

How can I enrol for English language courses in Cardiff, UK, with the unemployment office?**Who is this for ?**

- If you are unemployed or at risk of losing your job in the near future.
- If you want to return to the job market and need to upskill
- If you have an unstable work situation or if you have a temporary contract (not permanent work)
- If you need to improve your English skills in order to safeguard your job or advance your career in a competitive job market
- If you are looking to improve your English skills to obtain an internationally-recognised qualification, such as IELTS or the Cambridge Exam (FCE/CAE), in order to apply for a new job

Conditions

Normally in order to obtain the funding you should be unemployed or at risk of losing your job in the near future. You can make enquiries with the employment office in your canton to consult with an ORP advisor (Regional Placement Office).

However, it can also be possible to access the language programme funding if you need to improve your English skills in order to safeguard your job. It can be a benefit to you and your employer. You might also be eligible if your level of English prevents you from progressing in your current role, accessing promotions, or you risk being surpassed by a more skilled colleague.

How do I enrol for an English language course?

The employment office in your canton will decide if you are eligible for the programme and consider if you meet the criteria. You are encouraged to submit a request to the advisor in your regional employment office to see if you can benefit from the language course training that is available.

You are interested to attend an English language course in the UK

You can attend a course in the UK with qualified teachers who will support you to increase your professional skills and adapt to the requirements of the job market today. This will subsequently make it easier for you to find a new job or career pathway. Celtic English Academy is a recognised course delivery partner by the SECO employment service.

Course duration

In order to maximise your English skills and to sit the recognised English exam, the programme duration offered is 12 weeks. However this can be discussed with your advisor if you need flexibility. In addition, the programme includes tutorials so that you can practice interview techniques or CV writing in English.

What are the costs covered by the SECO Swiss government funding?

The SECO Swiss Government funding **pays for the tuition fees and the English exam**, as well as a **contribution of 1600 CHF towards accommodation**.

There are 2 accommodation options for staying in Cardiff during the programme :

- Homestay accommodation: the SECO Swiss Government funding covers 1600 CHF of the cost and the individual pays the rest
- Residence accommodation or studio (to have more independence and access to facilities like a gym): the individual pays the total cost

Registration Process

- **Discussion with your advisor about your required level of English** (B1 – Intermediate / B2 -Upper Intermediate / C1 - Advanced)
- **Choice of course type** (exam preparation for IELTS, Cambridge First Certificate of English, FCE, or Cambridge Advanced Exam, CAE – according to your level)
- **Start dates and duration***
- **Choice of accommodation** (homestay or residence accommodation)
- **Complete the Celtic English Academy booking form** provided by your ORP (Regional Placement Office) advisor
- **Send the completed, signed form to us**, stamped by your ORP advisor

Start dates*

Course details			
General English + IELTS – A2/B1 Level	Duration (weeks)	Start dates - End dates	Exam dates
<input type="checkbox"/> General English 15 + IELTS Exam Preparation 6 hours	12	30/03/20 – 19/06/20	20/06/20 - Cardiff
<input type="checkbox"/> General English 15 + IELTS Exam Preparation 6 hours	11	22/06/20 – 04/09/20	05/09/20- Cardiff
<input type="checkbox"/> General English 15 + IELTS Exam Preparation 6 hours	12	14/09/20 – 04/12/20	05/12/20- Cardiff
General English + FCE – B1/B2 Level	Duration (weeks)	Start dates - End dates	Exam dates
<input type="checkbox"/> General English 15 (GE15) + FCE Exam Preparation	12	30/03/20 – 19/06/20	20/06/20 - Cardiff
<input type="checkbox"/> General English 15 (GE15) + FCE Exam Preparation	12	29/06/20 – 18/09/20	19/09/20 – London
<input type="checkbox"/> General English 15 (GE15) + FCE Exam Preparation	12	28/09/20 – 18/12/20	19/12/20 - Cardiff
General English + CAE – B2/C1 Level	Duration (weeks)	Start dates - End dates	Exam dates
<input type="checkbox"/> General English 15 (GE15) + CAE Exam Preparation	12	30/03/20 – 19/06/20	20/06/20 - Cardiff
<input type="checkbox"/> General English 15 (GE15) + CAE Exam Preparation	12	29/06/20 – 18/09/20	19/09/20 - London
<input type="checkbox"/> General English 15 (GE15) + CAE Exam Preparation	12	28/09/20 – 18/12/20	19/12/20 - Cardiff

Submit your request on time

You must present your request to the ORP advisor in your regional office at least 10 days before the course start date. The ORP will give you the necessary forms to complete and help you to complete them, if required.

Continue seeking employment options

If you are without work, you are required to continue to seek employment for the duration of the course, provided that this is compatible with the course. The ORP will advise you. Moreover, if you are successful in getting a job, you should, in principal, continue to complete the English course until you start working.

Contact Celtic English Academy directly for further practical information or support – email us info@celticenglish.co.uk | elodie@celticenglish.co.uk or call us on 0044 2920 344805

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