



The English UK Partner Agency Scheme

- *Online Briefing Course*

Overview

- **Introduction to the online briefing course**
- **Module 1** - About this course
- **Module 2** - Partner Agency Scheme overview
- **Module 3** - English UK and studying in the UK
- **Module 4** - Accreditation UK Scheme
- **Module 5** - Understanding the UK visa system
- **Module 6** - Knowledge check

Introduction to the online briefing course

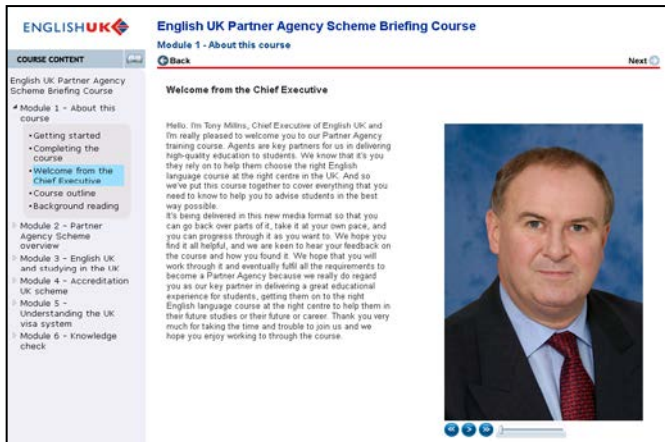


This course covers:

1. an introduction and overview of the English UK Partner Agency Scheme
2. the benefits of joining the Partner Agency Scheme
3. English UK - who we are, what we do and how we work with other UK organisations
4. an overview of the Accreditation UK scheme
5. a visa briefing on UK entry requirements
6. a final knowledge check.

Module 1 – About this course

- **Getting started**
 - The course will take between two to three hours to complete
 - The agency has 2 weeks to complete the course
- **Welcome from the Chief Executive**
- **Course outline**
 - 5 modules including final knowledge check



ENGLISHUK

English UK Partner Agency Scheme Briefing Course

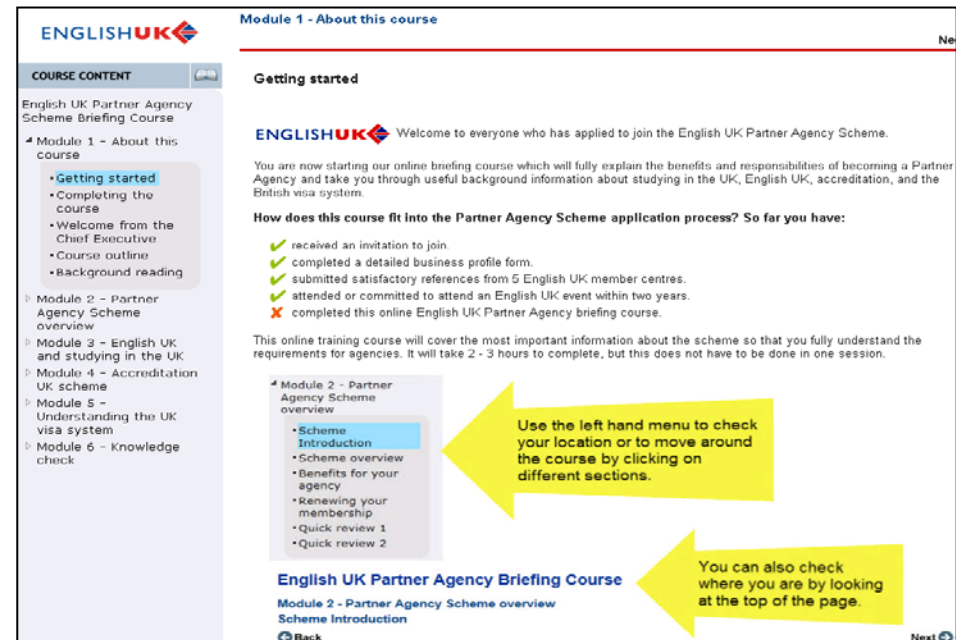

Module 1 - About this course

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Welcome from the Chief Executive

Hello, I'm Tony Mills, Chief Executive of English UK and I'm really pleased to welcome you to our Partner Agency training course. Agents are key partners for us in delivering high-quality education to students. We know that it's you they rely on to help them choose the right English language course at the right centre in the UK. And so we've put this course together to cover everything that you need to know to help you to advise students in the best way possible.

