INSEARCH
ENGLISH

2009
ENGLISH STUDENT'S HANDBOOK

INSEARCH.EDU.AU

UTS:INSEARCH

UNIVERSITY OF
TECHNOLOGY SYDNEY

Welcome to INSEARCH English language courses. In choosing to study English language pathway courses to university you have made the right choice in coming to INSEARCH.

INSEARCH English language courses will provide you with the skills and the knowledge needed for your diploma or university study.

Many of INSEARCH's graduates have completed or are completing degree courses at UTS and other Australian universities and you can look forward to joining them when you complete your studies with us.

We wish you every success with your studies. Study hard, enjoy your course and prepare yourself for a wonderful university career.

The staff at student services, ground floor 10 Quay Street, are there to help you, so please contact them if you need assistance.

Tim Laurence
General Manager, Education

WELCOME TO UTS:INSEARCH

UTS:INSEARCH IS A LEADING AUSTRALIAN PARTICIPANT IN INTERNATIONAL EDUCATION.

2009 ENGLISH HANDBOOK
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> INSEARCH STUDENTS ARE WELL PREPARED FOR CHALLENGING EMPLOYMENT IN AN INTERNATIONAL ENVIRONMENT

> CURRENTLY, OVER 3,500 STUDENTS ARE ENROLLED AT INSEARCH

KEY DATES
2009

ENGLISH TERMS	START DATE	PUBLIC HOLIDAYS	INSEARCH DIPLOMA COURSE DATES	END DATE
TERM ONE	5 Jan 2009	26 Jan: Australia Day	9 Feb: Diploma courses Semester one commences	6 Feb 2009
TERM TWO	9 Feb 2009			13 Mar 2009
TERM THREE	16 Mar 2009	21/24 Mar: Good Friday/ Easter Monday		17 Apr 2009
TERM FOUR	20 Apr 2009	25 Apr: ANZAC Day		22 May 2009
TERM FIVE	25 May 2009	9 June: Queen's Birthday	9 Jun: Diploma courses Semester two commences	26 June 2009
TERM SIX	29 Jun 2009			31 Jul 2009
TERM SEVEN	3 Aug 2009			4 Sep 2009
TERM EIGHT	7 Sep 2009	5 Oct: Labour Day	6 Oct: Diploma courses Semester three commences	9 Oct 2009
TERM NINE	12 Oct 2009			13 Nov 2009
TERM TEN	16 Nov 2009	19 Dec – 3 Jan: Christmas/ New Year INSEARCH Recess		18 Dec 2009

UTS DATES	
2 – 20 Feb	UTS Autumn Semester Orientation for International Students
23 Feb	UTS Autumn Semester commences
26 Jun	UTS Autumn Semester ends
20 – 24 Jul	UTS Spring Semester Orientation for International Students
27 Jul	UTS Spring Semester commences
27 Nov	UTS Spring Semester ends

WHO'S WHO AT INSEARCH

MANAGEMENT

ALEX MURPHY	Managing Director
TIM LAURENCE	General Manager, Education
DAVID LARBALESTIER	Director of Studies, English Programs
ADRIAN KELLY	Academic Manager

REGISTRAR

RAY LITSTER	Registrar

STUDENT SERVICES OFFICE

CINDY LI	Student Services Team Leader

ACADEMIC ADVISERS

SONAL PATEL	ELT Academic Adviser
TIM CONNORS	ELT Academic Adviser
JESSICA SO	Academic Adviser, Academic Programs
NINA PHOUMIRATH	Academic Adviser, Academic Programs

LEARNING CENTRE

LACHLAN KALACHE	LC Coordinator
QUENTIN FULLER	English e-learning

IT

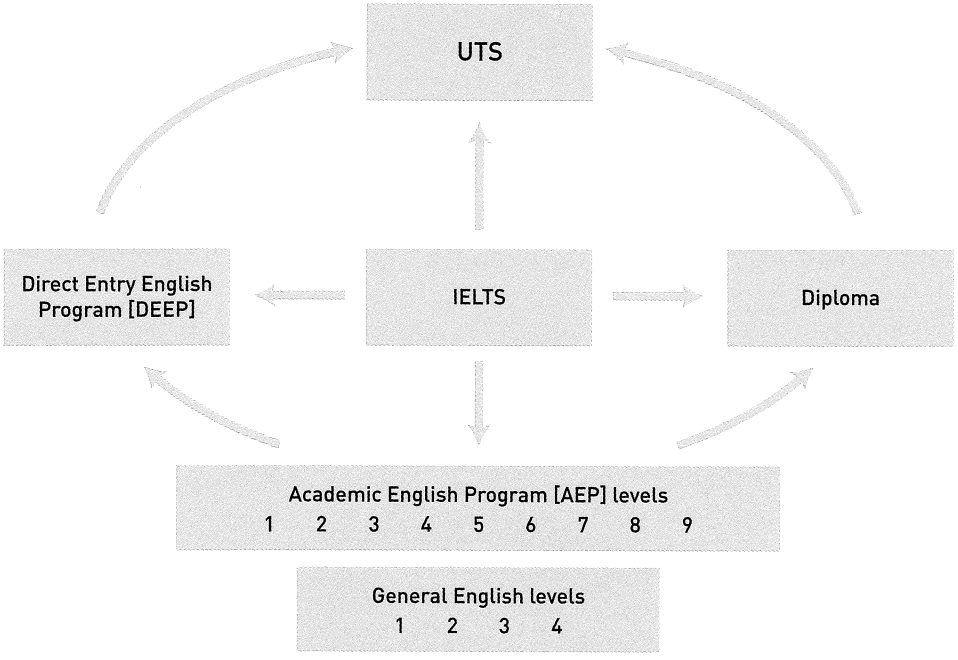
DAVID WHITE	General Manager, IT
SUNGCHEOL MOON	Team Leader, End User Support

SECURITY

OLIVER COONEY	Facilities Manager
JOHN BARAGRY	Security Guard (CPSU Security Office) [T] 9218 8789

PATHWAYS

INSEARCH offers general and academic English courses that meet a broad range of language needs. These courses lead to INSEARCH diploma studies or UTS Bachelor degrees, masters and PhDs.



LIVING IN SYDNEY

BEST CITY

Sydney is one of the world's most vibrant and youthful cities. Blessed with a magnificent climate, cosmopolitan lifestyle and a diverse, tolerant population, Sydney attracts students from all over the world.

It's easy to see why Sydney has been voted "Best City" for three consecutive years by two leading international travel publications. Just take a look out over the spectacular harbour from the boardwalk of the world-renowned Opera House, or visit Bondi, the seaside village set along one of the best beaches in the world. Then stroll through one of the many harbour side parks rich with native birdlife.

CULTURE AND COMMERCE

Sydney's lifestyle is defined by cultural diversity. People from over 180 countries speaking around 140 languages are welcomed in a population of over five million. This means that Sydneysiders enjoy an outstanding range of ethnic food, clubs and festivals, cinema and theatres, Aboriginal arts and culture, museums and music venues. Sydney is also a shopping paradise.

Australia's largest city, Sydney is also the major business hub. More regional headquarters of multi-national companies from the Asia-Pacific region are set up in Sydney than in any other city in Australia.

EASY ACCESS

INSEARCH is ideally located in cosmopolitan Chinatown, next door to the commercial centre of Sydney and Sydney's main train terminal, Central Station. Clean modern trains, buses and ferries are at the doorstep and many attractions are within walking distance.

