



## Pre-course Guide *Granada, Spain*

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## **Paying for your course**

### **Deposit (US\$500)**

Once your application has been formally approved, the US\$500 non-refundable deposit secures your place, (location and date).

### **Final Payment (960euros)**

The final payment of 960euros is made directly to the Granada Training Centre. It may be paid one month in advance or in two instalments.

The first instalment of 480euros is due NO LATER THAN one month before your course start date.

You can pay using the following methods:

- Bank transfer
- Visa /MasterCard

For either method, please email the course administration ([admin@TEFLSpain.org](mailto:admin@TEFLSpain.org)) for instructions.

Should you not pay the first instalment, your course reservation could be forfeited to the next trainee on the waiting list. Please email proof of payment to [admin@TEFLSpain.org](mailto:admin@TEFLSpain.org) or fax +34 958 277 240, attention: Administrator, TEFL Spain.

The second instalment of 480euros is DUE BY or ON **DAY 1** of the course.

You can pay using the following options:

#### 1. **Pay by Cash – Preferred method:**

There are Currency Exchange offices in Granada where you can cash travellers' cheques. Also there are internationally networked ATMs located throughout the city, and these will dispense Euros directly from your bank account.

NB: Some banks only allow a total daily withdrawal of 200–500euros/day. Additionally, please check with your bank **beforehand** to inquire whether/how your bank card/PIN code will work in Spain.

#### 2. **Pay by credit card:** (Visa /MasterCard only)

This can be done either on or before arrival.  
If you need to pay before your arrival, please email us.

If you would like to pay with credit card (**Visa /MasterCard cards only**) please telephone your bank **beforehand** and make sure that your transactions do not have a limit, that internationally initiated payments are not blocked. It is most likely that your financial institution / bank has a 500euros credit card/bank card transaction limit per day and an anti-fraud block on international transactions that you will have to get unblocked.

#### 3. **Pay by bank transfer:**

If you would like to pay by bank transfer, you will need to process it one week before Day 1 to ensure receipt by Day 1. Please email the course administration ([admin@TEFLSpain.org](mailto:admin@TEFLSpain.org)) for complete bank information or call us at +34 958 511 027 and we will give you our bank details.

If you have any questions about the payment process, please email us at [admin@TEFLSpain.org](mailto:admin@TEFLSpain.org).

We will be happy to assist you in any way that we can.

\* All payments must comply with our Terms and Conditions policy (NB: all payments are non-refundable).

## Travel Documents

All non-EU visitors to Spain are required to have a passport valid for at least six months after arrival date.

Visitors to Spain, provided that they stay no more than 90 days, from the following countries do NOT need a visa:

Andorra, Argentina, Australia, Bolivia, Brazil, Brunei, Bulgaria, Canada, Chile, Costa Rica, Croatia, El Salvador, Japan, Guatemala, Honduras, Israel, Malaysia, Mexico, Monaco, Nicaragua, New Zealand, Panama, Paraguay, Romania, Singapore, South Korea, United States of America, Uruguay, Venezuela.

Furthermore, all citizens of the countries included in the European Union, per the Schengen Agreement, do not need a visa to enter Spain. They do, however, need an identity document and we recommend they bring their passport as well.

Citizens from all other countries should contact their local Spanish consulate to obtain current travel regulations.

***NB: As this information is subject to change at any time, we advise everyone to contact their local Spanish consulate for current travel regulations prior to planning their trip.***

If you have any questions, please feel free to contact us for help. However, we do not in any way assume responsibility for anyone's visa obligations.

## Working Documents

If you are planning to seek work in any foreign country, please make sure you have the necessary legal working documents or visas, which *may* include certified copies of your degree/diploma and transcripts from your university, technical school and high school, as well as a certified copy of your birth certificate (original documents may need to be seen).

There are many job opportunities throughout Europe. However, depending on the particular location, obtaining a job within the community could be a complex and/or difficult process for non-EU residents, and may involve quite a bit of paperwork, time and money.

There is great demand for qualified TEFL teachers throughout the World. TEFL International provides the following services in this area:

- Contact information and details of local schools and vacancies
- Information regarding CV and interview preparation
- Access to our alumni database so that you can contact current teachers already working all over the World for advice, assistance or job leads
- TEFL International's Alumni: <http://teflife.com/askalumni>

TEFL International has been very successful in assisting course graduates locate teaching job opportunities and vacancies. In fact, the TEFL International database has over 50,000 vacancies around the world advertised for you to browse at your convenience.

## ❖ Accommodation (paid separately)

Our TEFL trainee accommodation is in a restored medieval hospedería, in the ancient Moorish village of the **Albayzin** (a UNESCO designated World Heritage site).

It's close to the school and within walking distance of Granada's restaurants, night-life and historical sites.

