



# Prospectus

# 2010



English for Aviation Personnel, including special training for Pilots and Air Traffic Controllers in accordance with the ICAO Language Proficiency Rating Scale

Accredited by the  
 **BRITISH COUNCIL**

**ENGLISHUK**  
member 

**BUSINESS ENGLISH UK**



# Welcome to Anglo-Continental

Anglo-Continental is one of the world's leading English language teaching organisations. Our school, founded in 1950, was one of the first to be recognised as efficient by the British Ministry of Education; and today our courses are regularly inspected and accredited by The British Council. Our school follows the strict codes of practice of The British Council and the professional association English UK.

Anglo-Continental has been providing specialised English language training to aviation organisations worldwide since 1971. Since the introduction of the ICAO language proficiency requirements, we have also developed a range of courses specifically designed to assist aviation organisations and individuals in achieving the mandatory ICAO Level 4 (Operational).

Anglo-Continental is also an approved training centre for the Cambridge Certificate in English Language Teaching to Adults (CELTA), an internationally recognised teaching qualification.

Anglo-Continental is located in Bournemouth, a lively university town less than two hours from London. Bournemouth is a prestigious business centre and several multi-national companies have their regional or United Kingdom headquarters in the town.

Bournemouth has a mild climate and 12 kilometres of sandy beaches (awarded the prestigious Blue Flag for cleanliness), and it is well known for its beautiful parks, gardens and extensive leisure facilities.





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# Meet the Team

## The Anglo-Continental Aviation English Division Team



**Guido Schillig**  
**Managing Director**

"I am pleased to continue Anglo-Continental's tradition of providing specialised English language training to aviation organisations worldwide since 1971."



**Steve Millar**  
**Director of Studies**

"I am responsible for the strategic planning and ongoing development of our courses."



**Véronique Bethell**  
**Professional Training Supervisor**

"I have over 20 years experience in the language school industry, and for a number of years I have been specialising in the Aviation and Professional Training Programmes at Anglo-Continental."



**Paul Steinly**  
**Professional Training Coordinator**

"My particular interests in Aviation English are in producing aviation materials for use in the classroom and as guided study, and involvement in the assessors'/raters' courses."



**Paul Mellor**  
**Teacher Trainer**

"My specialist areas are Aviation English training and assessment and the phonology of international English."

*This is our core Aviation team. Other members of our Aviation Professionals Panel join us when required.*



**Ron Longley**  
**Aviation Professional**

"After careers in the Royal Air Force and National Air Traffic Services, I am now involved in the teaching of English for Aviation and the preparation of teaching and testing materials."



**Nick Lodge**  
**Aviation Professional**

"After careers in the Royal Air Force and with British Airways as a senior captain, and a current instructor in the Air Training Corps, I am enjoying teaching English for Aviation to overseas trainees."



**Jill Manwaring**  
**Teacher Training Course Coordinator**

"I help you decide on the best training options for you. My areas of special interest are teacher development and materials design."



**Phillip Bashford**  
**Teacher Trainer**

"I am involved in testing clients in the Anglo-Continental Test of English for Aviation Personnel (TEAP). I am also a CELTA Trainer and have extensive experience in teaching general and specialised English."



**Jon Underwood**  
**Teacher Trainer**

"I am an experienced teacher, especially in external examinations such as IELTS and TOEIC. I also have considerable experience, at home and abroad, in ICAO rating using the Anglo-Continental Test of English for Aviation Personnel (TEAP)."

# Introduction to ICAO

The International Civil Aviation Organisation (ICAO) grades

English Language performance on a scale of 1 to 6:

Level 1 Pre-elementary	Level 4 Operational
Level 2 Elementary	Level 5 Extended
Level 3 Pre-Operational	Level 6 Expert

In order to conform with ICAO language proficiency requirements, Pilots, Air Traffic Controllers and all others who use English in R/T communication on international routes must be at ICAO English Language Level 4 (Operational) or above by March 2011. This must be confirmed by successful completion of an airline industry approved test.

Those who are assessed at ICAO Level 4 must be re-tested every three years. Those who fail may not be licensed to operate on international routes.

## ICAO Language Proficiency Requirements

Appendix A (Annex 1) of ICAO Doc 9835, which sets out the language proficiency requirements, states that pilots, air traffic controllers and aeronautical station operators shall demonstrate the ability to speak and understand the language used for radiotelephony communications to the level specified in the Appendix. The six descriptors:

- ◆ Pronunciation
- ◆ Structure
- ◆ Vocabulary
- ◆ Fluency
- ◆ Comprehension
- ◆ Interaction

All six descriptors must be met at any given level for a candidate to be rated as having attained that level.



# Test of English for Aviation Personnel (TEAP)

Anglo-Continental's Test of English for Aviation Personnel is widely used to assess the language competence of pilots and air traffic controllers in accordance with the ICAO Language Proficiency Rating Scale. Aviation personnel and/or their sponsors are then able to determine a training programme with more confidence.

The test, in line with ICAO's directives, includes a listening and an oral component. The listening component tests comprehension and discrimination skills and the oral test, conducted in the form of an interview, evaluates the candidate's competence in all areas covered by the ICAO descriptors.

## **A. Listening**

This component is divided into three parts, covering air traffic control, safety and operations and informal conversations. A wide variety of accents are used. Candidates read the questions and mark multiple-choice responses.

## **B. Interview**

This component evaluates the candidate's competence in the areas covered by the ICAO descriptors and comprises a series of graded questions in aviation contexts. The interview is specifically aviation related. One section requires the candidate to report non-standard situations and for part of it, whether delivered live or via a webcam, the candidate and instructor are unable to see each other.

The test has a duration of approximately 30 minutes.

The test is recorded for security and moderating purposes and is assessed by at least two raters. A report is issued by our aviation specialists providing each candidate's ICAO level profile, in accordance with the ICAO Language Proficiency Rating Scale. Areas requiring improvement are highlighted. A certificate is awarded to candidates who achieve level 4 or above.



## **Test Fees 2010**

Test fee per candidate: £ 90

## **Dates**

Please contact us to book the test  
at a time convenient to you.



# Pilots and Air Traffic Controllers

Anglo-Continental's ICAO 291 courses are designed to assist those concerned in meeting the ICAO language proficiency requirements.