It's being delivered in this new media format so that you can go back over parts of it, take it at your own pace, and you can progress through it as you want to. We hope you find it all helpful, and we are keen to hear your feedback on the course and how you found it. We hope that you will work through it and eventually fulfil all the requirements to become a Partner Agency because we really do regard you as our key partner in delivering a great educational experience for students, getting them on to the right English language course at the right centre to help them in their future studies or their future career. Thank you very much for taking the time and trouble to join us and we hope you enjoy working to through the course.



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Module 1 - About this course

Getting started

ENGLISHUK Welcome to everyone who has applied to join the English UK Partner Agency Scheme.

You are now starting our online briefing course which will fully explain the benefits and responsibilities of becoming a Partner Agency and take you through useful background information about studying in the UK, English UK, accreditation, and the British visa system.

How does this course fit into the Partner Agency Scheme application process? So far you have:

- ✓ received an invitation to join
- ✓ completed a detailed business profile form.
- ✓ submitted satisfactory references from 5 English UK member centres.
- ✓ attended or committed to attend an English UK event within two years.
- ✗ completed this online English UK Partner Agency briefing course.

This online training course will cover the most important information about the scheme so that you fully understand the requirements for agencies. It will take 2 - 3 hours to complete, but this does not have to be done in one session.

Module 2 - Partner Agency Scheme overview

- Scheme Introduction
- Scheme overview
- Benefits for your agency
- Renewing your membership
- Quick review 1
- Quick review 2

English UK Partner Agency Briefing Course

Module 2 - Partner Agency Scheme overview

Scheme Introduction

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Use the left hand menu to check your location or to move around the course by clicking on different sections.

You can also check where you are by looking at the top of the page.

Module 2 – Partner Agency Scheme overview

- Scheme introduction
- Benefits for the agency
- Renewing membership
- Quick review

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Module 2 - Partner Agency Scheme overview

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Benefits for your agency

The benefits for your agency are as follows:

- ✓ official recognition: the scheme is only open to successful, high quality agencies
- ✓ an official Partner Agency certificate
- ✓ use of the Partner Agency logo
- ✓ a profile on the English UK website. With more than 30,000 hits/month, this is an excellent channel for referring students and English UK members to you
- ✓ access to marketing materials – poster, artwork files and more
- ✓ preferential access to selected English UK events
- ✓ a special monthly newsletter on the English language teaching sector including the latest news on student visas.



Examples of quick review for Module 2

- The quick reviews are short sections designed to help agents revise the key points from each module

English UK Partner Agency Scheme Briefing Course

Module 2 - Partner Agency Scheme overview

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Quick Review 1

This is your first Quick Review - short sections designed to help you revise key points from the Module.

Look at the sentences below. There are a number of gaps where you need to choose the correct option from the drop down list. Click 'Check Answers' when you have finished or 'Try again' to repeat the exercise.

The English UK Partner Agency Scheme recognises those study abroad agencies and educational consultancies that are

1. 2. as an 3. destination.

[Check Answers](#) [Show Answers](#) [Try Again](#)

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Quick Review 2

The seven sentences below form a summary of the benefits of joining the Partner Agency scheme. Each sentence has a word missing. Choose the correct word from the list in blue and drag it to the correct place in each sentence. The spaces are marked with < >. See the example below.

1. The scheme is only open to < **successful** >, high quality agencies. ✓

1. The scheme is only open to < >, high quality agencies.

2. An official Partner Agency < >

3. Use of the Partner Agency < >

4. A profile on the English UK < > - an excellent channel for referring students and English UK members to you.

5. Access to < > materials - poster, artwork files and more.

marketing

website

logo.

successful

events.

certificate.

newsletter

Module 3 – English UK and studying in the UK

This module covers four key areas:

1. Why study English in the UK?
2. About us: about English UK and what we do
3. Why work with an English UK member centre?
4. Our promotional activities

Why study English in the UK?

- 10 good reasons for students to study English in the UK

10 reasons why you should study English in the UK

Click on each section to see more

About us: about English UK and what we do

- What is English UK?
- What do we do?
- Special interest groups and regional/national groups

ENGLISHUK English UK Partner Agency Scheme Briefing Course

Module 3 - English UK and studying in the UK

Course Content

- Course outline
- Background reading

Module 2 - Partner Agency Scheme overview

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Module 3 - English UK and studying in the UK

- Introduction
- Why study English in the UK?
- Top 10 reasons
- Introduction to English UK
- About English UK
- Key partners
- History
- Meet the team
- What we do
- Quality assurance
- Marketing and promotion

About English UK

ABOUT US QUALITY ASSURANCE PROFESSIONAL DEVELOPMENT REPRESENTATION & LOBBYING MARKETING & PROMOTION PARTNER AGENCY SCHEME THE ENGLISH UK FAIRS STUDY WORLD INWARD MISSIONS BUSINESS SERVICES ACCREDITATION CONSULTANCY SERVICE STUDENT EMERGENCY SUPPORT FUND

English UK is the world's leading language teaching association.

