



[www.ned.ie](http://www.ned.ie)

[f /NEDTrainingCentre](https://www.facebook.com/NEDTrainingCentre)

[@NEDdublin](https://twitter.com/NEDdublin)

[g+ NED Training Centre](https://www.youtube.com/user/NEDTCschool)

[YouTube /user/NEDTCschool](https://www.youtube.com/user/NEDTCschool)

**Dear Student,**

Thank you for choosing to study at NED Training Centre. You will find inspiration and support here, as well as an excellent education. NED Training Centre, here you invest in your future.

NED Training Centre is an English only zone and you should speak English at all times when in the school. This will not only help you to improve your English but also help you to feel more comfortable using English on a daily basis. Students who continually break the English only rule will be asked to leave class and will receive a warning on their student file.

Placement tests are conducted most Fridays and followed by a short introduction to NED Training Centre. The introduction will advise you on attendance and immigration/visa regulations, class levels, school rules and excursions. Students who have not done the placement tests are strictly forbidden from entering class.

Our Student Support Team will show you around the building and inform you of the schools Health and Safety Policy.

By the end of the Induction Day you should have:

- Collected/filled in your Dublin Bus Student travel card form (Administration needs to sign and stamp it to officialise it)
- Filled in a request form for a PPS, Bank and Visa Extension (Non EU) Letter

Please ensure we have your email address as the school needs it for correspondence purposes.

By the end of the day you will be sent the following via email:

- Your class details
- Your student handbook
- Your syllabus
- The name of your textbook

## BEFORE STARTING THE CLASSES

- In order to check your English level, ask a Student Support Officer to do the Placement Test, which will establish your class. Your class will be scheduled in the morning or afternoon depending on your level of English. Students cannot decide what class time they want to attend. Usually, appointment is necessary to do the Placement Test.



[www.ned.ie](http://www.ned.ie)

[f /NEDTrainingCentre](https://www.facebook.com/NEDTrainingCentre)

[@NEDdublin](https://twitter.com/NEDdublin)

[g+ NED Training Centre](https://www.google.com/+NEDTrainingCentre)

[YouTube /user/NEDTCschool](https://www.youtube.com/user/NEDTCschool)

- Before you Induction Day, that takes place on a Friday, the Academic Coordinator will e-mail you with information about your class schedule. You may not get an Induction Day, if you are going to study a short term course.
- Classes begin twice a month, always on Mondays (except bank holidays).
- Students must request their certificate one week before finishing their course.

## NED Training Centre INFORMATION

NED Training Centre is an English only zone and you should speak English at all times when in the school. This will not only help you to improve your English but also help you to feel more comfortable using English on a daily basis. Students who continually break the English only rule will be asked to leave class and will receive a warning on their student file.

You will have a monthly progress test and teachers will use these tests to identify any particular difficulties you have. Your teacher will discuss your results with you through learner feedback which will give you the chance to ask any questions you would like. All feedback is done privately. It is important that you study for your exams and listen to your teacher's advice. Students should always complete their homework except in exceptional circumstances.

Teachers will use these tests to determine which students are ready to move up a level and also to establish what level is ideal for you when preparing for the English for Business exams (EFB). There are five levels for EFB so it is important that you sit the exam at a level that suits you. It is compulsory that you sit at least one exam.

You are expected to be punctual. Students who arrive more than 15 minutes after class has commenced will not be allowed to join until after the break. Tardiness interferes with a teacher's class plan and interrupts fellow students. The NED Training Centre attendance policy is 85%. Students in breach of this will be formally warned and may face expulsion in extreme cases.

If you wish to take a holiday you must fill in a holiday request form. NED Training Centre will then decide if we can accommodate your request. NED Training Centre has the right to refuse holidays to students. School holidays (Easter and Christmas) are included in your 26 week holiday.

Students are required to take the first twelve-week block of classes without a break. After a 12 Week period, visa students may take a holiday if they wish in agreement with NED Training Centre's attendance policy. After their break, they will then complete the second set of classes also in a single block.



[www.ned.ie](http://www.ned.ie)

 [/NEDTrainingCentre](https://www.facebook.com/NEDTrainingCentre)

 [@NEDdublin](https://twitter.com/NEDdublin)

 [NED Training Centre](https://plus.google.com/+NEDTrainingCentre)

 [/user/NEDTCschool](https://www.youtube.com/user/NEDTCschool)

All students are welcome to avail of the kitchen facilities. Students are expected to clean up after themselves. The NED Training Centre library is stocked with a variety of different genres and students are actively encouraged to borrow books. If you would like to borrow a book, bring it to the administration office and the staff will make a note. You will be given a return date. If you would like to extend the period just notify the administration team.

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. Free extra English conversation classes and games are held throughout the week.

We wish you the best of luck in your school term and look forward to getting to know you.

#### **NED Training Centre opening hours:**

- Classes runs: Monday to Thursday from 9:00 to 18:00
- Excursions and activities will take place on Fridays. Check schedule attached.
- Administration: Monday to Friday from 9:00 to 17:00

#### **NED Training Centre free Wi-Fi access:**

- Network: StudentLounge
- Password: nedtcfreehotspot

#### **NED Training Centre on the Internet:**

The best way to keep updated about NED Training Centre news is on our online profiles:

- **Website:** [www.ned.ie](http://www.ned.ie)
- **Facebook:** [www.facebook.com/NEDTrainingCentre](https://www.facebook.com/NEDTrainingCentre)
- **Twitter:** [www.twitter.com/NEDdublin](https://www.twitter.com/NEDdublin) or [@NEDdublin](https://twitter.com/NEDdublin)
- **Google+:** search for us as NED Training Centre
- **LinkedIn:** [www.linkedin.com/company/NED-Training-Centre](https://www.linkedin.com/company/NED-Training-Centre)
- **YouTube:** [www.youtube.com/user/NEDTCschool](https://www.youtube.com/user/NEDTCschool)
- **Instagram:** [www.instagram.com/NEDTrainingCentre](https://www.instagram.com/NEDTrainingCentre)
- **Foursquare:** search for us as NED Training Centre

We wish you the best of luck in your school term and look forward to getting to know you. If you have any questions feel free to contact a Student Support Officer. We are always available!