> BLESSED WITH A MAGNIFICENT CLIMATE, COSMOPOLITAN LIFESTYLE AND DIVERSE, TOLERANT POPULATION, SYDNEY ATTRACTS STUDENTS FROM ALL OVER THE WORLD.

IMPORTANT INFORMATION FOR NEW STUDENTS

CLASSES

At 4.30 pm on your first day at INSEARCH you will find a list in the student common area located on Level 1 at CPSU House. Please check the list for your class.

If you arrive after Orientation Day you will need to go to INSEARCH Student Services.

ENGLISH LANGUAGE SAMPLE TIMETABLE

Morning Classes		Afternoon Classes	
8.30 – 10.30	English	8.30 – 13.30	Self-access
10.30 – 11.00	Break	13.30 – 15.30	English
11.00 – 13.00	English	15.30 – 16.00	Break
13.00 – 18.00	Self-access	16.00 – 18.00	English

CLASS TIMES

When you look at the timetable for all English language classes you will see that there are classes in the morning and classes in the afternoon. Morning classes begin at 8.30 am and finish at 1.00 pm. Afternoon classes begin at 1.30 pm and finish at 6.00 pm.

Based on your English level, you may be in a morning or afternoon class.

CLASS LOCATIONS

At INSEARCH, classes are held in two different buildings:

Levels 1 – 4 of CPSU House, 191 Thomas Street

and

Level 3, 187 Thomas Street

Check the map on the last page of this handbook if you are not sure of any location.

IMPORTANT RULES

STUDENT CARD

During the first week of term you will receive a student identification card. Student cards will be available every day Mondays to Fridays from 9am – 5pm. You should always carry this card while you are at INSEARCH and you will need to show your card to use the Learning Centre. Your teachers, INSEARCH Administration, or security staff may ask to see this card as a form of identification. You will need your student number to log on to the computers. You will also need to show your card when using UTS sports facilities.

If you have lost or misplaced your student card, please go to INSEARCH Student Services and a replacement card will be issued at a cost of $20.

ATTENDANCE

You are expected to attend all classes. This is not only a requirement of INSEARCH, but also a regulation of the Australian government. If your attendance drops below 80%, INSEARCH is required to advise the Department of Immigration and Citizenship (DIAC). This could result in the cancellation of your visa. It is important that you attend classes otherwise you will be marked absent. Attendance is marked 15 minutes into each 2 hour lesson. Late students are marked absent. If you are not on the class roll, you must see ELT Administration immediately. Personal reasons such as family matters are not valid reasons for missing any classes. If unsure, consult with staff in Student Services.

If you are absent from class because you are sick, please ask a registered medical practitioner for a medical certificate which gives a reason for your illness and the number of days it will take for you to recover. The medical certificate must include the doctor's provider number. Absence due to illness whether with a medical certificate or without is still considered an absence.

Take the medical certificate to ELT Administration on Level 3, 10 Quay Street on the first day back after your absence. Late or back dated certificates will not be accepted and you will be marked absent for all the days you were not in class.

LEAVE

After 20 weeks of continuous study you may, if you want, take five-weeks leave. This leave must be taken within one term. Permission is not automatic, but must be requested. If you decide you would like to take leave from your studies, please see the ELT Academic Adviser, at level 4, 187 Thomas Street, to obtain a leave application form. You must return the completed form back to ELT Academic Adviser no later than Wednesday of Week 4 of the term before you want leave. You can obtain a leave form from the INSEARCH Academic Adviser, on level 4, 187 Thomas Street.

It is important to be sure INSEARCH approves your leave. If you take leave without approval your name will appear on the class list and you will be marked absent for the period you are away. This will impact on your attendance, your visa and your fees.

Scholarship holders will require written permission from their government before a leave application can be considered.

WITHDRAWAL FROM INSEARCH

If you have decided to withdraw from your studies at INSEARCH you should first speak to staff in the Student Services office or Academic Advisers. Where an approval to withdraw is granted you will need to return your student card. All students wishing to withdraw are subject to the INSEARCH conditions of enrolment. For further information, please visit INSEARCH Student Services.

INTERNATIONAL STUDENTS

In some situations international students may be required to return overseas after withdrawing.

Where approval to withdraw is granted, INSEARCH is required to advise DIAC of this change in your enrolment status. Students on UTS package visas will need to contact the UTS International Office to alert them to this change in study plans.

WORKING WHILE STUDYING

A focus on study is important but we recognise that some students may want to work part-time. Working arrangements need to be fitted in and around your study commitments.

International students may be restricted by visa condition 8101 which prevents them from undertaking any work.

On arrival in Australia, international students who do not have work remain on their student visa. Once they have commenced their course at INSEARCH, they can obtain a letter confirming their enrolment from Student Services. This letter must be taken to the DIAC office where a new visa can be provided which will give students permission to work. Under no circumstances must any international student undertake work unless they have applied to DIAC to have visa condition 8101 (no work condition) removed from their visa. Failure to seek permission to work from DIAC will lead to visa cancellation.

Full-time students may work part-time (maximum 20 hours per week) while studying. On holidays, students may work more hours.

Part-time work must not interfere with your studies. Full-time students must be available to attend English classes between 8.30am and 6.00pm.

ACADEMIC ADVISING SERVICES AVAILABLE TO INSEARCH STUDENTS

INSEARCH provides Academic Advisers for academic and personal support to all students. Teachers and administration staff will always try to help you when you have questions about your studies or more personal problems.

ACADEMIC ADVISERS

We know that to study successfully you need support. You need to live in the right environment, have access to the right advice on courses, and find extra tuition or academic help if you need it. That is why INSEARCH actively identifies students who are having academic difficulties. INSEARCH has a dedicated team of Academic Advisers who are available to help you improve your grades. Study skills workshops are provided for students in the following areas:

> time management
> effective reading and note taking
> making presentations

PERSONAL COUNSELLING

If there is a personal problem troubling you, the international Student Counsellor at UTS Student Services is available to assist you.

For referral to the UTS counsellor, please speak to an INSEARCH Academic Adviser.

OTHER SERVICES AVAILABLE TO INSEARCH STUDENTS

INSEARCH Student Services is on the ground floor level, 10 Quay Street. The office is open from 9.00am – 5.00pm Monday to Friday. The Student Services staff will be able to assist you when you have questions about fees, payment, health insurance, casual work, visa renewals or homestay accommodation.

HEALTH INSURANCE

Your Overseas Student Health Cover (OSHC) will be ordered during the week of your enrolment. You will receive a Medibank card by mail at your Sydney address.

The nearest Medibank Private office is at World Square, 644 George Street. The office is open 9.00am – 5.00pm Monday to Friday.

EMERGENCY AND HEALTH SERVICES

All international students studying in Australia must have medical insurance. You will receive your health care card and details shortly after you start your studies at INSEARCH. If your card has not arrived within 3 weeks, please go to INSEARCH Student Services for advice.

If you need medical assistance quickly there are 3 choices:

- See an INSEARCH security guard. Each building at INSEARCH has a security guard. The INSEARCH security guard can call an ambulance if required;
- There is a doctor available in the Prince Centre, 8 Quay Street, level 2, Room QG3; or
- Visit the UTS Medical Centre for free service. You need to make an appointment. Call UTS Student Services on (T) 9514 1177.

VISAS

If you need to renew your visa, visit the Student Services office at least two weeks before your visa expires. Bring your passport, OSHC details and INSEARCH attendance certificate. The staff will provide the necessary documents for you to complete your application for visa renewal and explain what you need to do next.

