

ncgonline

WWW.NEWCOLLEGEGROUP.COM/E-LEARNING





ncg *online*



CONTENTS

04 • NCG ONLINE
• KEY FEATURES

05 • ONLINE PROGRAMME OPTIONS
• TIMETABLE

06 • GENERAL ENGLISH ONLINE LESSONS
• IELTS ONLINE LESSONS

07 • SKILLS CLASSES ONLINE
• 1-2-1 ONLINE LESSONS

08 • PLACEMENT TEST
• HOW TO JOIN

09 • PRICE LIST

10 • BOOK YOUR COURSE AT NCG
• REQUESTED DEVICE

11 • TERMS AND CONDITIONS





NCG Online language courses develop learners' linguistic ability by incorporating innovative learning materials with the expertise of experienced English language instructors through a skills based, thematic curriculum.

NCG lessons employ the Communicative Approach that which focuses on the use of language through meaningful contexts. Learners will develop speaking, reading, listening, writing, vocabulary, grammar and pronunciation from home while still benefiting from a communicative online classroom community.

Our online learning environment benefits participants by being teacher-led while allowing students to participate in communicative activities with other students via online video conferencing, having over 900 different lessons and working on any device.

Our lessons are comprised of engaging topics of interest and relevance to learners which foster debate and conversation making lessons memorable experiences for learners.

KEY FEATURES

- The NCG online lesson library which covers General English from A1 – C1, IELTS (listening, reading, writing and speaking) and skills language courses such as Speaking Skills, Reading Skills, Listening Skills, Writing Skills.
- Students are given the opportunity to take part in communicative activities with other students by video conference while being led through learning resources, monitored and given feedback by one of our expert language instructors.
- All live lessons have a teacher present via a video link at all times to give support, guidance and help when needed.
- Library of over 900 English language lessons, each with an adjoining self-study activity.

ONLINE PROGRAMME OPTIONS

GENERAL ENGLISH

15h - Monday to Friday - 3h per day

ENGLISH SKILLS 10H

Monday to Friday - 2h per day

IELTS SKILLS 5H

Monday to Friday - 1h per day

ONE-TO-ONE

Hours can be arranged upon booking and based on teacher and student's availability.

IELTS

15h - Monday to Friday - 3h per day

ENGLISH SKILLS 5H

Monday to Friday - 1h per day

BUSINESS SKILLS 5H

Monday to Friday - 1h per day

TIMETABLE

Timetable for existing and new students

GENERAL ENGLISH & IELTS 15 HOURS	GENERAL ENGLISH 5 HOURS	ENGLISH SKILLS 10 HOURS	ENGLISH SKILLS 5 HOURS	BUSINESS ENGLISH SKILLS, IELTS SKILLS 5 HOURS	FREE CLUBS <small>*Subject availability</small>	
9:00 -10:00	15:45 - 16:45	13:00 -14:00	13:00 -14:00	13:00 -14:00	13:00 -14:00	
10 minute break		30 minute break	or		or	
10:10 -11:10						
10 minute break			14:30 -15:30		14:30 -14:30	
11:20 -12:20						

*UK time

GENERAL ENGLISH ONLINE LESSONS

The NCG Online lesson library covers General English from A1 - C1, including the 4 skills, grammar, vocabulary, pronunciation and functional language. At NCG, we believe that language progression is achieved through meaningful communication with other students, facilitated by a qualified teacher, and our online learning programmes reflect this. Students take part in communicative activities with other students by video conference while being led through learning resources, monitored and given feedback by one of our expert language instructors. All lessons are taught by a teacher who will give support, guidance and help.

IELTS ONLINE LESSONS

Our online learning environment includes IELTS exam preparation. Our exam preparation lessons are focussed on questions types that learners will encounter in the IELTS exam and also focus on the best strategies to approach the exam. Since candidates for the IELTS are working within a strict time frame, it's essential that students can recognise recurring questions types and immediately employ a strategy to answer them. Too many test prep lessons simply ask students to go through numerous mock tests, but it is difficult for students to improve their scores unless they understand how the tests are structured.