## **Foundation Module, including General Aviation English**

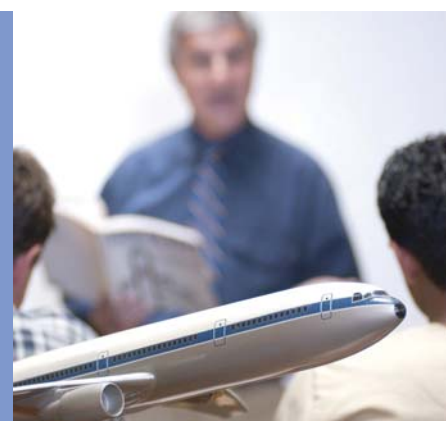
The Foundation Module provides general English tuition, adopting an integrated skills approach. The course concentrates on structure and usage, oral communication, vocabulary development and listening and reading comprehension. It also introduces English in a general aviation context in preparation for the final phase of the training.

## **Level 4 Module, including English for the Working Aviation Environment**

The Level 4 Module, aiming at ICAO Level 4, covers general English and intensive tuition in English for the working aviation environment, including R/T phraseology. The aim of this module is to improve trainees' communicative competence with particular reference to the six ICAO language proficiency descriptors - pronunciation, structure, fluency, vocabulary, comprehension and interaction. Course participants will develop their listening skills with authentic recordings and practise using the functional language and vocabulary required in both standard and non-standard aviation situations.

## **Duration of training**

It is difficult to predict how long an individual trainee may require to reach a specified level. The rate of language acquisition differs with each individual, and depends on their entry level of English, linguistic ability and their mother tongue. We recommend a minimum course duration of 4 weeks for all trainees.



## **Already at ICAO level 4?**

The Aviation English Division also provides courses by special arrangement for individuals who have already achieved ICAO level 4.



# ICAO Course 291

## English for Pilots and Air Traffic Controllers 2010

course	G-1.30A1 - Foundation Course	G-1.30A2 - Level 4 Module
<b>minimum entry levels</b> (confirmed by the Anglo-Continental Aviation English Pre-Entry Test)	ICAO Level 3 (low level) Pre-Operational Pre-Intermediate Stage 1	ICAO Level 3 (high level) Pre-Operational
<b>target level</b>	ICAO Level 3 (high level) Pre-Operational High-Intermediate Stage 1	ICAO Level 4 Operational
<b>lessons per week</b> (45 minutes)	<b>30</b> <b>25 lessons</b> of General English <b>plus</b> <b>5 lessons</b> of General Aviation English	<b>30</b> <b>20 lessons</b> of General English <b>plus</b> <b>10 lessons</b> of Aviation English and R/T
<b>guided private study - Aviation English</b> (sessions per week)	5	5
<b>homework (General English)</b>	yes	yes
<b>class size - General English</b>	average 10 (max. 15)	average 10 (max. 15)
<b>class size - General Aviation English</b>	maximum 12	-
<b>class size - Aviation English and R/T</b>	-	maximum 12
<b>minimum age</b>	18	18
<b>course duration (weeks)</b>	4, 8 or 12	4, 8
<b>course fees</b>	pounds sterling	pounds sterling
<b>4 weeks</b>	1900	2620
<b>8 weeks</b>	3535	4975
<b>12 weeks</b>	5085	-

<b>homestay accommodation fees - single room</b> (pounds sterling)	
<b>for the first week</b>	137
<b>each additional week</b>	97
<b>high season supplement</b> (20 June to 15 August - per week)	25
<b>executive homestay accommodation fees - single room</b> (pounds sterling) subject to availability	
<b>for the first week</b>	240
<b>each additional week</b>	200
<b>high season supplement</b> (20 June to 15 August - per week)	25

### course fees include...

#### administrative services

- enrolment fee
- pre-training assessment
- student card
- information, advice and help in personal matters

#### educational facilities

- all tuition
- use of the multi-media learning centre with free internet access
- all textbooks and teaching materials
- ring binder
- Educational Advisory Service
- Anglo-Continental Certificate of Training (subject to satisfactory course completion)
- Supervision of training programme by our Professional Training Coordinator

#### wireless internet access

- computers available in the self-service restaurant

#### sports and leisure activities

- film shows, table tennis, table football and board games
- advisory service for a wide range of excursions, sports and leisure activities (at extra cost)

### homestay accommodation fees include...

#### single room

from the Sunday before course commencement to the Sunday after its completion

#### meals

breakfast and evening meal Monday to Friday; breakfast, a light lunch and evening meal on Saturday and Sunday (lunch from Monday to Friday may be purchased in the self-service restaurant at the school).

### Notes

- ICAO Level 3, Pre-Operational, covers a wide range of ability in terms of language competence. The Anglo-Continental levels of English included (Pre-Intermediate to High Intermediate) refer to a trainee's overall language competence.
- Any trainee enrolled on the Foundation Module or the Level 4 Module, whose English is found to be below the level specified for the course, will automatically be transferred to a General Intensive Course (Course G-1.30) or the Foundation Module, as appropriate. The Sponsors will be informed immediately in order that a revised study plan may be agreed.
- Trainees at ICAO Level 2 should contact us for course details.

### course entry dates 2010

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
4	1	1, 29	26	24	21	19	16	13	11 (4 or 8 weeks only)	8 (4 weeks only)	~

Additional entry dates can be arranged for groups



# Aviation English Teachers

In line with ICAO language proficiency requirements for Pilots and Air Traffic Controllers to achieve level 4 or above, Anglo-Continental has designed courses to assist those concerned in the attainment of this essential qualification.

Our Teaching Methodology Course for Teachers of Aviation English provides vital training for English language teachers in three essential areas: the latest Language Teaching Methodology, teaching Aviation English in the context of the ICAO standards, and the personal language development which results from working with expert teacher-trainers.

The objective of the training is to develop the course participants' knowledge of Aviation English and English Language teaching skills within an aviation context, including a practical review of current methodology and classroom practice. Although an aviation background is an advantage, the course was developed to enable English language teachers who have little or no prior knowledge of aviation to teach Aviation English to pilots and air traffic controllers. As all lessons, including the General Teaching Methodology lessons, have an aviation context, every part of the course contributes towards expanding the trainees' Aviation English knowledge.



## programme features

- general English language teaching methodology
- aviation English teaching methodology
- aviation English appropriate to the trainees' needs
- experienced teacher trainers and aviation professionals

# Teaching Methodology Course for Teachers of Aviation English 2010

course	TAE-30
<b>entry level</b>	High Intermediate
<b>lessons per week</b> (45 minutes)	<b>30</b>
	<b>10 lessons</b> of General English Teaching Methodology
	<b>plus</b>
	<b>10 lessons</b> of Aviation English Teaching Methodology
	<b>plus</b>
	<b>10 lessons</b> of Aviation English
<b>guided private study (optional)</b> (sessions per week)	5
<b>class size</b>	maximum 12
<b>minimum age</b>	18
<b>course duration (weeks)</b>	2
<b>course fees</b>	pounds sterling
<b>2 weeks</b>	650
<b>homestay accommodation fees - single room</b>	
<b>2 weeks</b>	pounds sterling 234
<b>executive homestay accommodation* fees - single room</b>	
<b>2 weeks</b>	pounds sterling 440

\* subject to availability

## course entry dates 2010

FEB 8	APR 26	OCT 18
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Additional entry dates can be arranged for groups

## course planning

There will be an initial group needs analysis at the beginning of each course. Sessions will be planned accordingly, also taking into account participants' methodological awareness and aviation background.

