

# CARDIFF METROPOLITAN UNIVERSITY GUIDE



**Elac**  
STUDY VACATIONS

## HEAD OFFICE

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## SOCIAL MEDIA

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**BRITISH  
COUNCIL**  
for the teaching  
of English in the UK







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# CARDIFF METROPOLITAN CENTRE GUIDE

The city of Cardiff, capital of Wales, provides a superb location for our course. The city has undergone a lot of development in recent years around the waterfront and also in the city centre and is now a vibrant and exciting place with lots to offer.

Cardiff is home to the famous Cardiff Castle, a wonderfully preserved monument with over 2000 years of history and a place that we visit on our orientation in the city. It is also the site of the Millennium Stadium which is a venue for football and rugby matches as well as concerts and shows. Just across from the castle stands the National museum of Wales which has collections of local and national interest. The City centre is compact and much of it is pedestrianized (cars are prohibited) which makes it a great place to take students for free time. It also has a wide range of excellent shops.

Our courses take place on the Cyncoed Campus, a specialist sports college on an attractive campus just to the north of the city centre, and within easy reach of the centre by bus. The campus includes student accommodation and has extensive grounds and sports facilities, including a swimming pool, as well as a cafeteria and snack bar.



## MISSION STATEMENT

Our goal is to be an independent, ethical and environmentally-aware organisation dedicated to the teaching of English, and more generally to the nurturing of positive values in young people in an international setting. To achieve this goal, we aim to provide a secure, welcoming, inclusive and fun environment where students can feel at ease with each other and our staff, whilst on a course which they find both stimulating and challenging.

## ELAC STUDY VACATIONS

Elac Study Vacations was formed in 1991 with one centre in Eastbourne. We now have multiple summer centres and one year round-centre in Bath, which is also our head office.

We currently welcome over 4,000 students from all over the world to our courses. Despite this growth, we still retain the values and ethos that characterized Elac from the beginning: to run quality courses that are attractive to staff, students and partners and where the welfare of all is our main priority.

We believe that this will provide the platform we need to deliver the following outcomes for our students:

- A development of their language skills & confidence
- A deepening of their knowledge & understanding of British life & culture
- A broadening of their outlook on the world & awareness of other perspectives
- New, wide-ranging & long-lasting friendships that cross cultures

## ACCOMMODATION AND LAYOUT



Accommodation blocks on campus

The accommodation is in good quality single study bedrooms in university flats for 6 – 10 students sharing a common kitchen area. Each accommodation block has its own security access code. Some of the accommodation is en-suite, while some have basins in the room and shared shower/toilet facilities. All accommodation is very close to the teaching areas and sports facilities

## MEDICAL CARE

We keep a record of student's medical conditions and requirements, so relevant staff are aware of specific conditions, e.g. food allergies and disabilities. Please inform us of any medical conditions on enrolment.

If a student becomes unwell, they can be taken to a local doctor's practice (Llanrumney Health Centre), located in Llanrumney. For accidents and emergencies student are taken to University Hospital of Wales, three miles away. Students will need to take their ID and any medical insurance documents (or EHIC card if from Europe) with them.

A First Aid box is kept in the Elac office and basic kits are taken on all excursions. The ELAC team have numerous First Aiders. They will be available throughout the day. Any injuries/accidents should always be reported to the Elac Office.

## STUDENT WELFARE

All our staff are employed using safer recruitment methods and receive training regarding student welfare and child protection and are aware of the Elac safeguarding policy. If they notice a student is experiencing any problems, they will liaise with the Welfare Officer and Group Leader, who can then investigate and take the appropriate action.

We also have a legal duty to identify and safeguard children who may be vulnerable to radicalization (the Prevent duty). We maintain a good supervision ratio of staff to students, both during activities on-site and excursions off-site.

All Elac staff, group leaders and students sign a code of conduct which indicates the kind of behaviour we wish to promote. It clearly sets out the process for dealing with unacceptable behaviour. Information can be downloaded from the following link -

**<http://elac.co.uk/downloadable-information/>**

There are three roll calls daily: at the start of lessons, at the start of activities, and in the accommodation in the evening.

## SECURITY

The UK is seen as a safe place to visit and Cardiff is a safe location. There is a security team on site 24/7 and CCTV monitoring. The Elac Office has a safe available for Group Leaders and individual students. Accommodation is accessed by swipe cards or fobs. Students must lock all windows on leaving their accommodation and follow security procedures explained on arrival.