With this in mind, our test preparation lessons for IELTS comprise four categories covering listening, reading, writing and speaking, themselves comprising lessons that focus on the various questions types that learners will encounter in the exam. Activities in these lessons are designed to help students recognise each question type and employ the strategy to best answer it. Learners studying for IELTS will naturally have grammar points that require additional study or review.

Combining the IELTS lessons with our single-skills lessons provides a holistic approach, enabling learners to take control of their own learning path and develop their language skills.



SKILLS CLASSES ONLINE

ENGLISH SKILLS – 5H AND 10H

- This class aims to improve in English with a strong focus on speaking and listening
- Course objective: Improve your ability to communicate in English

IELTS SKILLS – 5H

- Prepare for your IELTS exam with our specialist preparation classes
- Course Objective: Improve your exam skills for IELTS

BUSINESS SKILLS – 5H

- Presentations, meetings, negotiations... learn the skills you need to succeed in your career
- Course Objective: Improve your ability to use English in the workplace

1-2-1 ONLINE LESSONS

Why take private English lessons at NCG Online?

- The class is completely tailored to your individual needs
- You can focus on specific areas of the language that you would like to develop
- You can go at your own pace
- Boost your existing course

CERTIFICATE

Electronic Certificate to be issued at the end of the course.



PLACEMENT TEST

Our online Placement Test includes a compulsory grammar section, optional skills-based sections to test listening and reading and optional productive tasks for speaking and writing. The Placement Test is used for two reasons; the first is to ensure students are in the correct class, and secondly it produces a Gap Analysis, which highlights areas of development that students can improve on. This allows the teacher to focus on problem areas for individual students throughout the course.



HOW TO JOIN:

- 1 Agency completes application form, please find on www.newcollegigroup.com/application-form-2020
- 2 Admissions will process the booking and send the agent the NET & GROSS invoices along with the offer letter
- 3 Shortly after, the student will receive an email with a link to the NCG online class platform. Once they log in they will be asked to complete the placement test - it's vitally important that this is completed as soon as possible
- 4 Once payment and placement test has been received, the NCG Online team will confirm the class time to the student alongside a 'welcome email'
- 5 When the student accesses the platform at the correct class time, it will prompt them to "Join the Lesson"
- 6 They should now be in the class and ready to start learning

PRICE LIST

	1 WEEK	2 WEEKS	3 WEEKS	4 WEEKS	ADDITIONAL WEEKS
GENERAL ENGLISH 15 hours per week	£130	£250	£330	£400	£100
IELTS ENGLISH 15 hours per week	£130	£250	£330	£400	£100
SKILLS CLASSES ONLINE 10 hours	£90	£170	£255	£320	£75
BUSINESS ENGLISH, IELTS PREPARATION OR ENGLISH SKILLS 5 hours	£70	£130	£180	£240	£60

ONE-TO-ONE ONLINE SESSIONS

£40 per hour
Minimum 2 hours

NOTES

- Conversation Club - 1 hour per week
- Writing Club - 1 hour per week
- Pronunciation Club - 1 hour per week
- Debate Club - 1 hour per week

START DATE

Any Monday throughout the year,
except bank holidays and Christmas break



BOOK YOUR COURSE AT NCG



ONLINE

go to www.newcollegegroup.com/e-learning



BY PHONE

call us on +44 7555 134249



IN YOUR COUNTRY OF RESIDENCE

via a local **NCG** partner

REQUESTED DEVICE

Students will be required to have a computer, tablet or laptop with webcam and microphone.



TERMS AND CONDITIONS

ACCEPTANCE OF Ts&Cs

1. In these Terms and Conditions, "NCG" refers to New College Group, the term "you" refers to a customer or student, the term "we" refers to NCG.

2. These Terms and Conditions are specific to the NCG online courses.

3. You agree to be bound by these Terms and Conditions, and any other relevant NCG policy and procedure:

- By completing the online registration and making the payment for an NCG online course; or
- By enrolling on an online course via a third party agent;
- If you are under 18 years of age, by enrolling on an online course via your parents/legal guardians or a third party agent.

MINIMUM AGE

4. You must be 16 or older in order to join an NCG online course

5. If you are aged 16 or 17, we will ask you to provide the written consent from your parents or legal guardians for you to join an NCG online course.

