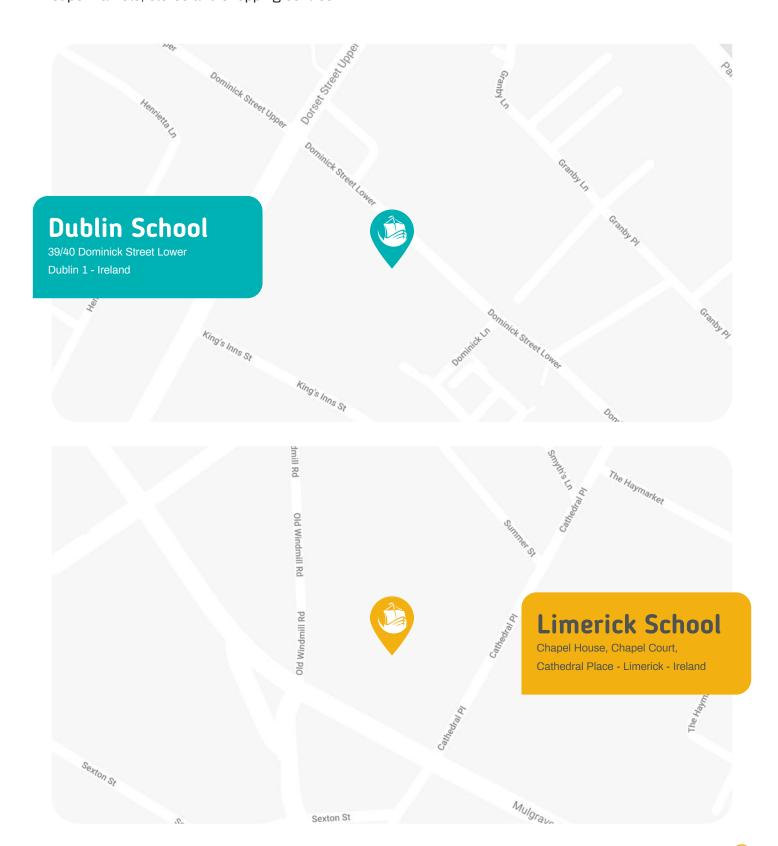


LOCATION





Our two campuses are located in the city centres of **Dublin** and **Limerick**, close to many facilities, such as supermarkets, stores and shopping centres.





Our team is responsible for making the magic happen! **Between Student Advisers**, **Sales**, **Teachers**, **Administration** and **Communications**, we have over 60 people working for us. Meet who are here to make your journey with us the most incredible one!



Francisco Ferri Director / Co-Founder



Wahed Ferdous Operations Director Dublin



Jamiur Rahman Choudhury
Operations Director
Limerick



Adriana Kawano Head of Sales Dublin



Jessica Rolim Head of Sales Limerick



Victor González Registrar



Julia Vila Student Affairs Coordinator



Cristina Hernández Receptionist

We are here TO HELP YOU!

In our school you will find the best services to improve your learning experience. We have **Sales offices**, an **Academic Department**, an **Administration Department** and a **Communications Department**. We all work together to make your experience unforgettable.

One of the functions of our Academic Department is to take care of your Academic needs while in Ireland, including hiring the best teachers you can have. All our teaching staff are well qualified and highly experienced in teaching English as a foreign language. Our team strives to maintain the highest education standards and offers a dynamic and vibrant learning environment.

Our Sales department is multicultural, with representatives from all over the world, including **Mexico**, **Uruguay**, **Chile**, **Costa Rica**, **Brazil**, **South Korea**, **Malaysia**, **Japan** and **Spain**. This mix makes everything easier for our new students who will feel at home! Our team will be able to communicate with them better and make sure everyone has all the information they need. We want every step of the way to be as smooth as possible.



FEEDBACK



WHEN YOU ARE HAPPY, WE ARE HAPPY!

We want to make sure you have the best experience with us so every three months, the school carries out a survey to make sure every student is enjoying the school the way they should. Please, be honest every time we ask for your feedback. This is the only way we can truly see what's happening and make improvements! If you have a particular aspect you want to praise (or to complain about), you can use the feedback form available on our website or talk to one of our members of staff.

WE ARE HERE TO HELP!

are satisfied with their learning experience provided by our Sales & Support Team

believe their overall
educational experience
at NED Training Centre
is positive
good or excellent

92%

OFFICES AROUND THE WORLD NED TRAINING CENTRE







39/40 Dominick St. Lower Dublin 1 - Ireland

LIMERICK

Chapel House, Chapel Court, Cathedral Place, Limerick - Ireland



URUGUAY

Luis A. de Herrera 1361 of. 201 Montevideo Pocitos - Uruguay

CHILE

Padre Mariano 10 Of. 1101, Providencia, Santiago - Chile



MALAYSIA

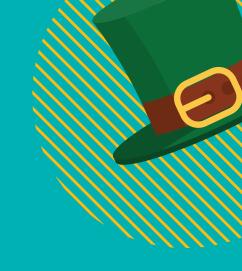
T3A, 13-10 Pusat Perdagangan 1B SS8/39, SS8, Icon City, 47300 Petaling JayaSelangor Malaysia













Dublin Campus

dublin@ned.ie

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