

PARAMETERS OF THE COURSE



Form of teaching

Language courses are provided to employees form a part of the system of employees' professional development.

Language teaching has the form of regular group courses. The course is approved for each employee by their Line Manager and the HR department.

Other forms of teaching (intensive courses, skill courses in a foreign language, other than English language courses or similar) are possible only after approval by the Line Manager and the HR department.



Intensity of the teaching

Standard intensity of language teaching is **1 x 90 minutes** of teaching per week; the minimum duration of the course is 2 months. Lessons cancelled in advance are substituted after agreement with the teacher at a different time. Any other level of intensity is subject to approval by the Line Manager and the HR department.



Teaching schedule

Language teaching takes place throughout the school year with testing periods in January and June. Classes are not included in time worked – i.e. should preferably take place before 9.00am, between 12.00 & 02.00pm and after 16.00pm.



Place of instruction

The language training is held at the premises of LAFE. Course participants are obliged to reserve a room for the teaching (can be coordinated by Office Managers).



Teaching focus

Teaching lessons will be aimed on general and business language focusing on listening skills, understanding, phone communication and argumentation & negotiation skills according to Course plans. The purpose of the lessons is to prepare the learners for performing their jobs and/or maintaining or advancing their language skills.

The instruction will focus on participants' needs identified at the initial language audit or modified during the course. Group courses harmonize the requirements of the course participants.



Instructors

Based on the language level and participants' preferences, the courses are led either by Czech/English instructors (recommended up to B1) or native speakers (from B2 up) or a combination of both types of instructors.



Teaching materials

Teaching materials are agreed directly with teacher.

ATTENDANCE

Employees nominated for language teaching in LAFE are obliged **to attend at least 70% of all planned lessons** with the exception of lessons cancelled for reasons not related to the employee. The permitted 30% absence rate includes all reasons such as vacation, sickness, short-term business trips, etc. Long-term excused absences exceeding 2 weeks are not counted toward mandatory attendance. To excuse your absence in advance, please contact the assigned teacher directly.

If the employee fails to reach the required level by the time of the regular attendance evaluation (twice a year - in January and July), he or she will need to obtain re-approval from their Line Manager to continue in a course.



Cancelling lessons

The course participants are required to give notice of their absence **at least 24 hours before the start of the lesson**. If the previous day is a Sunday, Saturday, holiday or rest day, the participant is required to give notice no later than on 3pm of the preceding working day. The same rules apply to teachers.

Please note learners are required to keep up good ethics including not letting their instructors to wait for their more than 10 minutes, sending them away after their arrived, signing attendance sheets without actually having a course and similar. Such cases will be announced by the Language Courses provider to HR who will require re-approval from a respective Line manager for such employee to continue in Language courses. Any breach of these ethics will have a consequence of such student being excluded from the language teaching for the remaining school year.



Progress

Before starting with the training, all participants must pass an electronic test designed to determine the level of their language skills and an interview focusing on their training needs.

Throughout the course, testing takes place regularly **twice a year**:

1) Revision test (January)

- knowledge test prepared by the instructor of the course
- the result of the test expresses the percentage of the content of the lessons that has been mastered
- the results of this test cannot be used to monitor the progress of students
- a written assessment of students by the course instructor is included

2) Progress test (June)

- a comprehensive test prepared by methodologists at the language school, covering all language levels; this test is identical for all course participants
- the test examines passive language knowledge (i.e. grammar and vocabulary)
- active skills (speaking, listening comprehension, ability to respond, etc.) are evaluated by instructors in their written comments

- the result is the current level of language knowledge that can be used to monitor achieved progress (with new employees, progress is compared to the initial language level; for those who continue with the training, knowledge is compared with the results from the previous year)

All students must participate in the testing. The results of the tests are provided **to the HR Department and Line Manager** and used to evaluate achieved progress goals and in making decisions on the employee's participation in further training. Employees will be required to achieve minimally 70% score to be eligible to automatically continue with the courses in the next semester.