HOMESTAY ACCOMMODATION

Home-stays are one of the most popular options for INSEARCH students. Not only do you improve your English on a daily basis with local people, you will be provided with two meals Monday to Friday and three meals a day on weekends. You will also get the chance to make life-long friends and learn about Australian culture first hand. Home-stay hosts can meet you on your arrival at the airport and can act as carers for students under 18. We keep in contact with you frequently to make sure the experience is a happy one.

If you do not wish to stay in a home-stay, the UTS housing service is available to assist you with rental accommodation. A range of accommodation options is available including hotels and guest houses.

Students under 18 years of age must have an INSEARCH or DIAC approved carer. These students can not change accommodation without first obtaining approval from INSEARCH Student Services.

All students are required by the Australian government, DIAC to advise INSEARCH of any change of address and/or contact details, including telephone contact details within seven days. Please go to INSEARCH Student Services.

UTS LIBRARY

INSEARCH students can access the UTS Library but can not borrow books or materials. When visiting the UTS Library you need to show your INSEARCH student card. If you want to use a computer in the UTS Library, ask the library reception for a 'Day Users Card.' INSEARCH English students can access computers 5 times in a year.

SPORTS CENTRE, CLUBS, GROUPS, SOCIETIES AT UTS

INSEARCH students are welcome to enjoy social events and entertainment on and off campus organised by the UTS Union. With over 60 clubs and societies targeting cultural, sporting and community activities, the UTS union is a great way for INSEARCH students to make Australian friends and pursue interests and hobbies with some of the 30,000 students studying at UTS.

PUBLIC TRANSPORT

Please note – student transport concessions are **NOT** available in New South Wales for international students.

ENGLISH SUPPORT STAFF

There are several ELT staff members to assist students with their studies and ensure that all students receive the support they need. If you have problems, questions or need information regarding your studies – please see the following INSEARCH ELT staff.

INSEARCH Student Services, for assistance with:

- Application and payments for full-time and part-time programs
- English and diploma programs
- Student card
- Visa matters including: application for a work visa or part-time work
- Accommodation and home stay contact details and change of address (postal address, email address, mobile, telephone, in Australia and home country)

AREA OF INTEREST	NAME	TITLE
General information regarding: > appointments with teachers > assessment reports, course dates etc	Kerstin McElvenny	ELT Administration Coordinator
Information regarding: > study plan > further study options > concerns regarding course > attendance > IELTS exam dates/ information	Sonal Patel Tim Connors	Academic Adviser (ELT) Academic Adviser (ELT)
Information about: > useful and relevant private study activities > IELTS materials > methods to improve specific English skills > discussion group information	Lachlan Kalache Quentin Fuller	English Learning Centre Coordinator English e-learning
Information regarding: > IELTS results > class transfers > general study queries	Stephanie King Lorraine Lee	ELT Manager ELT Coordinator
Information regarding: > class assignments and exams > course work and study requirements > end of term results	Please see your class teacher	
Information regarding Part-time programs: > IELTS – Speaking and Pronunciation > Writing for IELTS > IELTS Preparation – Academic & General Training > English for Business Communication	Helen Burrowes	Part-time Program Coordinator

GUIDELINES TO PLACEMENT IN INSEARCH ENGLISH LANGUAGE COURSE LEVELS

If you have a current IELTS or TOEFL score (no older than 12 months) when you commence your English course, you can use the table on page 11 to see at which level you will need to start and the minimum number of weeks of English you will need to study before your chosen INSEARCH academic course or UTS undergraduate/postgraduate degree.

PERIOD OF VALIDITY ENTRY TO UTS

Please note the guidelines on the following page are minimum requirements based on IELTS or TOEFL scores no older than 12 months at the time of commencing your English course at INSEARCH. To qualify to enter a particular level, you will need to provide an original IELTS or TOEFL result.

INSEARCH PLACEMENT TEST

If you do not have a current IELTS or TOEFL result, you will need to sit the INSEARCH placement test which is conducted in the morning of the first day of term (orientation day). See the application form for the exact dates.

EXIT TESTING

You will be given a test at the end of each level of study. Your result in this test will be used to determine your progression to the next level.

To progress to the next level, students must receive 60% in the final examination.

ENTRY TO UTS

Please note that successful completion of the DEEP course with a minimum grade C qualifies for the English entry requirement for most UTS undergraduate and postgraduate courses. For details on specific courses with higher English entry requirements, please see the UTS international prospectuses.

STUDENT VISAS

The above guidelines are based on INSEARCH academic advice. In certain countries Australian immigration guidelines may determine the length of English study required. Please check first with your local Australian immigration office to obtain guidelines for your country.

"I WAS ABLE TO SHOW CASE MY DESIGNS FOR ALL TO SEE, IT WAS GREAT FUN TO BE ABLE TO PUT TOGETHER A PERFORMANCE."

Jeong Jin Koh,
Academic English Course Level 7 and 8 and Diploma of Design, Korea

ACADEMIC ENGLISH PROGRAM (AEP)

IELTS ENTRY			TOEFL ENTRY								
			PAPER-BASED			COMPUTER-BASED					
Overall Score	Writing Score	Reading Score	Total Score	Structure	Test of Written English	Total Score	Structure	Essay	TOEFL iBT		INSEARCH AEP LEVEL
6.0	6	–	550	58	4.5	213	24	4.5	80	17W	DEEP (10 Weeks)
5.5	6	–	525	58	4.5	195	24	4.5	70	13W	9
5.0	5.5	6	500	51	4.25	173	19	4.25	61	11W	8
5.0	5	5.5	500	51	4.0	173	19	4.0	61	10W	7
5.0	5	5	500	43	4.0	173	13	4.0	52	9W	6
4.5	5	4.5	475	42	4.0	151	12	4.0	45	8W	5
4.5	4.5	4	475	37	3.5	151	9	3.5	45		4
4.0	4.5	–	450	35	3.5	133	8	3.5			3
3.5	3	–	–	–	–	–	–	–			2
3.0	3	–	–	–	–	–	–	–			1

GENERAL ENGLISH (GE)

IELTS ENTRY			TOEFL ENTRY				
			PAPER-BASED		COMPUTER-BASED		
Overall Score	Writing Score	Reading Score	Total Score	Test of Written English	Total Score	Essay	INSEARCH GENERAL ENGLISH LEVEL (GE)
5.5	6	–	525	4.5	195	4.5	GE4
5.0	5	–	500	4.0	173	4.0	GE3
2.5	2	–	–	–	–	–	GE2
2.0	2	–	–	–	–	–	GE1

ENGLISH
PATHWAYS

GENERAL ENGLISH (GE)
There are four levels in the General English course. Each level consists of five weeks of language training.

ACADEMIC ENGLISH PROGRAM (AEP)
There are nine levels in the INSEARCH Academic English Program. Each level consists of five weeks of intensive English training.

DIRECT ENTRY ENGLISH PROGRAM (DEEP)
The DEEP course (200 hrs) is taught over ten weeks, in two blocks of five weeks, DEEP 1 and DEEP 2 consecutively. Students must successfully complete DEEP 1 before progressing to DEEP 2 and can not take a break between the two parts. DEEP 1 and DEEP 2 are offered every term. Please visit the INSEARCH website for specific dates.

IELTS PREPARATION
The full-time IELTS preparation course consists of five weeks of intensive training to provide students with the strategies and skills needed in the IELTS test. It is recommended that students complete AEP 7 or equivalent before commencing the IELTS full-time course.

PATHWAYS

Pathways
All students enrolling at INSEARCH are required to either complete an entry test or provide an original copy of an IELTS/TOEFL score not older than 12 months to determine the appropriate level for you to begin your English language training.