We are the national association of English language teaching centres, representing around 500 members in the state and private sectors. These include private language schools, educational trusts and charities, and language centres in further education colleges and universities.

Our key aim is to advance the education of international students in the English language.

We are a charity, governed by a main board and two sub-boards made up of elected representatives of member centres.

Why work with an English UK member centre?

- Quality assurance
- Student Emergency
- Support Fund
- Student complaints procedure

Our promotional activities

- Working with students and agents

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Module 3 - English UK and studying in the UK

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COURSE CONTENT


- Introduction to English UK
- About English UK
- Key partners
- History
- Meet the team
- What we do
- Quality assurance
- Marketing and promotion
- Professional development
- Representation
- Business services
- Special Interest Groups
- Complaints
- Student Emergency Support Fund
- Website and course finder
- Student brochure
- Agents' Guide
- Student fairs
- Agent work overview
- **Activities for agents**
- Events for agents
- Keeping you informed
- Quick review 1

Activities for agents

We help agents build partnerships with educators in the following ways:

1. We organise events including:
 - StudyWorld London – the original international study abroad event - [website](#)
 - Overseas fairs - smaller events bringing together English UK member centres and agencies - [website](#)
 - Inward missions – these give agents direct knowledge of English language education in the UK, with the opportunity to experience chosen regions or specialisms - [website](#)
2. We keep you informed
 - E newsletter for agents
 - Agents' zone on the English UK website

See subsequent slides for more detail on these.



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- Business services
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- Student Emergency Support Fund
- Website and course finder
- Student brochure
- **Agents' Guide**
- Student fairs
- Agent work overview
- Activities for agents
- Events for agents
- Keeping you informed
- Quick review 1

Agents' Guide

This is a fantastic resource for agents, keeping you fully informed and up to date

- Launched at StudyWorld London 2010
- Includes English UK Members' Directory – to be updated every 4-6 months and available as a download through the website
- Distributed to agents annually

Latest version of the guide is available from [here](#).



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Module 4 – Accreditation UK Scheme

- Becoming accredited
- Inspection process
- Student accommodation requirements

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Module 4 - Accreditation UK scheme

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 - Overview
 - Quality in partnership
 - History
 - **Objectives**
 - A time of growth
 - Becoming accredited
 - Inspection process
 - Inspection standards
 - Uniform quality
 - Inspector duties
 - Centre publicity
 - Accommodation types
 - Accommodation requirements
 - Find out more
 - Quick review 1

Objectives

The Accreditation UK scheme is only open to language courses run in the UK. It aims to:

- develop, establish and maintain quality standards for English language provision delivered in the UK for international students
- accredit all organisations providing English language courses in the UK which meet the Scheme criteria and standards
- provide an assurance of the quality of English language providers accredited under the Scheme to international students and agents.

Go to the website here.

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BRITISH COUNCIL Learning

Students Agents Accredited Zone Inspectorzone Becoming Accredited About us

WHAT IS IT ABOUT?

International students coming to the UK to learn English expect quality. Find out about Accreditation UK purposes more in detail and the actions undertaken to ensure quality standards.

GOVERNANCE

The Accreditation Scheme Board sets the policy for the Accreditation Scheme. Who sits on the Board? When do they meet? Find out more.

ASAC

The Accreditation Scheme Advisory Committee considers inspection reports and make recommendations on accreditation of English language institutions. Who are its

ACCREDITATION UK

COURSE CONTENT

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Module 4 - Accreditation UK scheme

- Introduction
- Overview
- Quality in partnership
- History
- Objectives
- A time of growth
- Becoming accredited
- Inspection process
- Inspection standards

Quality in partnership

Accreditation UK has a worldwide reputation for academic excellence and is delivered through a partnership between English UK and the British Council.



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The Accreditation UK scheme is run in partnership between English UK and the British Council. All member centres of English UK must first be accredited by the British Council before they are allowed into membership of the association.