## course content

### 10 lessons per week: General English language teaching methodology.

The following areas will normally be covered:

- implementing a lexical approach to lesson planning
- task design
- phonology - issues of international comprehensibility. Discrimination and production
- listening skills - for gist, specific information and inference
- teaching strategies for checking understanding
- teaching conversation strategies
- checking meaning - time, tense and lexis

### 10 lessons per week: Aviation English teaching methodology.

The following areas will normally be covered:

- teaching to the ICAO descriptors
- assessing a trainee's level regarding the ICAO descriptors
- plain English for pilots and ATCOs
- sourcing, creating and exploiting appropriate teaching materials
- using aviation video/DVD materials for comprehension and language skills development
- making lessons relevant to our trainees' needs
- testing progress and achievement
- teaching functional language, appropriate to ICAO doc 9835

### 10 lessons per week: Aviation English, adapted to meet trainees' specific requirements, covering areas such as:

- aircraft structures and systems
- aviation and airport organisation
- flight operations and flight safety
- ATC organisation and control of airspace
- en-route, aerodrome and approach control
- ICAO R/T phraseology and procedures
- standard and non-standard phraseology
- incidents and accidents

## course fees include...

### administrative services

- enrolment fee
- student card
- information, advice and help in personal matters

### educational facilities

- all tuition
- use of the multi-media learning centre with free internet access
- all textbooks and teaching materials
- ring binder
- Anglo-Continental Certificate of Training (subject to satisfactory course completion)

### wireless internet access

- computers available in the self-service restaurant

### sports and leisure activities

- film shows, table tennis, table football and board games
- advisory service for a wide range of excursions, sports and leisure activities (at extra cost)

### additional study

Trainees have the option of guided private study sessions. Tasks set may include pre-session preparation, follow-up work and research assignments. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, audio, video/ DVD and reference material is available for private use.

## homestay accommodation fees include...

### single room

from the Sunday before course commencement to the Sunday after its completion

### meals

breakfast and evening meal Monday to Friday; breakfast, a light lunch and evening meal on Saturday and Sunday (lunch from Monday to Friday may be purchased in the self-service restaurant at the school).



# ICAO Raters

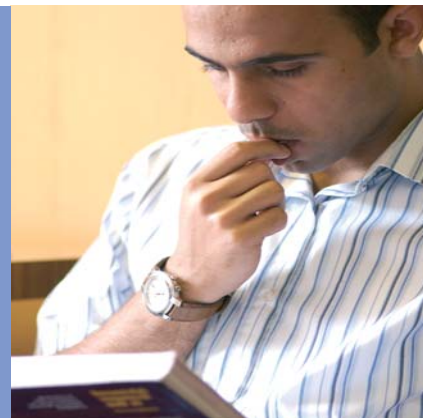
This course is intended for teachers of aviation English who are required to assess and rate the English language capabilities of pilots, air traffic controllers and other aviation professionals according to the Language Proficiency Requirements of the International Civil Aviation Organisation (ICAO) as set out in ICAO Document 9835. The participants' level of English language should be at least advanced. This will be tested at the start of the course.

## **The course is divided into two weeks**

The first week concentrates on interpreting the language criteria of the ICAO Rating Scale and applying them by listening to and assessing sound files of various non-native speaker aviation professionals.

The second week focuses on sourcing, adapting and producing appropriate materials for use in an assessment test and trialling them on other trainees.

Trainees with no experience of English language teaching are required to attend the Teaching Methodology Course for Teachers of Aviation English before following this course.



## **programme features**

- detailed study of ICAO LPR criteria
- assessment/rating practice using sound files of real aviation professionals
- materials to use in class and to take away



# Professional Training Course for Raters/Assessors 2010

course	RAT-20
<b>entry level</b>	Advanced
<b>lessons per week</b> (45 minutes)	<b>20</b>
<b>directed private study</b> (sessions per week)	5
<b>class size</b>	maximum 12
<b>minimum age</b>	18
<b>course duration (weeks)</b>	2
<b>course fees</b>	pounds sterling
<b>2 weeks</b>	500
<b>homestay accommodation fees - single room</b>	
<b>2 weeks</b>	pounds sterling 234
<b>executive homestay accommodation* fees - single room</b>	
<b>2 weeks</b>	pounds sterling 440

\* subject to availability

## course content

### Week 1 - Rating Awareness and Practice

**20 lessons** in a closed professional group, supplemented by directed private study and project work.

The following areas will normally be covered:

- Evaluating and comparing different test types (eg. for ab-initio trainees or trained professionals, direct or semi-direct, including computerised tests)
- Identifying the criteria for ICAO levels in: Listening (general comprehension, interpretation and discrimination) Speaking (accuracy, intelligibility and communicative competence)
- Defining and evaluating appropriate levels of competence in communication skills, and the 6 criteria of the ICAO Rating Scale.
- Practical exercises in rating trainees' performance at various levels of the ICAO Rating Scale, with emphasis on Levels 2 to 5
- Identifying areas for development in failed candidates' performance, and guiding them towards improving their language proficiency.

### Week 2 - Test Production and Delivery

**20 lessons** in a closed professional group, supplemented by directed private study and project work.

The following areas will normally be covered:

- Sourcing and selecting materials, creating appropriate tasks for tests, familiarisation with appropriate hardware and software
- Production of materials to test their candidates' knowledge of communication skills in plain English and aviation phraseology in standard and non-standard situations
- Evaluating and trialling – in simulation – of test materials
- Creating keys and marking guides for assessors
- Marking and weighting
- Language testing ethics
- Planning, staffing and conducting high-stakes testing services for aviation specialists

## course fees include...

### administrative services

- enrolment fee
- student card
- information, advice and help in personal matters

### educational facilities

- all tuition
- use of the multi-media learning centre with free internet access
- all textbooks and teaching materials
- ring binder
- Anglo-Continental Certificate of Training (subject to satisfactory course completion)

### wireless internet access

- computers available in the self-service restaurant

### sports and leisure activities

- film shows, table tennis, table football and board games
- advisory service for a wide range of excursions, sports and leisure activities (at extra cost)

### additional study

- directed individual study - including pre-session preparation, self-assessment, follow-up work, research assignments and project work - is an integral part of the course. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, audio, video/dvd and reference material, both aviation and non-aviation, is available for private use.