## SAMPLE TWO AND THREE WEEK PROGRAMME

What's included in a two-week **Cardiff Metropolitan University** programme?

Academic Programme	30 hours of English Classes per week	Testing & Induction	Communicative English Lessons	Projects and Presentations	Developing Critical Thinking Skills	Learning about British & Local Culture
Activity Programme	Sports	Arts & Crafts	Team Games	Drama	Swimming	Music Workshop
Evening Programme	Great British Quiz	Talent Show	Mini Olympics	Discos	Casino Night	Films
Excursion Programme	Swansea (inc. Maritime Museum)	Cardiff (inc. National Museum)	Castles of Wales (inc. Caerphilly & St Fagan's Castles)	Half-day Big Pit Excursion	Optional Excursion Day (or Activity Day)	Free Time in Cardiff

What's in a three-week programme? Everything in the two-week programme plus...

+15 hours of English Classes	Bristol Excursion (inc. Clifton Suspension Bridge)	+ Free Time in Cardiff
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## THE ELAC EXPERIENCE

We aim to deliver a rich and varied experience: a blend of language learning, cultural highlights, personal development and fun. Each centre has its own particular style, but there are common features and a shared ethos across all our centres.

The combination of lessons, activities, social events and excursions makes up the Elac Experience, led by a committed team of staff, many of whom have chosen to work for Elac summer after summer.

## ACADEMIC PROGRAMME

Students receive 3 hours 20 minutes of English tuition divided over 3 lessons in the morning or afternoon, four or five days a week; a total of 15 hours per week. Classes have mixed nationality classes, with a maximum of 16 students. Students follow a core curriculum which aims to develop speaking and fluency, through activities such as excursion-linked lessons, communication games and drama. At Cardiff there are two pathways aimed at different ages and abilities:

**Enrich** - Young teenagers at A2 - B1 level build on and enrich their language competence through activities such as creative projects, functional English and presentations.

**Empower** - Older teenagers at B2 - C1 level stretch their language skills through public speaking, critical thinking, leadership and team building. Students may use an Elac workbook which also acts as a record of the student's stay.

We require our teachers to have a degree plus a TEFL certificate, for example, CELTA or Trinity Cert. TESOL. Our teaching team are responsible for planning and delivering communicative lessons which enable students to use and develop their English in an international classroom. Teachers are supervised by an Academic Manager who provides academic support and ensures the programme is delivered to the highest possible standard. We also pride ourselves in our teacher development programme of workshops and lesson observations provided throughout the summer.

## TRINITY EXAMINATION & TRINITY STARS PERFORMANCE

Students have the option to be prepared and entered for the Trinity GESE at the appropriate level. This takes place during three additional sessions organised in the afternoons or evenings prior to the exam. There is an additional charge for entering the exam (please see our website).

The exam is offered at 12 Grades. These are as follows:

Initial Stage:	Grade 1 - 3
Elementary Stage:	Grade 4 - 6
Intermediate:	Grade 7 - 9
Advanced:	Grade 10 - 12

It is envisaged that the majority of our students will be entered across grades 3 - 8.

Younger students may have the opportunity to participate in a Trinity Stars Performance. There is an additional charge for this (please see our website).



Students enjoying a lesson



## ACTIVITY PROGRAMME

We believe that improving students' English doesn't just happen in the classroom. Our sports and activity programme during the day and in the evening gives students' opportunities to enjoy a variety of sports and activities and practice their English in mixed nationality groups.



Swimming at Cardiff

The "Core Activities" organises students into small multi-national groups who do some activities together during the course. The carousel helps students gain confidence and fluency with their English as well as encouraging them to interact with more students of different nationalities.



Indoor centre

## EVENING ACTIVITIES

There is a wide range of evening activities to give the students the opportunity to have fun and make friends. These usually include:

**Themed Disco**

**Movie Night**

**Talent Show**

**Quiz Night**

**Karaoke**

**Murder Mystery**

**Casino Night**

**Fun Olympics**

**Club International**

## DAYTIME ACTIVITIES

Elac offers a wide range of activities to interest and motivate our students, such as:

**Art, Craft & Music Workshops,  
Dance & Drama  
Treasure Hunt, Photo Hunt,  
Photography Tricks, Team  
Challenges,  
Special Interest Activities**

Elac is always keen to know of any special interests that our students may have. We cannot always guarantee it, but if any students are especially interested in an alternative activity, please tell us and we may be able to organise it.