All levels are supported by teacher guided computer lessons using CALL activities and materials relevant to class lessons.

Below is a diagram which explains the pathway through the different GE and AEP levels.

General English	Academic English Program [AEP]	General English [GE]
Levels	Levels	Levels
01	01	03
02	02	04
	03	
	04	IELTS Preparation
	05	
	06	
	07	DEEP
	08	
	09	

Students must complete GE 2 before entering the Academic English Program at level 1.

After successfully completing AEP 6, students may choose to enter GE 3 and then go to AEP 7. If your level of spoken English skills are suitable.

After successfully completing GE 3, students may choose to progress to GE 4. GE 3 is a pre-requisite for GE 4.

After successfully completing AEP 7, students may choose to enter the IELTS Preparation course, or go to AEP 8.

After successfully completing AEP 8, students will have achieved the level of language proficiency required for:

> most diploma courses at INSEARCH (other diploma courses requires satisfactory completion of AEP 9)

After successfully completing AEP 9, the students will have achieved the level of language proficiency required for:

> fast-track and advanced standing diploma programs
> DEEP, the INSEARCH Direct Entry English Program (DEEP)

Successful completion of DEEP 1 is a pre-requisite for DEEP 2.

After successfully completing DEEP, students will have achieved the level of language proficiency required for entry to:

> most undergraduate and postgraduate courses at UTS and selected other universities.

On completing DEEP, students will also need to have met the university's academic requirements in their particular subject area.

ENGLISH COURSES
INTRODUCTION

ENGLISH LANGUAGE EXPERTS

From orientation to graduation, INSEARCH ensures that you receive the best English tuition. We are one of the largest and most respected university language centres in Australia. We are proud of our reputation for quality courses, dedicated teachers and support services. All teachers are highly qualified, experienced and helpful. Past students report that they found the INSEARCH environment stimulating, challenging and rewarding.

You will learn English actively. This means that you will hear, speak, read and write only English from day one. Active learning is the key method at INSEARCH and the cornerstone of our success.

ENGLISH ENTRY LEVEL

IELTS and TOEFL test scores act as a guideline to place you at the correct level to start your course. If you do not have an IELTS or TOEFL test score you will be asked to do a short placement test.

Estimating the number of weeks you need to study English depends on your current language level and your ultimate academic goal.

For more information about English entry requirements, please see the guidelines on page 11.

COURSE CONTENT

Though course content changes in each level, all English courses are aimed at improving students' abilities in the areas of writing, reading, speaking and listening. This is done with the use of videos, DVDs, interactive computers, audio-tapes, role-plays, group work, seminars, classroom assignments as well as other teaching tools. We emphasise academic skills to make sure you are well prepared for university.

Each English level runs for one five-week term with 100 hours of face-to-face tuition (or 20 hours per week). You are expected to spend an additional five hours per week in self-access learning in the INSEARCH Learning Centre, where English language teachers are on hand to help you, including the IELTS Tutor, and Discussion Groups.

All levels in the English course are supported by additional computer assisted material (Computer Assisted Language Learning – CALL) and activities for language development and consolidation, both in class and also for self study outside class times: www.student.insearch.edu.au/elearning

UTS DIRECT ENTRY ENGLISH PROGRAM (DEEP)

DEEP is recognised as an official English entry qualification by UTS. The course prepares you to enter directly to UTS. Successful completion of DEEP will allow you direct acceptance into UTS without having to sit external tests such as IELTS providing you meet the other requirements for entry into the course of your choice.

To enter DEEP, you must have either:

> a level of English equivalent to IELTS 6 with 6 in writing;

> TOEFL 550 (213 computer-based score) plus TWE 4.5; or 90 with writing 21 in iBT; or

> INSEARCH Academic English Program (AEP) Level 9 Certificate; or

> an appropriate score in the INSEARCH entry Placement Test.

You must enrol in DEEP for a minimum of ten weeks of consecutive study with no break between DEEP 1 and DEEP 2, although the actual length of study will depend on your individual English level.

Please see the INSEARCH application form for details of specific dates.

Please note that in some countries DIAC may have different English language requirements for obtaining a student visa. Please check with your local Australian immigration office before registering for a language test.

Late arrivals cannot be guaranteed entry to DEEP.

ACADEMIC ENGLISH PROGRAM (AEP)

This course prepares you for study in Australian universities and INSEARCH diploma courses. It also prepares you for entry to DEEP and IELTS courses.

You will learn skills in essay writing, seminar participation, researching, listening, note taking and academic reading. The course focuses on topics of academic interest. Students are provided with course materials especially designed to address the English language skills required for academic study.

GENERAL ENGLISH (GE)

Focusing on the development of listening and speaking skills of basic English in general contexts, this course prepares you for moving onto the Academic English Program (AEP). Students may enter the course from beginner to lower intermediate.

IELTS preparation courses and study materials

IELTS gives a clear indication of English language ability for listening, reading, writing and speaking. UTS is one of the largest IELTS test centres in the world. INSEARCH has several IELTS preparation courses to choose from and also publishes preparation materials and practice tests for IELTS.

INSEARCH ENGLISH eLEARNING

All Insearch English courses are supported with additional materials and activities online. Please visit:
www.student.insearch.edu.au/elearning
www.australianetwork.com/studyenglish

PART-TIME ENGLISH COURSES

A range of part-time English courses is offered to residents as well as international students, including English for everyday use, English for business communication and IELTS preparation.

These courses can be taken by full-time students in addition to their regular study to provide additional academic support, especially in the areas of academic writing and speaking skills.

You may be accepted into a higher level if you agree to do an additional part-time English course. You must be a full-time student to obtain an Australian student visa.

PACKAGING PROGRAMS

INSEARCH English courses can be packaged with diploma courses (you will only need to pay one enrolment fee), as well as UTS degrees. One of the advantages of packaged courses is that only one visa needs to be secured for the entire period and no further English tests will be required before beginning your next course. Please contact INSEARCH Student Services for more information.

ASSESSMENT METHODS

Information about specific assessment tasks is given in the first class. Students are assessed in each of the following areas: writing, reading, speaking and listening. Assessment includes most or all of the following elements: written assignments including essays, reports and case study analyses, oral and written presentations of project work, tutorial and homework exercises, class participation and final examinations. Failed assignments are double marked. All English writing examinations are double marked. If a student fails an examination, it is marked a third time by a program manager. Students must pass the final examination (pass is 60%) to pass the course.

ENGLISH TERMS

Terms last for five week periods. There are ten terms in the year. The first day of each term is an orientation day for new students (except for DEEP 2 students).

For detailed term dates please see the INSEARCH application form.

CLASS SIZES AND FEES

Classes are kept to an average of 15 students.

The English tuition fee is A$410 per week.

Please see the application form for more information.

CLASS TIMES

International students on a student visa must be available to study full-time (20 hours a week) between 8.30am and 6.00pm. Some INSEARCH English classes are in the morning, and some are in the afternoon. Whether you study in the morning or afternoon depends on your level.

COURSE OBJECTIVES

GE

Students in GE 1 and GE 2 will focus on improving their ability to communicate effectively in English. They will practise listening, speaking, reading and writing skills in order to become more confident in using English in situations outside the classroom. GE 1 and GE 2 will also focus on establishing a solid base from which students can continue to develop their grammar, vocabulary and pronunciation as they proceed to the AEP course.

Students who wish to study in GE 3 and GE 4 will focus on improving their speaking and listening skills in a variety of complex and abstract topics. Students will also focus on improving their competency in spoken English by improving their knowledge of idioms and phrasal verbs.