## homestay accommodation fees include...

### single room

from the Sunday before course commencement to the Sunday after its completion

### meals

breakfast and evening meal Monday to Friday; breakfast, a light lunch and evening meal on Saturday and Sunday (lunch from Monday to Friday may be purchased in the self-service restaurant at the school).

## course entry dates 2010

FEB	MAY	NOV
22	10	1

Additional entry dates can be arranged for groups



# Special Aviation Programmes

Anglo-Continental offers specialised language training both for individuals and professional groups. Specially designed programmes prepare trainees for professional and specialised employment.

## Aviation English language training courses

These courses combine intensive general English tuition with specialised English study - subjects include: Aeronautical Engineering, Aeronautical Information Service (AIS), Airline Marketing, Air Navigation, Aviation Management, Aviation Security, Cabin Crew, Electrical Engineering, Fire and Emergency Services, Meteorology, Radiotelephony and Telecommunications.

## Training Objectives

Training objectives are defined before enrolment in consultation with trainees' sponsors. All special group programmes can be adjusted to the participants' level of English and professional knowledge and experience.

## Course Content

Group training programmes, usually of **30 lessons per week**, normally include two components:

- **General English Language Tuition**, with other trainees in international classes or in closed professional groups;
- **Specialised English Language Tuition**, normally in closed professional groups.

## Course Durations

Professional training programmes may be of any duration from 4 to 50 weeks according to need.

## Language Levels

Trainees can be accepted for general English tuition at all levels of English from beginner to advanced. The minimum level for specialised language training is Low Intermediate.



## Over 35 years of experience in Aviation English training

Anglo-Continental provides training courses for large Aviation organisations including international airlines, government departments and Civil Aviation Authorities. Our wealth of experience and expertise have put us in an ideal position to provide the quality of training required by ICAO and other large aviation organisations.



# Aviation English Language Training Courses 2010

## **AERONAUTICAL ENGINEERING**

- ◆ Aircraft construction
- ◆ Aircraft systems and components
- ◆ Engines
- ◆ Propellers
- ◆ Electricity and electronics
- ◆ Instruments
- ◆ Tools and workshop practices
- ◆ Mathematics and physics in English

## **AERONAUTICAL INFORMATION SERVICE (AIS)**

- ◆ Rules of the air
- ◆ Air traffic services
- ◆ Theory of flight
- ◆ Air navigation
- ◆ Meteorology
- ◆ Communications
- ◆ Aerodromes
- ◆ Geography and astronomy
- ◆ Mathematics in English

## **AIRLINE MARKETING**

- ◆ Airline management
- ◆ The airline customer
- ◆ Marketing and public relations
- ◆ Advertising and publicity
- ◆ Written communication
- ◆ Personal communication

## **AIR NAVIGATION**

- ◆ The Earth
- ◆ Navigation
- ◆ Aeronautical Information Service (AIS)
- ◆ Mathematics in English

## **AVIATION MANAGEMENT**

- ◆ International aviation
- ◆ Aviation services
- ◆ Airline management
- ◆ Airline operations
- ◆ Airport management and operations
- ◆ Telecommunications
- ◆ Airport construction and maintenance
- ◆ Marketing and public relations
- ◆ Management communication

## **AVIATION SECURITY**

- ◆ Threats to civil aviation
- ◆ Passenger profiling
- ◆ Questioning techniques
- ◆ Methods of concealment
- ◆ Screening of passengers and luggage
- ◆ Explosive devices, other prohibited items, and CBRN threats
- ◆ Document verification
- ◆ Biometric technologies
- ◆ Combining customer service with effective security
- ◆ Passenger restraint

## **CABIN CREW**

- ◆ Airports
- ◆ Aircraft
- ◆ Cabin crew

## **ELECTRICAL ENGINEERING**

- ◆ Aircraft systems and components
- ◆ Engines
- ◆ Instruments
- ◆ Fundamentals of electricity
- ◆ Tools and workshop practices
- ◆ Mathematics and physics in English

## **FIRE & EMERGENCY SERVICES**

- ◆ Aircraft construction
- ◆ Chemistry of combustion
- ◆ Fire and rescue operations
- ◆ Communications
- ◆ Mathematics and physics

## **METEOROLOGY**

- ◆ Meteorology
- ◆ Mathematics in English

## **RADIOTELEPHONY**

- ◆ General operating procedures
- ◆ General phraseology
- ◆ Aerodrome air traffic services
- ◆ Radar phraseology
- ◆ Approach control
- ◆ Area control
- ◆ Emergency radiotelephony procedures
- ◆ Transmission of aerodrome information
- ◆ Miscellaneous flight handling
- ◆ R/T procedures and phraseology
- ◆ Mathematics in English

## **TELECOMMUNICATIONS**

- ◆ Mathematics and physics in English
- ◆ Electricity
- ◆ Electronics
- ◆ Communications
- ◆ Navigational aids
- ◆ Workshop practices



# English Plus Private Pilot Training

If you are planning a career as a pilot but need to improve your English language level in order to be accepted as a trainee by a flying school, this is the programme for you.

Cabair and Anglo-Continental Aviation English Division offer a combined English language and pilot training programme for non-native English speakers to become pilots. The programme includes General English and Specialised Aviation English tuition at Anglo-Continental's Aviation Division, with pilot training at Cabair's European Pilot Training Academy (EPTA).

The four-phase programme is open to all levels. The duration of Phase I is adjusted depending on the trainee's entry level and projected progress rate.

In Phase II the lessons of Aviation English focus on making the trainees familiar with the lexis they will encounter on a flight training course, both in Ground School (flight theory) and Operational Flying, by going over the basics of flight, aircraft and airport features, trainee and instructor communications, and communications with air traffic control.

Phase III focuses on developing further a trainee's English language in the morning while commencing PPL training in the afternoon.



## programme features

- small groups for Aviation English
- specialist aviation teachers and aviation professionals for the Aviation English lessons
- JAA Private Pilot's Licence (A) Training



### The programme comprises four phases:

#### Phase I - Anglo-Continental

English Language Course:

- 25 lessons per week of intensive General English, concentrating on English structure and usage, presentation and practice of new language, pronunciation and communication skills practice
- 5 lessons per week of supplementary skills development

Target Level: Intermediate (equivalent IELTS 4.5)

Duration: 10 to 24 weeks

Course Fees: 10 weeks: £ 2,445 to Anglo-Continental

Each additional week: £ 170

£ 4,800 incl VAT to EPTA against signed contract for PPL Ground School (Phase II)

The duration of Phase I depends on the trainee's English level on course commencement. A pre-entry test can be provided in order to estimate the number of weeks required to complete Phase I of the programme.