## SPORTS

The Cyncoed campus has wonderful sports facilities including indoor and outdoor tennis courts, an all-weather astro turf and two indoor gyms. In addition there is an indoor swimming pool.

Students will have the opportunity to take part in a wide range of sporting activities which involve inter- group competitions as well as individual competitions. Trophies and prizes are awarded at the end of the course for the winners.

Sports include football, basketball, cricket, volleyball, dodgeball, table tennis etc. It is important that students wear suitable clothes and footwear for these sessions.



## MEALS

Meals are buffet style and comprise breakfast, lunch and an evening meal. There is a choice of food to cater for vegetarians, religious diets, etc. The dining hall at Cardiff is modern, clean and comfortable.

For excursions, a packed lunch or lunch vouchers are provided. The packed lunch consists of a sandwich/baguette, crisps, fruit, cake/chocolate bar, mineral water/drink, or similar. Any specific food requirements should be made known to Elac in advance so that the caterers can be informed.



### BREAKFAST 7.30 – 8.30

This is a continental breakfast with a full English breakfast served twice weekly.



Cardiff Refectory



Cardiff Refectory



### LUNCH 12.15-13:30

There are several choices of menu which always include vegetarian dishes as well as a selection of hot and cold dishes.



### DINNER 17:30 - 19:00

Again there are several choices of menu which always include vegetarian dishes as well as a selection of hot and cold dishes. Students are not restricted to one serving.



Cardiff Refectory

## 2 WEEK EXCURSIONS

These are a very popular part of our course, and give students an opportunity to use their English as well as learn more about Great Britain. Students have the opportunity to learn more about the trip during lessons. Students travel by coach or train to these destinations. Activity leaders will brief students to follow certain rules for their own safety. On our return, a late dinner will be served.



Cardiff Castle

### CARDIFF HALF-DAY

This half day excursion involves a visit to the National Museum, followed by free time for shopping. or to look around the city centre. Cardiff is the capital of Wales.

There will also be an opportunity to see Cardiff Castle. During 2000 years of history, the Castle has been a Roman Garrison, a Norman stronghold and in Victorian times was transformed into a gothic fairytale fantasy.

### BIG PIT HALF-DAY

Big Pit is a real colliery. It was the place of work for hundreds of men, women and children for over 200 years - a daily struggle to extract that precious mineral that stoked the furnaces and lit the household fires of the world.

This visit gives you a fascinating opportunity to explore what their life was like. The guided tours, conducted by experienced colliery personnel, last just under an hour. A further 20 minutes or so is taken in 'kitting up' with helmet and cap lamp, collecting contraband (cigarettes, matches, mobile phones, battery-operated equipment etc.) and riding through the shaft.

The tour begins with a 300ft (90m) descent down the mineshaft by pit cage. You can also visit the original Big Pit colliery buildings around the site, including the Fan House, Blacksmith's Forge, Stables and Winding Engine House.



Big Pit



Outside Big Pit



## EXPLORE WALES



**Caerphilly Castle** - Fear of a Welsh prince inspired the mightiest medieval castle in Wales. From 1268 Gilbert de Clare constructed the biggest castle in Wales — second only to Windsor in the whole of Britain. Massive walls, towers and gatehouses were combined with sprawling water defences to cover a total of 30 acres. That's three times the size of Wales's modern-day stronghold and home of Welsh rugby, the Principality Stadium.

**St Fagan's Castle and National Museum of History**- St Fagans Castle is a Grade 1 listed building and one of the finest Elizabethan manor houses in Wales. In 1946 the Castle, together with eighteen acres of land, was donated by the Earl of Plymouth to the National Museum of Wales as a site for a national open-air museum. It is an outside site with historic buildings relocated from around Wales.

## SWANSEA FULL DAY

Our full-day excursion is to Swansea. This attractive city, rich in art and culture, is situated at the gateway to the Gower peninsula, an area of outstandingly beautiful coastline.

Our visit includes a tour of the National Maritime Museum and the Dylan Thomas Centre. Dylan Thomas (27 October 1914 – 9 November 1953) was a Welsh poet and writer who wrote exclusively in English. In addition to poetry, he wrote short stories and scripts for film and radio, which he often performed himself. His public readings, particularly in America, won him great acclaim; his sonorous voice with a subtle Welsh lilt became almost as famous as his works.

After lunch, there is the option to look around Swansea and do some shopping, or visit the beach and have a walk and an ice-cream.