Here you can walk cobblestone streets, experience a thousand years of history, and yet be close to the vibrant centre of Granada – the best of two worlds.

### Advantages and Features

- Private bedroom and bathroom
- Historic & special building
- 3 minute walk to class
- Study together benefits
- Quiet peaceful location
- WIFI and Internet
- Economical, managed facility

The hospedería has private bedrooms with private or shared bathrooms; a common room with internet, TV and an eating area; a large kitchen; and laundry facilities. There is a resident manager.

It also has a cool and peaceful inside patio and a roof terrace with a view of the world-famous Alhambra.

The accommodation is available from 2:00pm the Sunday before the course begins until 11:00am the Saturday after course completion. To extend your stay – please contact our office about availability and to arrange this.

Should you wish, you are free to arrange your own accommodation while you're taking the course.

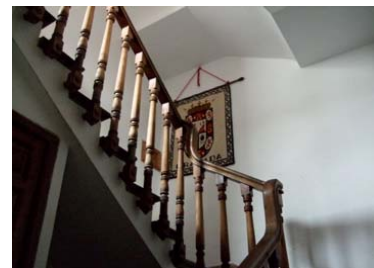
It is important that your accommodation arrangements have the following characteristics: a short commute to the training centre; quiet private study facilities; good, restful and peaceful location.

It is of great advantage for trainees to stay in the hospedería as you will be working on the same course together, and it will help you bond, encourage, learn from, and help each other, and also, not to get distracted from your goal, your international TEFL certificate!



View of The Albayzin – the old Arabic quarter of Granada.

Our school and the hospedería are located near the white church tower.



## Course Information

### Overview

You will receive a course timetable on the first day of the course. The timetable is subject to change depending on holidays and other considerations.

Trainees must attend all sessions included on the timetable unless they are sick and require medical treatment. This is particularly important for Teaching Practice (TP) as it is very difficult to arrange alternate TP times.

### Input Sessions:

Your timetable will normally have a minimum of three hours per day dedicated to input sessions (Monday to Friday). In addition to this, periods of time are set aside for guided lesson-preparation.

### Teaching Practice:

Classes are usually held in the evenings and each lesson lasts for 60 minutes. Trainees either team-teach or observe these classes. When teaching, trainees are observed by qualified staff; feedback is given after each class, usually on the following day.

### When to be here:

The first session starts on Monday at 9:00am sharp. We strongly recommend you plan to arrive in Granada two or three days in advance. This will allow for travel delays and getting over long trips, as well as starting to adjust to life in Granada, Spain.

### What to bring:

#### *Equipment*

- Recording device (required) – e.g. MP3 player/recorder, iPod, or tape/digital recorder – suitable for quality recording listening/speaking skills with a language student.
- Laptop (recommended but optional) – very helpful for “homework” – especially for reports etc. that have deadlines - some grads have said they found having one a ‘life saver’.
- USB drive/data stick – so you can make a copy of your work on the school computers to use on your laptop or simply for a backup.  
[NB: an MP3 player can also be used as a USB drive/data stick.]

#### *General School Supplies*

- Pens, Pencils, Eraser etc
- Notebook and ring binder
- Pictures / Articles from English magazines – especially glossy coloured ones – that could be used in teaching practice.

### ***Other (recommended)***

A current copy of your C.V./resume should be brought on a CD/data stick for the purpose of searching for employment during and after the course.

**Birth Certificate** or a notarised copy; wherever you intend to work, it is necessary to have this in order to obtain a work permit.

A certified copy of any **degree / certificates** you may have.

**Guidebooks** for Granada, Andalucía or Spain in general: Lonely Planet, Eyewitness Guide, Rough Guide and Time Out, all publish city guides.

**Travel insurance** for your time abroad. This can usually be obtained from your local travel agent or through a broker, who you will be able to find in the Yellow Pages. Please note that TEFL International does not provide travel or health insurance.

We recommend that whatever amount of money you choose to bring, you also have a backup source of income for emergencies. It is possible to use cash-points (ATMs) provided you have a valid Visa/MasterCard/Maestro/AMEX and a PIN number.

Please note that if you intend to stay and work here, language schools pay salaries one month in arrears, so you will need sufficient money for two months living expenses, plus leasing fees and security deposit.

You will need neat, casual clothing for the course.

#### **What we provide**

- All relevant course books and teaching resources
- Photocopying - available for use by trainees for course work only.
- Limited number of computers exclusively for our trainees. They are available for teaching practice preparation and course work only. NB: Course assignments may be hand-written.
- WIFI is available for those who have laptops.

#### **What we expect of you**

There are specific dress requirements that adhere to the local Spanish culture and basic ideas of professionalism. All trainees are expected to dress “casually smart”. Visible tattoos and piercing are not acceptable. “Office standard” hairstyles and colouring are required.