#### Phase II - Anglo-Continental and Cabair

English Language Course:

- 25 lessons per week of intensive General English, concentrating on English structure and usage, presentation and practice of new language, pronunciation and communication skills practice
- 5 lessons per week of Aviation English
- 5 sessions per week of Guided Private Study (Aviation English)
- PPL Ground School - formal lessons via CBT and self study

Target level: High Intermediate Stage 1 (equivalent IELTS 5.0)

Duration: 8 weeks

Course Fees: £ 3,535 to Anglo-Continental

#### Phase III - Anglo-Continental and Cabair

- English Language Course: 20 lessons per week of structured General English language tuition and practice (mornings only - finish 12:15)
- PPL Training

Target Level: ICAO Level 4\* equivalent to IELTS 5.5/6.0 (listening and speaking)

Duration: 16 weeks

Price: £ 2,240 to Anglo-Continental  
£ 4,800 incl VAT to EPTA

\*confirmed by Anglo-Continental's Test of English for Aviation Personnel and certified by an ICAO Language Proficiency Certificate.

#### Phase IV - Cabair (optional)

Do you want to continue to train to become a Commercial Pilot via a 12 month JAA programmed modular route? It includes:-

- JAA full-time ground school
- 100 hours building option; UK, Spain, or Florida
- 25 hours Commercial Pilots Licence; UK, Spain or Florida
- 6 hours Multi Engine Piston Rating; UK, Spain or Florida
- 50 hours Instrument Rating; UK, Spain
- Multi Crew Co-operation Course; UK

Prices to be supplied against specific requirements.

NB Acceptance on this phase is subject to successful completion of our Compass Pilot Assessment.

Trainees will be required to take a class II medical examination, at additional cost, prior to flying. A class I medical examination is necessary for commercial pilot training.

For more information, please contact:

#### Anglo-Continental Aviation English Division

29-35 Wimborne Road,  
Bournemouth, Dorset. BH2 6NA

Mrs Véronique Bethell

Professional Training Supervisor

Telephone: 01202 411805

Website: [www.aviation-english-division.com](http://www.aviation-english-division.com)

#### Cabair European Pilot Training Academy

The Academy, Aviation Park West,  
Bournemouth International Airport, Christchurch,  
Dorset. BH23 6NW

Telephone: 01202 581122

Website: [www.cabair.com](http://www.cabair.com)



# Homestay Accommodation



## **selection of homestay accommodation**

Carefully selected homestay accommodation is an established feature of all our programmes. Thanks to our careful selection, administration and supervision of our homestay accommodation, we ensure that you are comfortable and well looked after during your course.

Homestay accommodation also provides a useful extension of your studies: the opportunity to practise your English outside the classroom and to benefit from total immersion in the English-speaking community. You'll learn more about the country and its people - and it will make a real contribution to your progress.

## **hotels and guest houses**

Hotels and guest houses with prices starting from £ 35 per night for bed and breakfast. Reservations made on behalf of trainees are subject to a reservation fee.

## **standard homestay accommodation**

Available for all trainees:

- A pleasantly furnished single bedroom
- Shared shower or bathroom and toilet facilities
- 16 meals per week
- A light laundry service will be provided

## **executive homestay accommodation**

Subject to availability.

- A spacious, comfortably furnished bedroom
- Exclusive use of a shower or bathroom and toilet facilities
- 16 meals per week
- A washing and ironing service will be provided
- Internet access is available in most executive homes

Our executive hosts provide an enhanced standard of hospitality and comfort.

# Car and coach transfers on arrival and departure



## Anglo-Continental car transfers 2010

any destination	charges per car per single journey (maximum 2 passengers)		
operates daily throughout the year charges for other points of arrival or departure and for more than 2 passengers, are available on request	London Heathrow Airport (LHR)	London Gatwick Airport (LGW)	London City Airport (LCY)
	£ 125	£ 135	£ 180
<b>reservation of car transfer services</b> to guarantee this service the arrival/departure details are required no later than 7 days in advance	London Stansted Airport (STN)	London Luton Airport (LTN)	Southampton Airport (SOU)
	£ 190	£ 175	£ 70
<b>additional charges for delays</b>			
up to 1 hour's waiting time from the notified time of arrival no charge		each additional half hour's delay or part thereof, for whatever reason, including parking charges - £ 15	

### charges for transfers

The charges quoted are per car, whether it is used by 1 or 2 passengers. If either or both passengers fail to arrive, the full charge remains payable. If 2 passengers are sharing a car, they must arrive and depart on the same flight.

## Anglo-Continental coach transfers 2010

from/to London Heathrow	June, July and August only - arriving/departing - terminals 1, 2, 3, 4 and 5
<b>London Heathrow Airport (LHR) only</b> operates every Sunday from 6 June to 15 August 2010 to Bournemouth, and from 6 June to 29 August 2010 from Bournemouth	when you leave the Customs Hall you will see our Representative waiting for you in the Arrivals Area.
	charges per person
	from London Heathrow Airport (LHR) to accommodation - £ 34
	from accommodation to London Heathrow Airport (LHR) - £ 29
<b>journey time:</b> 2 to 2½ hours	
<b>reservation and confirmation</b> of flight details required no later than 7 days in advance	<b>on arrival</b> Anglo-Continental coaches depart from London Heathrow Airport (LHR) to Bournemouth approximately every 2 to 3 hours between 08.00 and 20.00 hours.
	<b>on departure</b> Anglo-Continental coaches depart from Bournemouth to London Heathrow Airport (LHR) approximately every 2 to 3 hours between 06.00 and 16.00 hours.