## 3 WEEK EXCURSIONS

### BRISTOL FULL DAY



Students visit all the 2 week excursion destinations as well as visiting Bristol and Cardiff. Bristol is a bustling city with a vibrant music scene and is home to the street artist **Banksy**.

The city has an interesting seafaring heritage, and much of the dock area has been redeveloped as a leisure area with many cafes and restaurant and public spaces.

Our visit to Bristol begins with a chance to view and walk across the Clifton Suspension Bridge, built by the renowned engineer Isambard Kingdom Brunel. There will be free time to visit Cabot Circus, a large shopping mall, or follow the 'Banksy trail'



Cardiff Castle

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## GROUP LEADERS

Working closely with Group Leaders is essential, as they know their students, their culture and their language. This happens through regular meetings when information is shared and issues can be raised.

Prior to the Welcome Meeting on the first day of the course, where the Elac Management Team share information with Group Leaders regarding all aspects of the course, Group Leaders will be given a Welcome Pack complete with information for helping both students and Group Leaders settle into the programme.

We also want Group Leaders to enjoy their time with Elac and have an opportunity to meet other leaders. Events are organized, such as visits to places of local interest, teacher development sessions, cream teas, or a cheese and wine evening.

Elac has a dedicated office and its location will be given out when students arrive. There is also a Group Leaders room on-site where Group Leaders can relax and have access to tea and coffee.



Group Leaders enjoying a cream tea

## USEFUL TELEPHONE NUMBERS

- **Elac Cardiff Office:**  
**+44 29 2020 5927**
- **Elac Cardiff 24 hour emergency:** **+44 77 1124 1658**
- **Police, Fire, Ambulance - 999**  
**(emergencies only)**
- **Police – non emergencies** **+44 845 60 70 999**
- **Elac Head Office (Bath):** **+44 1225 443261**

## CENTRE ADDRESS

Elac Study Vacations,  
Cardiff Metropolitan  
University, Cyncoed Road,  
Cardiff, CF23 6XD.

If sending post, please  
ensure the letter/package is  
clearly labelled with the  
student's name and group.

## INDIVIDUAL STUDENTS

Individual students receive a warm welcome at all of our centres. This is a great way for them to really immerse themselves in the English language and make new friends. Students who travel independently often require a certain level of maturity, so the age range is slightly different to the group age: 14 is the minimum age we can accept. The maximum age is 17.

Individual students have a designated staff member to ensure their stay is a success. They will meet with them regularly to ensure they have all the information they need about the programme, activities and excursions, and to offer them support if they experience any issues.



## ENROLMENT PROCESS FOR INDIVIDUALS

When an enquiry is received, our head office will check availability and offer advice as to the best course for the individual student. This may depend on the student's age, interests and nationality. We can also organise visa invitation letters if necessary and suggest different travel options.

The next stage is that the student (or their parent) receives an enrolment form, where we request parent's details, level of English, confirm dates etc. This form contains terms and conditions explaining when and how to pay.



## ONCE ENROLLED

The student will receive confirmation and also further information on the course, plus Elac's code of conduct and advice on staying with a host (if necessary).

Two weeks before the course begins, the full amount for the course is paid. At this stage, we will double-check we have a student's travel details, mobile phone details, and organise a personal meeting service if required.

The student also receives a letter of authorisation enabling them to travel as a minor abroad. If staying with a host, they will also receive a host profile and information for their first day on the course.

## THINGS TO CONSIDER

Travel to the centre is not included, but as mentioned above, Elac can organise a personal meeting service: someone to meet or drop the student at the airport. As an unaccompanied minor, we can provide details in advance of who is collecting the student and will ensure they are taken to the desk on departure.



## WHAT STUDENTS NEED TO BRING



### DOCUMENTS

- **Passport** and copy of it
- Visa document and copy of it (if required)
- Insurance document (including EHIC card if from EU)
- A copy of any medication prescriptions or certificates
- UK currency



### CLOTHING ESSENTIALS

- Casual clothing
- Trainers
- Sports clothes
- Swimwear
- Swim towel
- Something smart
- Costume for disco/talent show
- Bag for dirty laundry



### FOR EXCURSIONS

- Small backpack/handbag
- Comfortable clothes
- Shoes for walking
- Umbrella
- Waterproof jacket
- Sunglasses & sunscreen



### TOILETRIES AND MEDICINES

- Toiletries, eg shampoo, soap, toothpaste,
- Medicines, eg asthma inhaler, contact lens solution
- Towel