### **Get Acquainted**

Granada is a culturally complex modern city rich in tradition, with a fascinating history that still affects daily life and local thought. With the wealth of sightseeing and close proximity to the mountains and Mediterranean beaches, you should never be bored during your free time! Before your arrival, we highly recommend you purchase a descriptive guide book or do some online research to familiarize yourself and get acquainted with Granada and all it has to offer. For more information on Andalucía and the city of Granada, we recommend the following sites:

[Granada](#)  
[The Alhambra](#)  
[Andalucía](#)  
[Andalucía news in English](#)

# Frequently Asked Questions



- [\*\*About the TEFL teacher training course\*\*](#)
- [\*\*The job market and teaching in Spain\*\*](#)
- [\*\*Questions about Granada; Living in Spain\*\*](#)
- [\*\*What to do before departing for Spain\*\*](#)

## About the TEFL teacher training course

### 1. What does the tuition for the course include?

US\$500 non-refundable Deposit

960€uros Final Payment of the TEFL course fees

The fees include all tuition, course materials, a TEFL certificate and moderation fees. Airfares, accommodation and food are not included. Accommodation is available for the duration of the course from the Sunday before your course begins to the Saturday after the course ends. It maybe possible to arrange a few extra days if you wish to arrive earlier or stay later, please check with Granada course administration. The rate for extra days is 25€uros per day. Accommodation for the course costs 350€uros plus 50€uros refundable security deposit.

### 2. How do I pay for the course?

By this stage, you should have already paid the US\$500 deposit. The first instalment of the course fee balance is payable one month in advance of the course start date; the final payment is payable by Day 1 of the course. Accommodation fees (if applicable) are payable one month in advance. Both are paid directly to the centre in Granada.

### 3. What is the training course schedule like?

The first session starts at 9:00am on Monday morning. A complete course timetable will be provided. From Monday to Friday sessions are generally between 9:00am and 1:30pm and 3:00 pm to 6:30 pm with regular breaks. During these hours there will be input sessions, teaching practice reviews and lesson planning. Most teaching practice (TP) takes place from 7:00pm to 9:00pm on Mondays through Thursdays. Trainees will not be teaching every TP class but will have 6 to 8 hours of observed teaching practice over the 4 weeks. On Friday, the evening is free, as is the weekend; however, we encourage trainees to study over the weekend! In addition to the timetable, time will also need to be spent preparing materials and completing various assignments. *The timetable is subject to change.*

There will be a comida provided free by the school on the last day of the course to celebrate your graduation.

During the course you will have the experience of being a learner of an unknown language using the same techniques as you will use to teach English. This is so that trainees will see problems that their students face from their perspective. We advise against working or taking any additional studies or activities outside of the course. The program is very intensive, and you simply won't have time!

### 4. Can you tell me about the other trainees on the course?

Most of the participants are British, American, Canadian or Australian, although we do accept non-native speakers of English who have a high proficiency in the language. They range in age from 20 to 60+. There are sometimes more female than male students, but the Trainer/Trainee ratio is always great and trainee dynamics are immense.

### 5. What are the teaching practice students and classes like?

We have local people come to learn English. You will be helping real people who want to learn English during your teaching practice. The students are very keen and enthusiastic and classes are a very positive experience for everyone. You should build friendly rapport with them, get to know them and feel honoured to help them.

### 6. Can I have things shipped or mailed to me at the school?

Yes!

This is our address: TEFL Spain Training Centre  
c/ Aljibe del Gato 1  
Albayzin  
18010 Granada, Spain

#### **7. Should I bring my laptop?**

Yes, in fact we encourage you to do so for your own convenience in working on assignments off-site. The school has computers available for course work and job search purposes; WIFI is also available at the school and at the accommodation.

### ***The job market and teaching in Spain; Paperwork and documentation***

#### **1. What is the TEFL job market in Spain like? Will I have trouble getting a job?**

The job market in Spain is similar to its Western European counterparts. Most language schools require teachers to have a 4 week intensive, with teaching practice, TEFL/TESOL certificate as a minimum qualification, (like ours). Opportunities exist in the business sector and also in the rapidly growing market for teaching English to Younger Learners. Spain has always been one of the busiest TEFL markets in Europe.

European regulations mean that non-EU citizens require a work visa to legally gain employment in Spain. Work permit applications must be accompanied by a written offer of employment from a Spanish employer, and can take months to obtain. In reality, thousands of non-EU citizens are teaching throughout Western Europe despite the regulations; however, most are working "under the table" as work visas are generally not issued to non-EU citizens.