COURSE START DATES

6. You can start a course any Monday except on UK Public Holidays and in the Christmas week.

CHANGE TO COURSES OR SERVICES

7. NCG reserves the right to change details of its advertised online courses, and course dates, where circumstances beyond the company's control necessitate such changes or where the number of enrolments is not enough to operate an online course viably.

8. In the unlikely event that NCG is unable to deliver your online course in full, you may be offered enrolment on a suitable alternative online course at no extra cost. You have the right to choose whether you would prefer to cancel the online course (terms and conditions apply), or to accept a place on another online course. A minimum of five students are required for an online course to run. If there are fewer than eight students, alternative arrangements may be made.

PAYMENT

9. Payment for the NCG Online Courses must be received in full at least 1 calendar week prior to the course start date.

10. Bookings are made in the UK and prices are given in GBP.

CANCELLATIONS AND REFUNDS

Before the start of the online course

11. EU Students:

a. From the moment you make the payment, you have 14 calendar days

to

cancel the online course in order to receive a full refund (if you have already started the online course, any live lessons you have taken will be deducted from the refund).

b. If it is more than 14 calendar days from the date the payment was made and up to 5 calendar days before the start of the online course, you will receive a full refund.

c. If it is more than 14 calendar days from the date the payment was made and less than 5 calendar days from the start of the online course, one week course fee will be deducted from therefund.

12. Non-EU Students:

a. If you cancel the online course up to 5 calendar days before the start day you will receive a full refund.

b. If you cancel the online course giving less than 5 calendar days' notice, one week course fee will be deducted from the refund.

After the start of the online course

13. Outside clause 10.a. above, once you have started the online course you must give 2 weeks' notice to end the course early and to receive a refund of the remainder of the course.

Exceptions

14. No refund will be made if a student is expelled from an online course because of offensive, aggressive or inappropriate language, behavior or attire.

Cancellation and refund process

15. Notice of any cancellation and any refund application must be made by email to admissions@newcollegegroup.com. Failure to provide email notification will lead to full charges being made.

16. Refunds will be processed within 30 calendar days from the date the refund application has been submitted.

17. Refunds can only be paid to the same bank account or credit card from which original payment was received.

MISCELLANEOUS

18. You must be the user of the online course and you cannot transfer an online course to anyone else - i.e. you cannot share your personal login details with anyone else.

19. You are not permitted to take videos or recordings of any other kinds of any class.

20. Your teacher can ask you to leave the class or you can be expelled from the course if you engage in any offensive, aggressive or inappropriate language, behavior or attire.

PRIVACY POLICY & DATA PROTECTION

21. NCG will process and share personal information provided by you in accordance with the UK Data Protection Act 2018 and any other applicable data protection legislation.

22. By submitting an application to NCG, you agree to the storage of your personal details, including sensitive personal data, in NCG's administrative systems, whether electronic, on paper or any other medium, and to the usage of that information for NCG's purposes only.

23. Personal information processed by NCG will include your full name, age, contact details and, where appropriate, the full name and contact details of your parents, legal guardians, agent or sponsor. We will also keep data about your education, health, welfare, accommodation, travel, passport/ national ID, visa, finances and fees.

24. We will sometimes need to share your personal information with other organisations in the UK or overseas. We will only share all or part of your personal information when:

- It is necessary for the provision of services involving external suppliers (e.g. third party online teaching platforms); and/or
- It is legally required or lawful to do so.

25. We reserve the right to record any live online class. By participating in the live class, you agree that we may record and process a video of this class (including your image and/or voice) and make it publicly available.

FORCE MAJEURE

26. We are not responsible for any events outside our reasonable control which may cause the cancellation of any online course, classes, or other services that we provide. Events outside our reasonable control may include, without limitation, war, riot, civil strife, industrial dispute, terrorist activity, disaster, storm or other extreme weather conditions, flood, plague and infectious disease.

GOVERNING LAW AND JURISDICTION

27. These Terms and Conditions are governed by the laws of the United Kingdom and the relevant courts of the United Kingdom will have exclusive jurisdiction in relation to these Terms and Conditions.



ncg*online*



+44 7555 134249



admissions@newcollegegroup.com



www.newcollegegroup.com/e-learning