### GADGETS AND ELECTRONICS

- Electronic devices (camera, mobile phone, ipad)
- Travel adaptor (UK 3 pin, 13A, 220V - 240V)



### OTHER USEFUL ITEMS

- Pencil case
- Pen & Pencil
- Notepad
- Water bottle
- Tissues
- Hand sanitizer

**PLEASE LABEL ALL ITEMS, IN CASE THEY GET LOST**

## GENERAL INFORMATION



### STUDENT AGES & NATIONALITIES

- 11 - 17 years
- Italian
- Spanish
- French
- Austrian
- Greek
- Russian
- Japanese
- Chinese
- Israeli

*Please note - the above nationalities are popular examples. We host various nationalities throughout our centres.*



### AIRPORT ARRIVALS

- Group will be met by an Elac representative.
- Travel to centre by private coach.
- On arrival Elac staff show them to their accommodation. .
- Transfer time - **Cardiff** - 30 minutes, **Bristol** 1 hour, **Gatwick** (LGW) 3 Hours, **Heathrow** (LHR) 2 hours 30 minutes



### REGISTRATION & INTRODUCTION

Students will have a welcome talk and a tour of the site. Students will receive the following items:

- Student notebook
- Lanyard/wristband
- Course programme
- Emergency Contact Card

Students are registered prior to or after their assessment test.



### FIRE SAFETY

- Fire safety procedures on first day
- Practice fire drill for students.
- Fire signage throughout building
- Group leaders explain safety procedures to students in their own language.



### MOBILE PHONES

- All mobile phones must be switched off during lesson times.
- Teacher may confiscate phone if rules are not followed.



### NOISE

- Students must keep noise to a minimum when returning to their accommodation
- Curfew is 10 pm.





## DEPOSITS

- Group Leaders asked to hold a deposit of £25 per student in case of damages.
- Group Leader to investigate and pay for any damages caused.
- Individuals should pay the deposit to the Welfare Officer.
- Replacement of lost fob/key is £30.



## DAMAGES

- Misuse of fire alarm: £165.00
- Replacing/refilling fire extinguishers: £165

**The University imposes the above call out charges for deliberate acts of misuse.**



## SMOKING, DRUGS & ALCOHOL

- It is illegal to smoke in any indoor public places - this includes vaping.
- There is no smoking allowed on the campus, except for a small designated area for staff.
- No alcohol or drugs are permitted in any of our junior vacation courses **regardless of age**.



## COMPUTER AND WIFI ACCESS

- Wifi available throughout the site
- Student access to computer room during activities.



## SHOP

**Shop on-site that sells:**

- Hot and cold drinks
- Chocolate
- Snacks
- Sweets
- Ice cream

As well as a range of other useful supplies.



## LAUNDRY

- Laundry room in each house
- Washer and dryer available.
- Must provide own washing powder.
- Bed linen washed once a week.



## BANK & POST OFFICE

- Selection of banks nearby (Cardiff)
- Post Office in Cardiff City
- Alternatively, currency exchange can be done whilst on excursions.



## HOSPITAL & MEDICAL CENTRE

**University Hospital of Wales,**  
Heath Park Way, Cardiff CF14 4XW, 029 2074 7747

**Llanrumney Health Centre,**  
Ball Road, Llanrumney, Cardiff, CF3 5NP, 029 2079 2661



## LOCAL TRANSPORT

- Bus No.52 leaves the campus and travels into Cardiff City every hour. The journey takes 20 minutes.
- Cardiff train station has excellent links to all major cities including London (2 hours)



## QUIET/MULTI-FAITH ROOM

- All students and Group Leaders can have access to a quiet room for religious observance.
- Please speak to the Elac management team for more information.



## PLACES OF WORSHIP

- St Marks Church (Christian), 206 North Road, Cardiff, tel. 029 2061 9211
- Cardiff Metropolitan Cathedral (Catholic) Charles Street, Cardiff tel. 029 2023 1407
- Shah Jalal Mosque & Cultural Centre (Muslim) Crwys Road, Cathays, Cardiff tel. 029 2048 2017
- Cardiff Reform Synagogue (Jewish) Moira Terrace, Cardiff tel. 029 2049 1689

## FINAL COMMENTS

If you have any queries about this course, please get in touch with our head office. Further information and photos can be found on our website ([www.elac.co.uk](http://www.elac.co.uk)). We hope you enjoy your course at Cardiff Metropolitan University.