### Anglo-Continental coach transfer charges include:

- meeting and guiding you to the coach
- coach transfer
- taxi to your accommodation in Bournemouth on arrival and, when a return transfer to the airport is reserved, from accommodation to the school on departure
- service charges

## Public airport transfers 2010

National Express Coaches from London Airports	Train Services from Southampton Airport	Arrival in Bournemouth at the Travel Interchange	Bournemouth Airport Shuttle Buses
National Express coaches operate daily throughout the year from: <b>- Heathrow Airport</b> <b>- Gatwick Airport</b> <b>- Stansted Airport</b> <b>- Luton Airport</b> <b>- City Airport</b> For the latest information on National Express coach services, including timetables and prices, you can visit the website: <b>www.nationalexpress.com</b>	There are frequent train services from Southampton Airport to Bournemouth railway station. Full information on these services is available on request, or at the website: <b>www.nationalrail.co.uk</b>	We have special arrangements with MOBILE RADIO CARS to have cars available at the coach terminal/railway station within the Bournemouth Travel Interchange to take you to your accommodation. Mobile Radio Cars' Telephone No. 01202 51 80 00 Approximate cost of taxi: £ 7 to £ 12	There are frequent bus services from Bournemouth International Airport to Bournemouth town centre where taxis are available to take you to your accommodation. Full information on these services is available on request, or at the website: <b>www.bournemouth-airport-shuttle.co.uk</b>

# Conditions of enrolment 2010

All enrolments are subject to these conditions, which become legally binding on confirmation of acceptance by Anglo-Continental, and to the age limitations and arrangements specified in Anglo-Continental's official publications.

Anglo-Continental reserves the right to withhold confirmation of an enrolment, at its discretion, if such action is deemed necessary in the interests of the trainee or the school.

## fees

The fees for courses and accommodation are valid from 1 January to 31 December each year. The fees for the following year are normally published in July/August.

The fees must be received in full by Anglo-Continental not later than two weeks before course commencement. Course fees are calculated in complete weeks, and any part of a week is counted as a full week.

No compensation, fee reductions, refunds, credit, additional lessons or extension of the course can be given for:

- services or facilities included in the fees and not used;
- late entry to or absence or early departure from a course without formal curtailment;
- lessons replaced by testing and class allocation procedures on course entry dates;
- days when schools are closed because of official holidays.

Any refunds which are approved can only be made by the office or Representative to whom the fees were originally paid. Anglo-Continental reserves the right to make fee adjustments as a result of changes in exchange rates or statutory taxes.

## school regulations

Anglo-Continental publishes regulations to ensure that the courses function smoothly. Acceptance of and compliance with these regulations, and with English law, are contractual obligations on the part of the trainee.

## cancellation or postponement of a course

An enrolment is not transferable but may be cancelled or postponed without incurring charges, provided that written notice is received by Anglo-Continental not less than two weeks before the scheduled date of course commencement. In the absence of such notice, or if less than two weeks' notice is received:

- in the case of cancellation, a fee of £ 500 is payable in lieu of notice;
- in the case of postponement, Anglo-Continental reserves the right to levy a charge to cover administration and accommodation costs incurred on the trainee's behalf;

- should the application for a visa be refused, we will refund any published fees paid in advance (after deduction of an administration charge of £ 50) provided that you send us a copy of the letter of refusal from the British Embassy before the intended start date of the course.

Any additional charges for services provided by a third party (such as UK Border Agency fees, hotel accommodation, flat rental and courier services) are not covered by these conditions.

## curtailment of a course (excluding courses with reduced fees)

If a course of more than eight weeks' duration is curtailed by the trainee, four weeks' notice must be given to the school. If no notice or insufficient notice is given, course fees must be paid in lieu of notice together with any accommodation charges due. In all cases, course fees must be paid for a minimum of eight weeks.

If a course of eight weeks' duration or less is curtailed, no refund of course fees can be given. Trainees must have personal insurance against inability to attend or continue a course for medical or compassionate reasons (see 'liability and insurance').

## change of course (excluding courses with reduced fees)

If after commencement of a course, the trainee wishes to change to a course of a lower specification, two weeks' notice must be given to the school. If approved, the change must be made on a scheduled entry date for the new course.

Any refund due will be in the form of a credit towards any required extension of the amended course or towards any subsequent course with Anglo-Continental during the twelve months following the end of the amended course. The credit is not transferable to any other person, and no cash refund can be given.

## accommodation

The fee for the first week in homestay accommodation includes a non-refundable administration charge to cover the cost of selection, reservation and management.

Any request to change or leave accommodation, either separately or in conjunction with the curtailment of a course, must be made to Anglo-Continental at least two weeks before the date of the proposed move and approved before the change is made. Failing this, accommodation fees are payable in lieu of notice. Accommodation fees continue to be payable for any periods of absence during the course.

## Photographs, video and DVD

During our courses, we sometimes take photographs and video footage, some of which may be incorporated into future publicity material. If you do not wish to appear in any promotional publications, please advise us in writing before the start of your course.

## liability and insurance

Anglo-Continental, its Representatives and staff will not be liable for any loss, damage, illness or injury to persons or property however caused, except where such liability is imposed by statute. It is the trainee's responsibility to take out personal insurance against all such risks, including inability to attend or continue a course and for the payment of medical expenses.

## force majeure

It shall be a fundamental condition of the contract between the trainee and Anglo-Continental or its Representatives that neither Anglo-Continental nor its Representatives shall be in any way liable to the trainee in the event of any service contracted to be supplied by them becoming impossible to supply by reason of industrial dispute or other cause outside their control.

## data protection

To ensure that your course at Anglo-Continental meets your requirements we and, if appropriate, the Anglo-Continental Representative in your own country will need to use the information you provide (such as your personal data and details of any special requirements) in order to process your enrolment.

We must pass your information on to those involved in providing you with services relating to your stay at Anglo-Continental, such as your reservation of accommodation and transfer services. The information may also be provided, if required, to security or credit-checking organisations, customs and the UK Border Agency as required by UK law.

Please note that where your information is held by an Anglo-Continental Representative, it will be subject to your Representative's own data protection policy and their country's national law.

## validity of conditions

These Conditions of enrolment and Additional conditions for long-term courses are valid from 1 January 2010 and are subject to English law. The English language version is legally binding in all cases.

Anglo-Continental reserves the right to waive or adjust the specifications of a course, which may include age limits, without prior notification.

# Enrolment form 2010

Detach here

## Personal data

(Please complete in BLOCK CAPITALS)

Mr  Mrs  Miss

Please mark  X

Family name

First name

Date of birth

As in your passport

Place and country of birth

Nationality

Mother tongue

Passport Number (if you require a visa)

Occupation

## Home address

Road  PO Box

Town/postcode

Country

## Mailing address (If different from home address)

Name

Road  PO Box

Town/postcode

Country

## Contact numbers

Telephone - private

Telephone - business

Telephone - mobile

Fax - private

Fax - business

Email

## Course data

(Complete for each course required)

Course number  Course name

Entry date  /  /  Number of weeks

Course number  Course name

Entry date  /  /  Number of weeks

## What is your present level of English?

Beginner  Intermediate

Elementary  High intermediate

Pre-intermediate  Advanced

## Have you attended an Anglo-Continental course before?

Yes  No

If yes, in which year(s):

## Test data

Do you wish to take the Test of English for Aviation Personnel during your course?

