



LESSONS

The teacher must provide the stated number of hours of teaching as stipulated by the Local Organiser (LO) and by the letter of confirmation.

If there is a discrepancy between what the LO has confirmed by telephone, and what is stated in the written confirmation, the host should contact the LO or head office.

The LO must be informed immediately if there are any circumstances which may affect the course, such as ill health or medical appointments, or if an overnight stay is planned in another location. The LO should be contacted immediately if any problems arise.

The teacher may not engage in other employment if this is likely to have an adverse impact on the ILH course.

Students:

Our courses suit all general learners, including children & teenagers, college students, adults and the retired. People in work needing the language for general purposes will find our courses suitable. Language teachers wishing to update their language and trainee language teachers will also find these courses suitable.

The teaching can also be orientated to certain examinations (see [Examination Preparation](#)) or to business executives and professional related subjects (see [Executive Plus](#)).

Dates:

Courses run from Saturday to Saturday or Sunday to Sunday. If it is not possible to start on a Saturday or Sunday, owing to problems with travel, other start days may be accepted and are subject to availability. In case of Executive Plus students there is further flexibility to accommodate work schedules and travel plans.

Note: a week is 7 days and 7 nights, and if students arrive on a Saturday, they may leave on a Saturday. Courses are calculated in whole weeks. There is no price reduction for leaving a day early.

Recommended Hours:

The majority of the teaching programme would be done in the morning session. Lessons are ideally taken in the morning with at least a 30 minutes break in between. Lessons times can be arranged directly with the student on arrival. The ideal is for the student to receive a maximum of 4 hours in the morning, for this reason in case of 25 or 30 hours' courses the lessons will also be taken in the afternoon.

Note: 1 hour is 60 minutes.

Types of Courses:

Standard Course:

Students may choose 15, 20, 25 or 30 hours' individual class per week. The minimum course duration is 1 week (except for mini-stays of 4 days and 3 nights). The lessons run ideally from Monday to Friday.

Aim of the course:

The overall aim is to make rapid progress in the language, with special emphasis on improving oral ability. As always, learners additionally play an active part in family life, joining in conversation at mealtimes, meeting people socially and experiencing the culture of the country.

Course Content:

The formal lessons must contain a mix of appropriate activities, across all four language skills of listening, speaking, reading and writing. Typically these will include oral work, grammar, reading and discussion, vocabulary extension, listening comprehension, pronunciation practice and writing skills. At all times the student's particular needs are taken into account in the planning and delivery of the lessons.

Shared Option (two-to-one):

This option is suitable for friends, couples and relatives who wish to share lessons and accommodation in the same teacher-family. It will suit all general language learners.

Aim of the course:

The aim is for two students of similar language level to make rapid progress during their shared classes.

Course Content:

The same as for the Standard Course.

Executive Plus Course:

The Executive Plus course is available only in English in the UK and Ireland. This course is especially for business executives and all professional people. Typically these will be in the areas of business, banking, marketing, finance, law, medicine, engineering, military, computing, hotel and tourism, telecommunications, electronics.

Aim of the course:

The aim of the course is to enable executives and professionals to achieve effective communications skills in their particular work situation. Only host teachers of a suitable age with a relevant professional background and/or considerable ESP experience are used for this programme.

Course Content:

Each course is designed and taught according to individual professional requirements and includes:

- Development of listening/speaking skills and key grammar teaching in the specific professional context.
- Important work-related vocabulary and terminology.
- Language work based on professional texts.



- Key areas such as presentations and meetings.
- Relevant role-play and simulation exercises.
- Specific skills development, such as telephone English, writing reports and memos, professional correspondence.
- English for social situations.

Examination Preparation Course:

Special preparation courses are offered at a supplement for students who are preparing for a specific exam. Generally students will already be preparing to take the examination in question in their own country, or about to embark on a preparation course. Our course will, therefore, usually represent an additional and supportive (or preliminary) element to their longer-term preparation at home.

The minimum course length is 1 week, though realistically for meaningful examination preparation, courses should be a minimum of 2 weeks.

Aim of the course:

The course focuses clearly on the examination that the student is preparing for. The aim is to raise the student's linguistic standard significantly by doing solid examination-orientated practice in the four skills areas, and to extend and improve their oral/aural skills informally after class.

Course Content:

The content of the course is determined by the content of the examination. Special examination preparation materials are provided, covering all aspects of the examination, and students may request to emphasize certain skills areas according to individual need. The examination preparation materials may be kept by the student.

Levels:

Students should be at or approaching the level corresponding to the chosen examination in order to do the examination preparation course. If they are significantly below the level and want a preliminary to course to enable them to start an examination preparation course then the Standard Course is recommended.