AEP

The Academic English Program prepares students for study in INSEARCH diploma courses, UTS degree courses, and study at selected other universities. Course work will focus on improving language and study skills needed for successful tertiary study. These skills include development of:

> effective academic writing skills
> effective participation in seminars and tutorials
> listening and note taking skills for academic lectures
> reading and researching academic texts

IELTS

At the completion of the IELTS preparation course you will have developed strategies and skills required to deal with the variety of task types encountered in the listening, reading, writing and speaking modules of the test, and had the opportunity to practice all modules of the test. Students will become familiar with the format and procedure of the IELTS test and gain increased confidence in undertaking the test.

DEEP

DEEP requires students to demonstrate a high level of English language proficiency. Students should be able to negotiate complex language and understand detailed argument. Occasional inaccuracies may be apparent. However, these should not detract from the student's operational command of English.

At the successful completion of DEEP, students should be able to:

> write in a range of academic genres
> analyse and paraphrase academic texts
> summarise academic articles
> contribute effectively to seminar discussions
> give professional tutorial presentations
> research academic articles

LEARNING OUTCOMES
GE, AEP AND DEEP

The table on the following pages describes the language outcomes for all General English, Academic English Program and Direct Entry English levels.

	SPEAKING AND LISTENING	READING AND WRITING
GE 1 & 2 (UPPER- ELE)	• Communicates verbally, non-verbally and in writing using simple messages.	• Reads short simple texts. • Writes basic sentences using a limited range of sight words. • Spelling shows a basic knowledge of sound and symbol relationships.
AEP 1 (PRE – INT)	• Communicates verbally and in writing in a limited number of routine situations.	• Reads short simple texts. • Writes about familiar contexts using basic sentence structures. • Uses vocabulary related to familiar contexts.
AEP 2 (PRE – INT)	• Communicates verbally and in writing in routine situations.	• Reads narrative and information texts. • Writes about familiar contexts in coherent simple texts using basic sentence structures. • Uses vocabulary limited to familiar routine situations.
AEP 3 (PRE – INT) AEP 4 (INT)	• Communicates verbally and in writing by using simple sentences in routine situations. • Verbally and non-verbally elicits basic information in routine situations. • Verbally responds to controlled spoken English in familiar exchanges using simplified language. • Engages in, elicits and practises English to extend oral repertoire.	• Reads narrative and information texts. • Writes narrative and information texts on familiar topics using simple and compound sentence structures. • Demonstrates a basic understanding of language features and structures required for different types of texts. • Reads with an understanding that English texts may be organised in various forms and that spoken and written English differ • Communicates on familiar topics by writing simple and cohesive, creative and informational texts. • Demonstrates a range of simple language features and structures. • Plans, writes and edits texts.
AEP 5 (INT) AEP 6 (INT)	• Comprehends the gist of unfamiliar topics. • Communicates verbally using connected speech and expanded utterances. • Elicits relevant verbal information. • Elaborates coherently on some ideas on familiar topics. • Demonstrates control over a basic oral repertoire.	• Reads and writes for a range of purposes using a limited repertoire of text types. • Demonstrates an understanding of how effective writing is tailored to the requirements of the topic and the needs of the reader. • Discusses and reflects to enhance the writing process. • Understands a range of texts on both familiar and unfamiliar topics by identifying key organisational and language features. • Mainly interprets these texts on a literal level and uses the information for varying purposes. • Writes a range of texts demonstrating control and flexibility over key organisational and language features depending on the intended purpose, context and audience of the text. • Plans and edits writing to improve range of expression.

	SPEAKING AND LISTENING	READING AND WRITING
AEP 7 (UPPER-INT)	• Adapts verbal communication to address the expectation of the listeners by using familiar formal and informal registers and organising language and ideas drawn from different sources.	• Understands a range of authentic written texts for varying purposes. • Identifies the author's position. • Justifies interpretations of the author's position. • Relates a text's format, structure and choice of language to its purpose. • Writes a variety of coherent texts, characterised by a cohesive and flexible use of language to communicate on a range of topics. • Plans and revises writing to enhance its fluency, accuracy and readability.
AEP 8 (UPPER-INT)	• Communicates effectively (cohesively and clearly) in most formal and informal environments on issues varying in complexity. • Adapts verbal communication to reflect an understanding of both concrete and abstract issues. • Delivers formally structured oral presentations with supporting evidence demonstrating background research on topic. • Recognises organisation of a lecture.	• Demonstrates an understanding of text evaluation. • Justifies own interpretation of the issues and ideas of texts with support from others' interpretations. • Considers how the reader interacts with texts to construct meaning. • Demonstrates an understanding of the relationship between text type, purpose and audience in own writing. • Writes complex texts characterised by an academic style and showing consistent control over textual features. • Plans, revises and refines writing to enhance a text's overall impact. • Takes notes from a lecture using cues and prediction skills.
GE 3	• Follows the gist and some detail of a spoken text on a new topic at normal speed. • Argues coherently with supporting evidence from a point of view on an issue arising from texts. • Contributes to a discussion about new topics. • Uses English for a range of problem solving activities. • Works with others in planning and organizing activities.	• Identifies the main points represented in a variety of texts. • Critically evaluates information from the media. • Infers information from a text.
GE 4	• Understands English at normal speed. • Defines the nature and purpose of information being sought before listening. • Evaluates the quality and validity of information gained from spoken communication. • Elaborates on themes and issues in discussions. • Negotiates a solution to a complex issue. • Engages in lengthy conversations on less predictable topics with native speakers and peers.	• Critically evaluates information from the media. • Infers information from a text. • Identifies a range of culturally based values and perspectives in texts reflecting author attitudes and bias.

	SPEAKING AND LISTENING	READING AND WRITING
AEP 9 (LOWER ADVANCED)	• Communicates effectively in most formal and informal environments on issues varying in complexity. • Evaluates academic lectures and oral presentations to draw own conclusions from evidence presented. • Delivers oral presentations on academic topics with supporting evidence and citations which demonstrate background research into topic. • Manages and participates in formal discussions on complex academic topics. • Takes effective notes from longer authentic spoken texts of academic nature.	• Evaluates texts with reference to validity and quality. • Takes notes from written academic texts in order to summarise and paraphrase. • Demonstrates an ability to paraphrase main ideas in academic texts. • Writes effective summaries of academic texts, evaluating the evidence presented. • Uses appropriate referencing techniques to justify own interpretation of texts. • Writes using complex language, a wide range of vocabulary and logical sequencing so that the message is clear and effective. • Shows a development of critical reading skills to assess academic texts.
DEEP (ADVANCED)	• Communicates effectively in formal and informal environments on issues varying in complexity. • Prepares and evaluates oral presentations based on guided research activities in individual and group format. • Manages and participates in formal discussions on abstract, academic topics which develop strategies for appropriate critical evaluation in spoken contexts. • Takes longer effective notes from extended authentic spoken texts of academic nature. • Delivers oral presentations on academic topics with supporting evidence and citations which demonstrate background research into topic. • Manages and participates in formal discussions on complex academic topics. • Takes effective notes from longer authentic spoken texts of academic nature.	• Evaluates academic texts in order to comment on them from a critical perspective. • Writes critical evaluations of written texts. • Takes notes from a written text in order to summarise, paraphrase and critically evaluate. • Writes effective summaries of academic texts. • Uses appropriate referencing techniques to critically evaluate texts and support his/her argument on the analysis. • Writes using complex language, a wide range of vocabulary and logical sequencing so that the message is clear and effective. • Demonstrates an ability to use a sophisticated range of structures to express complex meanings. • Demonstrates analytical reading skills. • Continues to develop critical reading skills to assess academic texts. • Expresses evaluative comments on academic texts within accepted standards of criteria for critical analysis.