There is a shortage of good, well qualified TEFL teachers, (like you will be) and local relationships make a difference when it comes to getting work. Spanish schools and local authorities are very practical and motivated when it comes to helping Spaniards learn English. If you are determined to work in Spain and have the means to support yourself for a couple of months, you will generally secure employment.

EU citizens are legally entitled to work in Spain, and they do not need a work permit. They do, however, require a Residence permit, which is easy to obtain with a copy of a contract or statement from an employer.

#### **2. When do I need to start looking for work in Spain? Where do I start?**

We suggest you begin setting up interviews and sending resumes in the second or third week of the course, and we can help you with this. There are many TEFL employers across Spain and EU countries. TEFL International can also assist you in finding work in other countries through our network of schools.

#### **3. What will TEFL International do to help me secure employment?**

We will assist you in your search for employment both during and after the course. We have a set of course sessions for understanding how to get TEFL/TESOL jobs. These help you in preparing an effective EFL CV/Resume and understanding how employers make hiring decisions. We also provide individual assistance as needed.

We can provide you with lists of language schools and sources of advertised positions. We will also help you with interview preparation and provide information about working conditions. We guarantee job placement **assistance**, but please note that TEFL International doesn't 'guarantee' its graduates employment in Spain as such. Job placement assistance is however an integral part of the course and is available to you from any of our centres worldwide for as long as you need it after the course too.

#### **4. What is the average salary like?**

The average TEFL salary in Spain is approximately 1,000€uros per month, though of course this varies depending on where in Spain the job is, what type of school or company you work for, and whether you work full or part-time. Many people will work for a school or employer with 15-20 teaching hours per week and may also build up their own base of private tuition clients. Salary can be net or gross depending on the employment type and higher rates of pay are possible.

Balancing cost of living with income is practical and satisfying for many of our graduates. With experience and developed relationships many stay on here while others use it as a launching pad for more lucrative countries.

#### **5. What is a typical teaching position like?**

Of course it varies from school to school, but you may be expected to teach a variety of courses, ranging from children to business professionals at all levels, in groups or in private sessions. Our training provides the TEFL basics and allows our graduates to perform well in their first jobs. We do have options for further training and teacher development.

## **Questions about Granada; Living in Spain**

### **1. What are the average housing and living expenses in Spain?**

Most likely you will rent a room in a shared apartment or house and, of course, it depends on where you choose to live. A room in a shared house or apartment in Granada starts at about 200€ per month. Others prefer to stay on at our private accommodation (if available) for about 300€ /mo or get 1 bed apartments. The cost of living is lower than in the UK and North America.

### **2. How do I find housing subsequent to the program?**

We are happy to help our trainees locate housing subsequent to the program, and we have a number of contacts locally. We can inform you of the best publications and websites to use in your search for housing. Normally you could expect to find suitable accommodation quickly.

### **3. What do I do if I get sick in Granada?**

If you find yourself requiring medical attention, there are a number of very good hospitals and clinics nearby. There are also pharmacies on every other corner. Please make sure you have appropriate health insurance cover and/or if you an EU citizen that you have an EHIC card.

### **4. What's the public transport system like?**

The public transport system is excellent with an efficient bus and train system. Taxis are also widely available although obviously more expensive. A single bus journey costs 1.20€. Bus swipe cards, for multiple journeys of around 0.65€ each, are also available.

## **What to do before departing for Spain**

### **1. How do I get to my accommodation in Granada?**

Please help us to help you by informing us of your travel arrangements as soon you have made them, so we can make the arrangements for your arrival.

There are a number of options for you to get from Granada airport to your accommodation. A taxi costs approximately €26. Alternatively, the Bus Service runs after every flight directly from the airport into the city centre. The journey costs 3€uros and takes approximately 30 minutes. From there a taxi to your accommodation should be no more than about 6-8€uros, depending on where you are staying. You will need cash in Euros to pay.

If you are thinking of bringing your own vehicle and want to stay in the historic districts of the Albayzin or Realejo, parking is very difficult. Private accommodation may have street parking available.

### **2. What documents do I need to bring?**

Of course you need your passport; when you secure work you may be asked to provide locally notarized copies of your birth certificate and college degrees, (that also means you would have to bring the originals). You might also consider obtaining an international driving permit, should you wish to drive in Spain.

### **3. What's the climate like? What kind of clothing will I need to bring?**

Thanks to its location in Southern Spain and being 1500feet above sea level, Granada has an interesting climate – very hot, dry, and sunny in the summer months and quite cold winter nights with nice cool sunny days, although very little snow falls on the city itself– spring and autumn seasons are shorter but nice.

**Should you have any additional questions, please do not hesitate to contact us.**

Email: [info@teflspain.org](mailto:info@teflspain.org)  
Telephone: +34 958 511 027  
Skype: TEFLSpain

***We look forward to welcoming you to  
the beautiful city of Granada!***