

## (5) VOCATIONAL and INTERNSHIP COURSES

<b>VSA</b>	<b>Vocational Semester Abroad (24 weeks full time)</b>
Course content	a) 12 wks EnglishPLUS (Intensive) <i>plus</i> b) 12 wks Intensive Business Studies <i>or</i> 12 wks Intensive Travel and Tourism <i>or</i> 12 wks Intensive Hospitality
Course achievement	VSA Certificate of Completion. IELTS, TOEIC or Cambridge certificate (if exams are successfully taken)
Course length	24 weeks
Course dates	You may start the course on any Monday (except public holidays)
Course times	9.00 am - 3.30 pm (Monday to Friday)
English entry level	Intermediate, IELTS 5.0, TOEIC 550 or Crown entry test. If you are below this level, you should follow an Intensive English course until you reach the right level.
Transfer to CIP	If you reach Upper Intermediate level with acceptable attendance during the VSA, you may apply to transfer to the CIP 30 (below). Additional fees and a six week course extension required.

<b>VYA</b>	<b>Vocational Year Abroad (36 weeks full time)</b>
Course content	a) 24 wks EnglishPLUS (Intensive) <i>plus</i> b) 12 wks Intensive Business Studies <i>or</i> 12 wks Intensive Travel and Tourism <i>or</i> 12 wks Intensive Hospitality
Course achievement	VYA Certificate of Completion. IELTS, TOEIC or Cambridge certificate (if exams are successfully taken)
Course length	36 weeks
Course dates	You may start the course on any Monday (except public holidays)
Course times	9.00 am - 3.30 pm (Monday to Friday)
English entry level	Lower Intermediate, IELTS 4.5, TOEIC 450 or Crown entry test. If you are below this level, you should follow an Intensive English course until you reach the right level.
Transfer to CIP	If you reach Upper Intermediate level with acceptable attendance during the VYA, you may apply to transfer to the CIP (below). CIP 30: No additional fees required; CIP 42: Additional fees and a six week course extension required

<b>CIP 30</b>	<b>Crown Internship Programme (30 weeks full time)</b>
Course content	a) 12 weeks EnglishPLUS (Intensive) <i>plus</i> b) 12 wks Intensive Business Studies <i>or</i> 12 wks Intensive Travel and Tourism <i>or</i> 12 wks Intensive Hospitality, <i>plus</i> c) 6 weeks Internship
Course achievement	CIP Certificate of Completion and reference, IELTS, TOEIC or Cambridge certificate (if exams are successfully taken)
Course length	30 weeks
Course dates	You may start the course on any Monday (except public holidays)
Course times	9.00 am - 3.30 pm (Monday - Friday) - English and vocational courses Times as prescribed by your internship employer - Internship Placement
English entry level	Upper Intermediate, IELTS 5.5, TOEIC 650 or Crown entry test

<b>CIP 42</b>	<b>Crown Internship Programme (42 weeks full time)</b>
Course content	a) 24 weeks EnglishPLUS (Intensive) <i>plus</i> b) 12 wks Intensive Business Studies <i>or</i> 12 wks Intensive Travel and Tourism <i>or</i> 12 wks Intensive Hospitality, <i>plus</i> c) 6 weeks Internship
Course achievement	CIP Certificate of Completion and reference, IELTS, TOEIC or Cambridge certificate (if exams are successfully taken)
Course length	42 weeks
Course dates	You may start the course on any Monday (except public holidays)
Course times	9.00 am - 3.30 pm (Monday - Friday) - English and vocational courses Times as prescribed by your internship employer - Internship Placement
English entry level	Intermediate, IELTS 5.0, TOEIC 550 or Crown entry test

## **Vocational and Internship courses (VSA, VYA, CIP)**

These courses offer you the opportunity to add vocational skills for your future career, or gain valuable life and work experience overseas. Benefits include:

- \* A unique study option: Internship with Crown in beautiful Auckland – a life experience to enjoy and treasure.
- \* Career benefits: Enhance your cv with certificates, qualifications and a reference from your internship company.
- \* Cultural insight: Meet and work alongside New Zealanders. Gain knowledge and make new friends.
- \* Flexibility: If you do not have the required English entry level at the time of enrolment you may enrol on an EnglishPLUS or EnglishPRO course and apply to transfer onto these programmes when you reach the right level.

Vocational and Internship courses contain one or more of the following components:

### **Intensive Business Studies**

A selection of papers from: Computer skills (Word processing, Excel spreadsheet, Powerpoint presentation, Access database and Internet), Business communication (business meetings and documentation – reports, letters, emails, faxes, memos), Telephone skills, CV and interview techniques, Marketing and customer service, Accounting and MYOB computerised accounts, Pitman Institute examinations

### **Intensive Travel & Tourism**

A selection of papers from: International and NZ travel and tourism suppliers, World geography, Timetables, Airline and city codes, Fare types, Domestic and international tickets, Passports and visas, Foreign currency, Package holidays, Cruises, Telephone skills, Selling skills, Interview skills, Introduction to Galileo computer reservation system, British Airways Passport into Travel Certificate

### **Intensive Hospitality**

A selection of papers from: Food and Beverage, Hotel reception and service operations, Practical food service skills, Beverage service, Wines and wine producers, Alcoholic beverages, Viticulture, Taking orders, Food safety, Nutrition, Restaurant reservations, Food service styles and menu types, Barista, Hotel reservation systems, Telephone skills, Selling skills, Interview skills

### **Internship**

Internship is a professional placement in Auckland to practise the skills you have learnt at Crown. Our internship companies are from different sectors of business, travel and tourism and hospitality. Please ask us for a sample list of the internship companies we work with. You may request an internship to use any special skills and experience that you may have. We will do our best to meet your needs. Internship is unpaid and is a minimum of 15 hours and maximum of 30 hours per week.

### **Notes and Conditions**

- \* You may apply to transfer to the internship course while you are studying any other English, vocational or business course. If your application is successful, you must pay any additional fees before starting the course.
- \* Before entering the internship section (the final six weeks), you must have successfully completed the first part of your studies with a minimum 80% attendance. If you do not achieve this requirement, we may withdraw you from the internship part of the course. In this case, your Crown internship, tuition, resource and other fees will not be refunded.
- \* In entering your internship, you agree to abide by any special terms, conditions and rules set by Crown and the internship company. If you breach these terms and conditions, we may withdraw you from the internship part of the course at any time. In this case, your Crown internship, tuition, resource and other fees will not be refunded.
- \* Crown reserves the right to transfer you to another internship company at any time during your course, if, in our sole opinion, a new placement is likely to be more successful. There is no additional charge for this transfer.
- \* Crown reserves the right to decline your entry to, or withdraw you from, the internship section of your course (the final six weeks) at any time if, in our sole opinion, the placement is unlikely to be successful. In this case you will receive a reimbursement in full and final settlement of NZD 320 for the internship placement. Your Crown tuition, resource and other fees will not be refunded.
- \* Examination course students may need to buy a course book, pay outside examination fees and register for the exam. Please ask the school for details.