ENGLISH LEARNING CENTRE (LC)

The Learning Centre is located on Level 4 in CPSU House, 191 Thomas Street, and is a facility for all full-time and part-time INSEARCH English students only. You may use the Learning Centre before or after class to study independently. Your teacher may also take your class to the Learning Centre to research projects or to do other class related activities.

OPENING HOURS

Monday – Friday 8.30am-6.00pm

When you enter and leave the Learning Centre to study independently, please swipe your student card on the machine at Reception.

RESOURCES

The Learning Centre has a large number of resources for learning English, such as grammar books, dictionaries, reading and writing materials, many listening materials and listening kits, and all current IELTS material, as well as computers, DVDs, videos, newspapers and magazines.

There are also special kits to give you more practice with every level of the English program. Ask the teachers in the learning centre for extra assistance with your level.

COMPUTERS

The Learning Centre has computers with internet access, which you can use for conducting research, emailing and word processing. Please read the Computer Log-on Procedure and the IT Code of Conduct for information about using computers at INSEARCH. Please refer to page 27 for more details.

INSEARCH is also fitted with wifi – it is wireless.

For all computer problems, consult the IT Help Desk assistant or see the Learning Centre staff.

BORROWING FROM THE LEARNING CENTRE

Full-time English students may borrow up to four books, tapes and magazines from the Learning Centre at any one time. You should return all of your borrowed materials by the due date.

When you graduate, you will not be able to receive your certificate if you have not returned all of your borrowed materials to the Learning Centre.

Part-time students are welcome to use the learning centre. However, they are not able to borrow materials to take home.

OTHER SERVICES

The Learning Centre offers many other activities and services such as:

> IELTS tutorials – Wednesdays at 1.30pm – 3.30pm
> book a tutorial by emailing lc@insearch.edu.au
> discussion groups – Tuesdays and Thursdays 11.30 am and 2.30 pm
> photocopying
> campus tours

STUDY ASSISTANCE

Learning Centre staff can also assist you with your studies. You should ask the friendly staff for more information about your level.

STUDENT INTRANET

More information can be found at www.student.insearch.edu.au and for all English students at: www.student.insearch.edu.au/elearning

INSEARCH RULES AND PROCEDURES FOR STUDENTS

ACADEMIC MISCONDUCT

All students at INSEARCH are expected to maintain high standards of academic honesty and integrity. Academic misconduct is defined as attempts by students to cheat, plagiarise or otherwise act dishonestly in undertaking an assessment task, or assisting other students to do so. Students are considered guilty of cheating if they seek to gain advantage by unfair means such as copying another students' work, or in any way mislead a lecturer or tutor about their knowledge, ability, or the amount of original work they have done.

STUDENT'S RESPONSIBILITIES

1. Examinations

a. Students must not help or receive assistance from other students.
b. Students must not request the loan of or lend materials or devices to other students.
c. Students must not bring any materials into the examination room other than those specified for that examination.
d. Students must not use computer software or other devices during an examination other than those specified.

2. Other assessment tasks

a. Students must not copy or paraphrase any document, audio-visual material, computer-based material or artistic piece from another source except in accordance with the conventions of the field of study.
b. Students must not use another person's concepts, results or conclusions and pass them off as their own.
c. In cases where the assessment task is intended to be individual work not group work, students must not prepare an assignment collaboratively and then submit work that is substantially the same as another student's assessment.
d. Students must not ask another person to produce an assessable item for them.

INSEARCH'S RESPONSIBILITIES

Procedural fairness

a. Students must be treated fairly, with dignity and with due regard to their privacy.
b. Students are to be regarded as innocent of the alleged misconduct until they have either admitted to it or been found by proper inquiry of the student conduct committee to have so behaved.
c. Past misconduct is not evidence that a student has behaved in the same manner again.
d. Each case is dealt with on its own merits and according to its own circumstances with the proviso that the first instance of misconduct will be penalised more leniently than subsequent instances of misconduct.

PENALTIES

a. Penalties imposed will take into account the nature and the extent of the misconduct.
b. Penalties imposed will take into account the students' stage in the program.
c. Penalties imposed will take into account the conventions of the field of study.
d. A student's second offence is penalised more severely than their first offence and a third offence will result in exclusion from INSEARCH.
e. The following penalties may be imposed: a warning, a reduction in grades, receiving zero for an assessment event, failing the level, exclusion from INSEARCH.

GENERAL MISCONDUCT

Students at INSEARCH are expected to respect other students, staff and property so that learning and teaching at INSEARCH can take place freely, safely and without impediment due to the misconduct of others.

General misconduct is where a student: acts dishonestly; harasses other students or staff; interferes with students or staff; prevents or disrupts learning; disobeys/fails to comply with contractual or legal requirements; misuses, damages or steals INSEARCH property or the property of others; alters/defaces INSEARCH documents or records; prejudices the good name of INSEARCH, or otherwise acts in an improper manner.

INSEARCH will report all criminal acts committed by its students to the relevant authorities.

The following examples indicate the kinds of behaviour which constitute student misconduct. They are for illustrative purposes and are not intended to be exhaustive. Student misconduct occurs when a student

a. contravenes any rules or acts;
b. prejudices the good name or reputation of INSEARCH;
c. prejudices the good order and governance of INSEARCH or interferes with the freedom of other people to pursue their studies, carry out their functions or participate in the life of INSEARCH;
d. fails to comply with conditions agreed in the contract;
e. willfully disobeys or disregards any lawful order or direction;
f. refuses to identify him or herself when lawfully asked to do so by an officer of INSEARCH;

g. fails to comply with any penalty imposed for breach of discipline;
h. misbehaves in a class, meeting or other activity under the control or supervision of INSEARCH, or on INSEARCH premises or other premises to which the student has access as a student of INSEARCH;
i. obstructs any members of staff in the performance of their duties;
j. acts dishonestly in relation to admission to INSEARCH;
k. knowingly makes any false or misleading representation about things that concern the student as a student of INSEARCH or breaches any of INSEARCH's rules;
l. alters any documents or records;
m. harasses or intimidates another student, a member of staff, a visitor to INSEARCH, or any other person while the student is engaged in study or other activity as an INSEARCH student, because of race, ethnic or national origin, sex, marital status, sexual preference, disability, age, political conviction, religious belief or for any other reason;
n. breaches any confidence of INSEARCH;
o. misuses any facility in a manner which is illegal or which is or will be detrimental to the rights or property of others. This includes the misuse, in any way, of any computing or communications equipment or capacity to which the student has access at or away from INSEARCH premises while acting as an INSEARCH student, in a manner which is illegal or which is or will be detrimental to the rights or property of others;
p. steals, destroys or damages a facility or property of INSEARCH or for which INSEARCH is responsible; or
q. is guilty of any improper conduct.

PENALTIES FOR GENERAL MISCONDUCT

a. Penalties imposed will take into account the nature and the extent of the misconduct.

b. A student's second offence is penalised more severely than their first offence and a third offence will result in exclusion from INSEARCH.

If the student admits to the alleged misconduct, the Director of Studies, English Programs may impose one or both of the following:

> a charge for the cost of damage to facilities and equipment.
> temporary exclusion from INSEARCH.