Yes  No

## Accommodation data

I require standard homestay accommodation as specified for the duration of the course.

I require executive homestay accommodation for the duration of the course. Please note, this accommodation is subject to availability.

I require alternative accommodation

Please specify:

I do not require accommodation. I shall be making my own arrangements, and will notify you of the address before my arrival in England.

Will you have a car available during your stay? Yes  No

Do you smoke? Yes  No

Do you suffer from any allergy or medical condition of which we should be aware? Yes  No

If yes, please give details separately.

## Transfer services (Please refer to page 19)

I wish to reserve:

Anglo-Continental car transfer

On arrival

On departure

Airport/Place of arrival

Airport/Place of departure

If you reserve a transfer, you must advise Anglo-Continental of your travel details not less than 7 days before your arrival.

## Anglo-Continental coach transfer

(Operates every Sunday from 6 June to 15 August from London Heathrow Airport to Bournemouth, and from 6 June to 29 August from Bournemouth to London Heathrow Airport)

On arrival

On departure

## Signature

I confirm that I have read and accept the 'Conditions of enrolment' on page 20, and have completed the 'Payment of fees' on page 22.

Signature

Place  Date

Detach here

# Payment of fees

Detach here

## How to calculate your fees

<b>Course fees</b>	First course	<input type="checkbox"/>	weeks = £	<input type="text"/>
	Second course	<input type="checkbox"/>	weeks = £	<input type="text"/>
	Third course	<input type="checkbox"/>	weeks = £	<input type="text"/>
	Accommodation fees	<input type="checkbox"/>	weeks = £	<input type="text"/>
	High season supplement	<input type="checkbox"/>	weeks = £	<input type="text"/>
	<b>Sub total</b>		£	<input type="text"/>

## Other charges

	On arrival	On departure		
Anglo-Continental car transfer	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="text"/>
Anglo-Continental coach transfer	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="text"/>
UK Border Agency CAS Fee			£	<input type="text"/>
			<b>Total</b>	£ <input type="text"/>

## Where to pay your fees

- I will pay the fees to Anglo-Continental's Representative  
(Please do not complete 'how to pay your fees' section as our Representatives have their own payment procedures)
- I will pay the fees to Anglo-Continental  
(In this case, please complete the relevant section in 'how to pay your fees')

## When to pay your fees

### If you DO NOT require a VISA

The fees must be received in full at least 2 weeks before course commencement. (No deposit required).

### If you REQUIRE a VISA

To obtain a visa you will need our confirmation documents. We must therefore ask you for a deposit of £ 500 (deductible when you pay your fees), or the full amount of the fees due, at the time of enrolment. We must also register your details with the UK Border Agency which at present charges £ 10 per person to issue a Certificate of Acceptance to Study (CAS). You will be automatically invoiced for this fee.

- I wish to pay the deposit of £ 500 now (deductible when I pay my fees) and I confirm that I will pay the balance to reach Anglo-Continental not later than 2 weeks before course commencement
- I wish to pay the fees in full now

## Refund guarantee

Should your application for a visa be refused, we will refund any published fees paid by you (after deduction of an administration charge of £ 50), provided that you send us a copy of the letter of refusal from the British Embassy before the intended start date of your course.

Any additional charges for services provided by a third party (such as UK Border Agency CAS fees, hotel accommodation, flat rental and courier services) are not covered by this guarantee.

## Please send your 'Enrolment form' to our Representative in your country or, if no address is given, to:

### Anglo-Continental Aviation English Division

29-35 Wimborne Road, Bournemouth BH2 6NA, England

**Telephone** (GB code) +(0)1202 55 74 14

**Fax** (GB code) +(0)1202 55 61 56

**Email** aviation@anglo-continental.com

**Website** www.aviation-english-division.com

## How to pay your fees

- Bank cheque**  
I enclose/will send a bank cheque, drawn on a British bank, made payable to Anglo-Continental
- Bank transfer**  
I will arrange for a bank transfer using SWIFT to:  
Lloyds TSB Bank plc, 45 Old Christchurch Road  
Bournemouth BH1 1ED, England  
account name: Anglo-Continental  
account number: 01 91 75 58  
IBAN: GB05 LOYD 3091 0801 9175 58  
BIC: LOYDGB21045  
sort code: 30-91-08

(Please inform your bank that you will pay **all** bank transfer charges both in your own country and in England, and send us a copy of the Bank's Transfer Confirmation as proof of payment.)

- My company/sponsor will pay the fees

Company/Sponsor's name

Address

Name of person responsible for payment

Telephone number

Fax number

Email

- Credit card/Payment card**  
I will pay by credit card/payment card (most major cards accepted). I authorise Anglo-Continental to debit my credit/debit card with the applicable fees, in accordance with my enrolment, 2 weeks before course commencement. I understand the visa deposit (if applicable) will be deducted immediately.

Type of card

Card number

Valid from  /  Expiry date  /

Security code  Security code   
American Express other cards

Name of cardholder

Address of cardholder

Signature of cardholder

## Please repeat the name of the enrolled person as it appears on the 'Enrolment form' overleaf

Family name

First name

If you have been advised by our Representatives in your country, please write their name, company name and address in the space provided below.

Detach here

# General information

## your arrival

Before you travel to England we'll send you a letter of confirmation of enrolment, and our 'Information guide for adults' which will give you all the information you need about your stay with Anglo-Continental.

## welfare

In general, most small problems can be easily solved by our Student Services staff. In more complicated situations, or in cases where medical assistance is required, our welfare counsellors are entirely at your disposal, offering you a professional and completely confidential service.

## travel insurance

For your protection and peace of mind you should have comprehensive travel insurance. Such insurance may be obtained through your own travel adviser. If however, you would like further advice, please contact us.

## medical treatment

Where appropriate, Anglo-Continental can assist with the arrangement of emergency medical and dental treatment as provided by the British National Health Service.

## lesson duration

All lessons are of 45 minutes duration.

- 20 lessons per week = 15 hours
- 25 lessons per week = 18 hours 45 minutes
- 30 lessons per week = 22 hours 30 minutes
- 35 lessons per week = 26 hours 15 minutes
- 40 lessons per week = 30 hours

## school and national holidays

Anglo-Continental schools are closed:

20 December 2009 to  
3 January 2010 for 2 weeks

19 December 2010 to  
2 January 2011 for 2 weeks

Anglo-Continental schools are also closed on official national holidays declared by the British Government. Those scheduled for 2010 are:  
2 April, 5 April, 3 May, 31 May and  
30 August.