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Module 4 - Accreditation UK scheme

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- History
- Objectives
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- Inspection standards
- Uniform quality
- Inspector duties
- Centre publicity
- Accommodation types
- Accommodation requirements
- Find out more
- Quick review 1
- Quick review 2

Module 5 - Understanding the UK visa system

- Introduction
- Visa terms & acronyms

Quick Review 1

Below there are 8 statements summarising the Accreditation UK scheme. Connect each statement (on the left) with the correct example (on the right).

Click on the dots to join them. If you want to change an answer, just click on the blue line.

- | | | |
|---|-----------------------|---|
| 1. Accreditation UK | <input type="radio"/> | a. where every teacher is observed working with a class. |
| 2. It is delivered | <input type="radio"/> | b. to language centres running courses in the UK. |
| 3. The Accreditation UK scheme is only open | <input type="radio"/> | c. is the quality assurance scheme for the UK's English language teaching sector. |
| 4. Accreditation UK is the only scheme in the world | <input type="radio"/> | d. how the centre is run, staffing, quality assurance mechanisms, and the accuracy of its publicity. |
| 5. The scheme's management check looks at | <input type="radio"/> | e. means all teachers are observed in the classroom. |
| 6. The scheme's resources check looks at | <input type="radio"/> | f. the premises, equipment and teaching materials are checked for safety and suitability |
| 7. The teaching check | <input type="radio"/> | g. through a partnership between English UK and the British Council. |
| 8. The welfare check means | <input type="radio"/> | h. inspectors will visit accommodation and check on welfare, leisure programmes, care of juniors and so on. |

Check Answers Show Answers Try Again

Module 5 – Understanding the UK visa system

This module focuses on:

- Who needs a visa?
- The process of applying for a visa
- How English UK's is trying to influence the process for visa applications in the UK

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Module 5 - Understanding the UK visa system

COURSE CONTENT

- Introduction
- Visa terms & acronyms
- Overview
- Who needs a visa
- Types of study visa
- Study visa differences
- Choosing the correct visa
- Visa difference summary
- Applying for a General Student Visa 1
- Applying for a General Student Visa 2
- Different sponsoring institutions
- Proving students English level
- Student Visitor Visa requirements
- Applying - general rules
- What form will the visa take?
- Sample case histories
- English UK influence
- Stay informed

Meeting the requirements for the Student Visitor Visa route

- Non visa-national students can apply for a Student Visitor Visa (SVV) at the port of entry.
- Visa national students must complete applications for SVVs outside the UK.
- All applications for ESVis (Extended Student Visitor Visa) must be completed outside the UK.
- Applications can be made up to three months before the course begins.
- Students applying for the SVV or ESVis should have a similar level of funding as for the GSV, at least £600 for each month of their stay.

Overview

It is important for agents to fully understand the UK visa system in order to give the best possible advice to every client.

This is because the visa rules vary slightly between passport holders of different countries, and also because the UK Government has recently made it easier for English language students to get a special study visa lasting up to 11 months.

So every traveller to Britain without a UK or European Economic Area passport must get a visa but some prospective students will have a choice of options. These students should consider the different benefits carefully before deciding what is best for them.

New UK visa rules were announced in March 2011, with changes being made in stages until the end of 2012. This means it is important for agents to be aware of the dates when different rules begin to apply, which are outlined in this module, and to check regularly for changes on the UKBA and English UK websites.

Module 6 – Knowledge check

- The assessment consists of 20 questions divided into small sections
- One employee from the agency must answer 80% of the questions correct in order for the agency to pass
- English UK is notified automatically on successful completion of the course

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Module 6 - Knowledge check

Knowledge check

You have answered 0 out of 20 questions.

1	CAS stands for Confirmation of Acceptance for Studies number (CAS number). This confirms their enrolment, course dates, current English level and level of the course.
<input type="radio"/>	True
<input type="radio"/>	False
2	What important change applies to the GSV - General Student Visa in April 2012?
<input type="radio"/>	UK Border Agency staff may refuse entry if the student cannot speak English without an interpreter.
<input type="radio"/>	The member centre where the student intends to study must be registered with UKBA and have Highly Trusted Sponsor (HTS) status.
3	Students studying at English UK member centres are covered by a complaints procedure.
<input type="radio"/>	True
<input type="radio"/>	False

[Click here to submit your answers and continue with the assessment.](#)

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The English UK Partner Agency Scheme

www.englishuk.com/agents