The General Manager, Education may impose the penalty of permanent exclusion from INSEARCH in the case of physical or verbal abuse of students or staff of INSEARCH, repeated or severe misconduct, or in the case of criminal acts.

NOTIFICATION AND APPEAL

1. Students must be notified in writing of penalties as a consequence of misconduct.

2. The grounds for appeal are:

   a. procedural irregularities, and/or
   b. factual errors on which the decision was based and which were of such magnitude as to invalidate the decision.

3. Appeals must be lodged in writing with student services, within three weeks of the date of the student being notified of the consequence.

APPEALS AGAINST GRADES

Students who believe there have been procedural or factual errors in the grading of their assignments or assessments should speak to the marker of the assignment in the first instance. If the student still believes that procedural or factual errors have not been redressed then the student should lodge an appeal with the ELT manager.

Dissatisfaction with grades alone does not constitute grounds for an appeal.

Results of appeals will be notified in writing within 5 working days as per the schedule for each level advised by the ELT Coordinator/ Academic Adviser when the appeal is lodged. Appeals against final grades must be lodged by Friday week 5 of each term.

INSEARCH COMPUTER LAB POLICY

1. BACKGROUND

The following policy is designed to ensure students have access to reliable and effective computer resources for their study at INSEARCH.

2. SCOPE AND APPLICABILITY

This policy applies to all INSEARCH students.

3. CODE OF CONDUCT

PLEASE DO NOT:

1. Give your password to another person, or have it in written form where it is likely to be seen by another person.
2. Obtain passwords, which you are not authorised to have.
3. Use another person's identification when signing onto an INSEARCH computer or network.
4. Use INSEARCH computing facilities for purposes not related to legitimate business or study activities.
5. Use INSEARCH computing facilities to purposely disrupt other users.
6. Download, install or use hacking tools to disrupt, or alter system software or alter system security.
7. Copy or load software of any kind onto any computer unless authorised by the IT Manager or Network Administrator.
8. Access data on any INSEARCH computer or any computer via the INSEARCH Network unless you have been assigned access rights to the data.
9. Attach any devices to the INSEARCH computer network without authorisation from the IT Manager or Network Administrator.
10. Leave your workstation unattended while logged on to the INSEARCH computer network
11. Waste printing paper. You are allowed to print 250 pages per semester as an academic student and 75 pages per term as a full-time English student.
12. Save more than 75MB of files in total on the network home directory (H drive) as an academic student or more than 15MB of file in total on the network home directory (H drive) as a full-time English student.
13. Eat, drink or smoke in any of the computer labs.
14. Place any notices on the notice board in the computer labs.

GUIDELINES FOR RESOLVING STUDENT GRIEVANCES

INSEARCH is committed to ensuring that any grievance reported by a student will be acted on in a timely, efficient and fair manner.

To ensure that all students are comfortable voicing a grievance, every staff member at INSEARCH is able to receive and resolve grievances. Students are also able to voice their grievance using the grievance@insearch.edu.au email address.

Grievances are handled confidentially at all times. Staff will always get permission from a student before discussing a grievance with other relevant staff.

Students are allowed to bring someone with them for support throughout the grievance process. If a translator is needed, INSEARCH will provide one.

If you are not satisfied with the outcome of your grievance, INSEARCH has an independent dispute resolution process available. This does not remove your right to take further action under Australia's consumer protection laws.

The grievance policy is available on the student intranet. If you have any questions, please contact grievance@insearch.edu.au.

PRIVACY

INSEARCH Limited acknowledges and respects the privacy of individuals. We are required under the Privacy Act 1988 (Cth) to comply with the national Privacy Principles in respect of the collection, use and disclosure of personal information from individuals. Provision of information is voluntary, but if it is not provided we will be unable to process your application. We have an obligation under Commonwealth & State Legislation to provide information to certain government departments.

You have the right of access to and alteration of your personal information. A copy of our privacy policy is available from the Privacy Officer. Please direct any enquiries you may have in relation to this matter to:

The Privacy Officer INSEARCH Limited,
PO Box K1085
Haymarket NSW 1240

[T] +61 2 9218 8600

[E] privacy@insearch.edu.auwww.insearch.edu.au

DO YOU HAVE A PROBLEM?

PROBLEM		SOLUTION
Are you unhappy or confused about: > level > class > assignment > examinations > teacher/s	>	**Visit or make an appointment to see:** > your teacher > ELT Manager > Academic Advisor (ELT)
If you have a problem with: > visa > accommodation > Homestay > tuition fees > study plan	>	**Visit or make an appointment to see:** > Student Services Staff > Academic Adviser (ELT)
If you have a personal problem	>	Visit or make an appointment to see the Academic Advisers

If you would like to write to INSEARCH about a problem, you can send details to grievances@insearch.edu.au

If you are not comfortable speaking to someone alone, please bring a friend or a classmate with you.

If you need help speaking in English, INSEARCH can arrange an interpreter to help.

INTEGRITY STATEMENT

If you would like an independent office to help, please contact:

The Department of Fair Trading

1 Fitzwilliam Street, Parramatta [T] +61 2 9895 0111

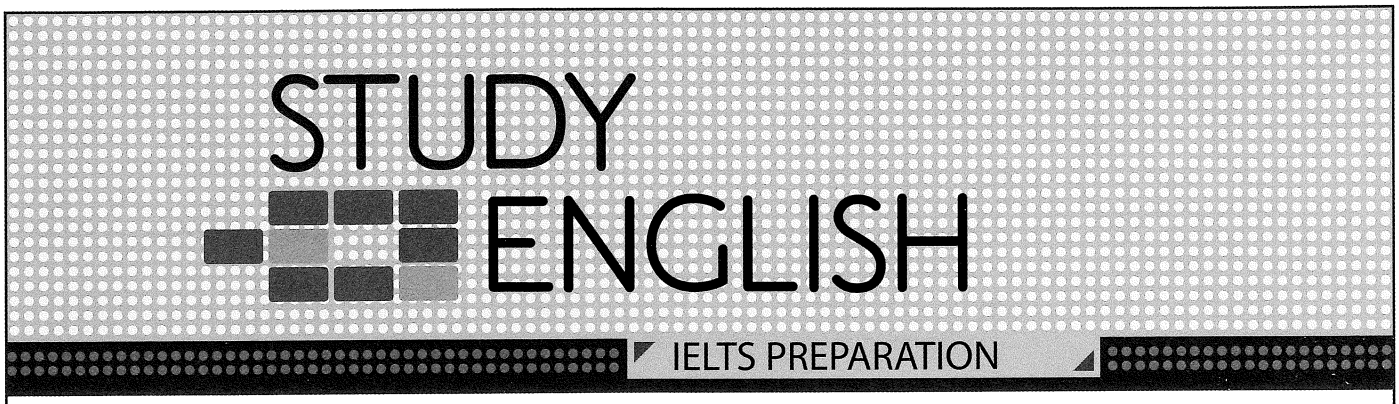
INSEARCH has an ethical commitment to ensuring that all information and activities relating to students are undertaken with a degree of integrity. The INSEARCH marketing department is responsible for all marketing information provided by INSEARCH and its representatives. INSEARCH has in place an agent management framework with agreements which bind all of its agents to comply with the codes of practice set in the Education Services for Overseas Students (ESOS) Act 2000. If you have any concerns about information or assistance that has been provided to you by INSEARCH or its representatives, please contact:

Bernice Lester
UTS:INSEARCH
PO Box K1085
Haymarket NSW 1240

[T] +61 2 9218 8600

[E] Bernice.Lester@insearch.edu.au

[W] www.insearch.edu.au



Study English – IELTS Preparation

is a 52-part English language course for intermediate to advanced learners.