If your entry date coincides with an official holiday, your accommodation will still be reserved for you from the Sunday before your course commences, and we would advise you to plan to arrive on that day. Your course will begin with the entry test on the Tuesday following the holiday.

No compensation, fee reductions, refunds, credit, additional lessons or extension of the course can be given for days when the school is closed because of official holidays.

## accommodation during school holidays

If you are attending a course which continues after the school holiday 19 December 2010 to 2 January 2011, full board standard homestay accommodation will be provided during the holiday, at a cost of £ 147 per week. This will be automatically reserved and invoiced. If you

do not require this accommodation, you must inform us at least 4 weeks before the holiday period and we will arrange a full refund.

## do I need a UK visa?

Citizens of the European Economic Area (EEA) (the 27 EU countries plus Iceland, Liechtenstein and Norway) and Swiss nationals have the right of free movement and residence in the UK. If you are not from a country mentioned above, please check whether you will need a visa by consulting your nearest British Embassy or Consulate. You can also find the answer and further useful information on the Foreign and Commonwealth Office website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

If you require a visa in order to study in England, we strongly recommend that you apply very early for your course, as you may need several weeks to complete the application procedure.

Before we can process the confirmation documents and register your details with the UK Border Agency for your visa application, we must receive your deposit of £ 500 (deductible when you pay your fees) or the full amount of the fees due. The UK Border Agency currently charges £ 10 per person to issue a Certificate of Acceptance to Study (CAS). You will be automatically invoiced for this fee. Please refer to 'Payment of fees' on page 22.

## Schengen visa

If you require a visa to travel to the UK and you intend to travel within Europe during your stay, it is advisable that you also obtain a Schengen visa before you travel to the UK. The Schengen visitor visa has made travelling between its 15 European member countries much easier. For further information visit the Schengen visa website at [www.schengenvisa.ca](http://www.schengenvisa.ca)

## refund guarantee

Should your application for a visa be refused, we will refund any published fees paid by you (after deduction of an administration charge of £ 50) provided that you send us a copy of the letter of refusal from the British Embassy before the intended start date of your course.

Any additional charges for services provided by a third party (such as UK Border Agency fees, hotel accommodation, flat rental and courier services) are not covered by this guarantee.


## how to enrol

Please complete the 'Enrolment form' and 'Payment of fees' on pages 21 and 22.

- choose the course or courses you wish to attend
- select the entry date and decide how many weeks you wish to study
- complete the accommodation section
- decide if you wish to use a car or coach transfer from the place of arrival in England to Bournemouth
- select where, when and how you wish to pay your fees

- send the 'Enrolment form', completed on both sides, to our Representative in your country or by post to Anglo-Continental. Alternatively, fax it to us on: +44 (0)1202 55 61 56

You can also enrol and make secure credit card payments online at: [www.anglo-continental.com](http://www.anglo-continental.com)

This symbol  will appear at the bottom of your screen indicating that this form is secure and that any details you enter cannot be accessed by anyone except Anglo-Continental.

## our confirmation

When your 'Enrolment form' is received and accepted by the school, the following documents will be sent to you:

- a letter of confirmation of enrolment
- an invoice for the full amount of the fees due
- your accommodation address (due to the careful procedure involved in selecting your accommodation, the address may be sent to you at a later date)
- our 'Information guide for adults'

If you require a visa, we can only send you these documents after we have received your deposit of £ 500 (deductible when you pay your fees) or the full amount of the fees due.

## entry to England

When you pass through Immigration on arrival in England you will be required to show you:

- passport or identity card
- visa (if required)
- confirmation of enrolment from Anglo-Continental
- copy of the bank's transfer confirmation, or other evidence that you have paid your fees to Anglo-Continental or its Representative.

## English language levels

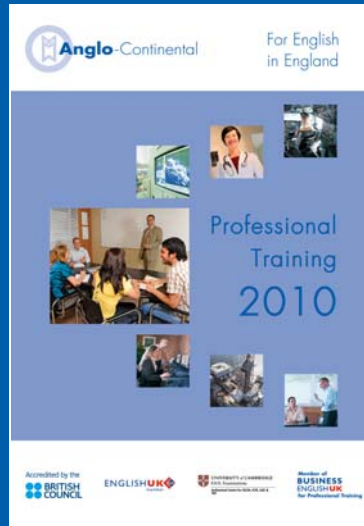
Level	CEF*
Beginner to Elementary	A1
Pre-Intermediate	A2
Intermediate	B1
High Intermediate	B2
Advanced	C1
Proficiency to Near Native	C2

\* CEF = Common European Framework

# Other Anglo-Continental Publications



**Prospectus for Adults**

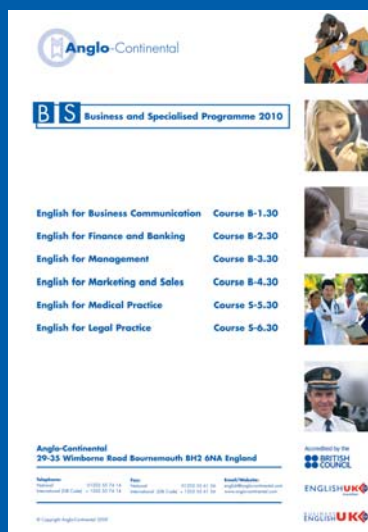


**Professional Training Prospectus**

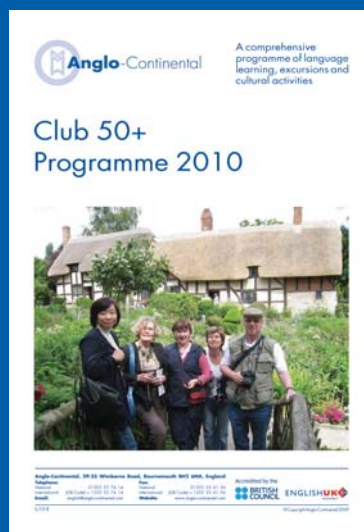


**Teacher Training Prospectus**

60 years as a world leader in English language teaching



**Business and Specialised Programme**



**Club 50+ Programme**



**Prospectus for Young Learners and Vacation Students**



**Anglo-Continental Aviation English Division**  
 29-35 Wimborne Road, Bournemouth BH2 6NA, England  
**telephone** (GB code) +(0)1202 55 74 14  
**fax** (GB code) +(0)1202 55 61 56  
**email** [aviation@anglo-continental.com](mailto:aviation@anglo-continental.com)  
**website** [www.aviation-english-division.com](http://www.aviation-english-division.com)