Types of Examinations:

England

Cambridge Preliminary English Test, Cambridge First Certificate in English, Cambridge Advanced English, Cambridge Proficiency in English, IELTS, TOEFL, TOEIC and BULATS.

These courses are available in England, Scotland and Ireland only.

If students want to take any of the examinations indicated above in the UK or Ireland we can usually enter them as long as we are given sufficient notice and are paid the examination entry fee.

Other Exams:

The Standard Course can, in a more limited way, be orientated to help students preparing for the examinations indicated below, though special examination preparation material cannot normally be provided. There is no supplementary cost for this service.



END OF COURSE

The teacher must complete the Course Record and End-of-Course Report in accordance with the instructions sent at the time of the confirmation of student's placement and return it by email at info@ilh.com.

The teacher must email all the documentation immediately after the course has ended.

The teacher should ask the student to complete the student feedback on the last day of the course: <https://www.ilh.com/forms/feedback-form/>.

OUTINGS/ TRIPS

The host undertakes as far as possible to contribute to their student's improvement in the language outside the formal class time, and to arrange at least three cultural visits per week. Any costs incurred by the student on an outing or a visit (entrance costs, refreshments, extras at pub/restaurant and so on) will be payable by the student. This will not include sharing petrol costs on an outing (unless a student specifically asks to go to a distant location), or restaurant costs where part of the full board arrangement is offered in a restaurant; these costs will be borne by the hosts.

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Packages:

Standard, Executive Plus & Examination Preparation Course Packages:

Minimum of three accompanied outings per week to places of local interest.
Students pay entrance fees for themselves and the accompanying person.

For Under 18 students (Standard and Exam preparation):

Minimum of four accompanied outings per week to places of local interest.
Students pay entrance fees for themselves and the accompanying person.

City Experience Option:

A full day accompanied visit to a city of interest in addition to the Standard three accompanied outings.

Transport costs for both student and teacher are included. Students pay entrance fees for themselves and the accompanying person.

City Plus Option (*only for City locations in the UK / compulsory for under 18 placed in a City location*):

Three half-day trips, or one full day and one half accompanied trip to visit a place of interest within the city.

Transport costs for both student and teacher are included. Students pay entrance fees for themselves and the accompanying person.

Hobby Plus Option:

Three activities per week – for certain activities (e.g. British cream tea afternoon) the student is accompanied.

For sporting activities a partner is arranged.

Students pay the hobby fee plus the activity or entrance fee where applicable for themselves and the accompanying person if required.



ACCOMMODATION

All students are on a full-board accommodation, so three meals a day are supplied: breakfast, light lunch and cooked, substantial evening meal. The student should normally eat with the family. If either meal will be taken outside, the teacher will need to pay for the student.

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The student's room will be the one designated at the time of inspection by the Local Organiser (LO) unless otherwise declared. Rooms will be cleaned regularly, in accordance with the host's schedule. Light laundry should be done, if requested, according to the host's usual laundry schedule. Heavy items (such as jackets) and ironing may be reasonably excluded. Linen and towels will be provided by the host and changed regularly.

In the event of a booking which requires the private use of a bathroom for the student (currently known as Private Bathroom Option), the bathroom will be for the sole use of the student, and not shared with a third party.

No other foreign students, paying guests or au pairs shall be accommodated at the same time as those introduced by ILH. ILH should be told in advance if there will be other guests staying overnight. If there are special circumstances, these must be discussed with the LO at the time of the placement.

If a host wishes to take their student with them for a stay at another location, over the weekend or at any other time, they must inform their LO in advance and provide contact details.

For any updates about the household, the teacher need to contact their Local organiser straight away and inform ILH at: info@ilh.com.

TRANSFERS

In cases where hosts are requested by ILH to meet a student at an arrival point other than a local railway station or meeting point, the host will be reimbursed appropriately. No transfer costs will be reimbursed if such a transfer is requested privately by the student and not requested by ILH. Teachers should contact ILH if a student makes such a request. Financial compensation for unforeseen expenses caused by students will not be provided by ILH.

QUERIES

For questions regarding logistics and any local issues, the teacher needs to contact their Local Organiser.

For particular questions about academic procedures, they can email Sue Prentice at Head Office: Sue.Prentice@leolanguages.com.

For any other general/ administrative issues, they can contact Camilla at head Office: Camilla.Pascucci@leolanguages.com.

In case of emergencies the teacher needs to immediately contact their Local Organiser or call at ILH Head Office: +44 (0)1843 227700 or +44 (0)7944 998916.