Available online, this free program allows you to watch, read and listen to authentic material plus access study notes, tips and activities for practice and consolidation.

www.australianetwork.com/studyenglish

INSEARCH
ENGLISH

COMPUTER LOG ON PROCEDURE

1. To use an INSEARCH computer you need to log on with:
> a log-on username, and
> a password

Your username is your INSEARCH student number:

For example, 12345.

Your password is your birth date in the following format (YYYYMMDD): For example, year (e.g 1980) month (e.g 08 August) day (24) = 19800824.

Follow the instructions below when using any computer in the computer labs.

2. Press "Ctrl + Alt + Delete" buttons to the logon screen.
Begin Login

Press Ctrl + Alt + Delete to log on

3. Enter your log-on information.

a. Enter your username in the user name box.

b. Enter your password in the password box.

c. Check that the domain listed is: **INSEARCH1.**

d. If it is not INSEARCH1, click the arrow button at the right side of the domain box.

You will see several domain names.
Click on **INSEARCH1**.

(You will not be able to log-on if a different domain is shown.)

e. Click the "OK" button to log on.

4. When you log on for the first time, you will need to change your password (you need to choose a new password).

a. The change password box will be displayed.
b. Enter your current password (see no 1).
c. Enter your new password twice.
d. Click OK.
e. If your password has been changed successfully, you will see "Your password has been successfully changed". Click on "OK".

Please note:

a. Do not use a password that is easily identified or guessed by another person.

For example, someone could easily guess your name, phone number, date of birth or address and then enter or "hack" into your computer account.

b. You are required to change your password the first time you log in only.

5. Logging out of the system at the end of your computer session.

a. Click on the "Start" button to log out of the computer.
b. Click on the "Shut Down" option.
c. Click on the "Close all Programs and log on as a different user" option.
d. Click the "Yes" button.

UTS:INSEARCH

Get there.

www.insearch.edu.au

UNIVERSITY OF TECHNOLOGY SYDNEY

WHY STUDY PART-TIME ENGLISH AT INSEARCH?

"I TOOK SOME TRIAL LESSONS AT OTHER LANGUAGE SCHOOLS BEFORE I STARTED STUDYING AT INSEARCH. I THINK IT IS ONE OF THE BEST LANGUAGE SCHOOLS IN SYDNEY BECAUSE IT FACILITATED MY STUDIES WITH EVERYTHING I NEEDED."

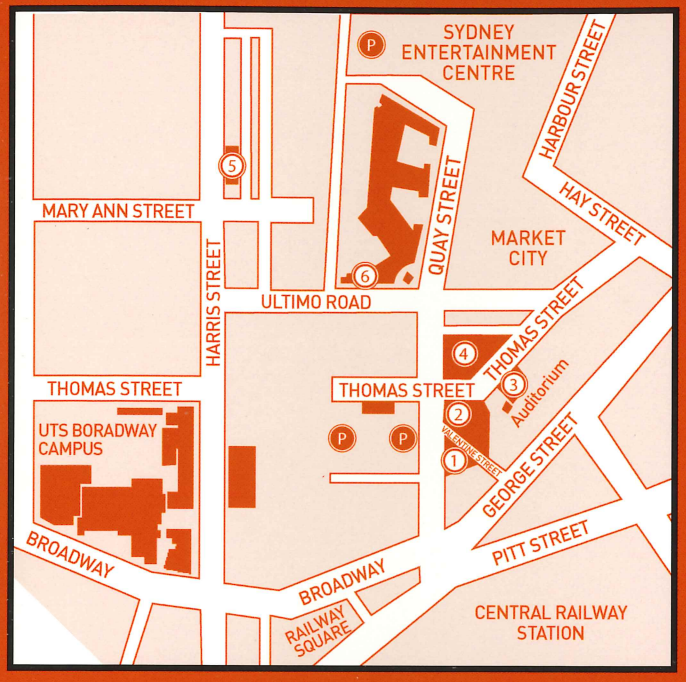
YOSHINOBU SHIMAMOTO, IELTS Student

INSEARCH Part-time English courses are specifically designed to focus on the needs of people interested in improving their English language skills especially for IELTS but also for the workplace. They run over five weeks every Tuesday & Thursday evening from 6.30pm to 8.30pm or Saturday from 9.00am to 1.30pm.

The courses are:
- Introduction to Academic Writing
- Writing for IELTS
- Prepare for IELTS
- Speaking and Pronunciation Skills
- Business Communication 1
- Business Communication 2

To discover the best and most suitable English courses for you, please come to our FREE English information evening. Please see the INSEARCH part-time English brochure for the information evening dates

For more information, please contact
INSEARCH Student Services
Ground Floor, 10 Quay Street
(Corner Quay & Valentine Sts)
Sydney NSW 2000 Australia
[T] +61 2 **9218 8688**
[F] +61 2 9281 4675
[E] courses@insearch.edu.au
[W] www.insearch edu.au



INSEARCH CITY CAMPUS

1. **INSEARCH Student Services**
   Ground Floor,
   10 Quay Street
   (Corner Quay & Valentine Streets)
   Level 3
   Registrars
   Logistics

2. **INSEARCH Blue Building**
   187 Thomas Street
   Ground Floor
   Auditorium
   Level 2
   Management
   Level 3
   Classrooms
   Level 4
   ELT/Student Advisers

3. **INSEARCH CPSU House**
   191 Thomas Street
   (Lift on the ground floor to 3rd floor. Only stairs to level 1, 2 and 4)
   Level 1, 2, 3
   Classrooms
   Level 4
   Learning Centre
   Classrooms

4. **INSEARCH Prince Centre**
   8 Quay Street
   Level 1, 2
   Classrooms

5. **INSEARCH Design Studio**
   608 Harris Street

6. **UTS Library**
   Corner Ultimo Road & Quay Street

DISCLAIMER
This handbook contains information that is current at the date of publication. Changes in circumstances after this date may impact on the accuracy or currency of the information. INSEARCH takes all due care to ensure that the information contained here is accurate, but reserves the right to vary any information described in this publication without notice. More up-to-date information is published on the student intranet. Readers are responsible for verifying information that pertains to them by contacting INSEARCH student services office.

PRIVACY
INSEARCH Limited acknowledges and respects the privacy of individuals. We are required under the Privacy Act 1998 (Cth) to comply with the National Privacy Principles in respect of the collection, use and disclosure of personal information from individuals.
A copy of our Privacy Policy is available from the Privacy Officer. Please direct any enquiries you may have in relation to this matter to
The Privacy Officer
INSEARCH Limited
PO Box K1085
Haymarket NSW 1240
[T] +61 2 **9218 8600**
[E] privacy@insearch.edu.au
[W] www.insearch.edu.au
INSEARCH CRICOS provider code: 00859D

UTS:INSEARCH

CONTACT DETAILS

Postal Address
The Registrar – INSEARCH
PO Box K1085 Haymarket NSW 1240 Australia

Street Address
INSEARCH Student Services
Ground Floor, 10 Quay St (Corner Quay & Valentine Sts) Sydney NSW 2000
[T] +61 2 **9218 8666** [F] +61 2 9281 4675 [E] studentservices@insearch.edu.au
www.insearch.edu.au CRICOS provider code: 00859D

INSEARCH Limited is a controlled entity of the University of Technology, Sydney UTS CRICOS provider code: 00099F

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UNIVERSITY OF TECHNOLOGY SYDNEY