

# INTERNATIONAL COURSE GUIDE 2017 Melbourne

*Clever Learn,  
will set you free...*

**CleverLearn**  
[www.cleverlearn.com.au](http://www.cleverlearn.com.au)



# WELCOME TO CLEVER LEARN

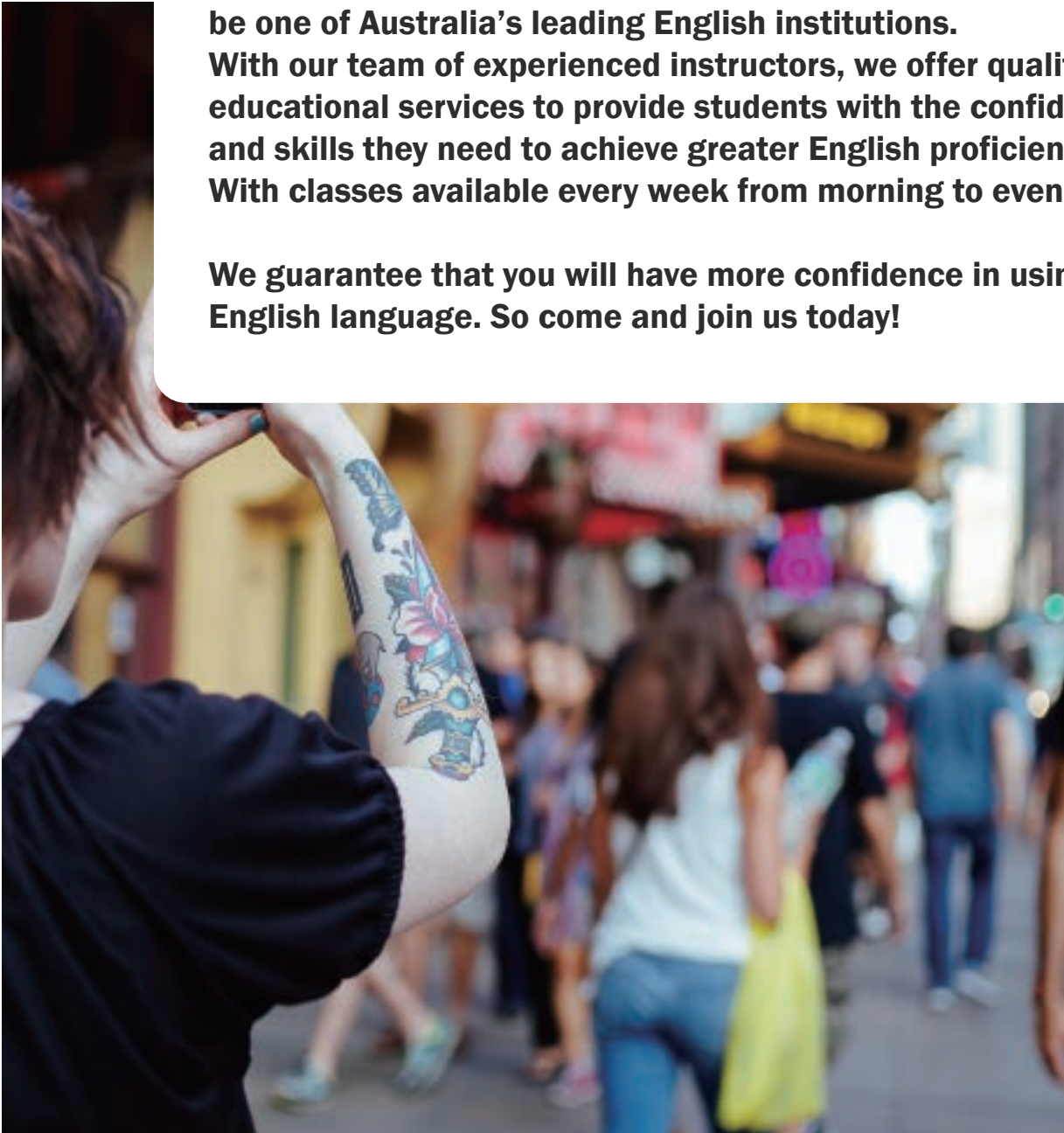
## ABOUT US

**Clever Learn is a newly founded tuition center that strives to be one of Australia's leading English institutions.**

**With our team of experienced instructors, we offer quality educational services to provide students with the confidence and skills they need to achieve greater English proficiency.**

**With classes available every week from morning to evening;**

**We guarantee that you will have more confidence in using the English language. So come and join us today!**



# WIZ ENGLISH



## Wiz English

Provide educational games, Language learning Activities during class.

- ▶ Movies, Dramas, Casual conversation, Role play.
- ▶ No home work / No writing during class.

## Curriculum Contents

- ▶ Interactive games, classroom activities, fun grammar & word games
- ▶ Reading comprehension games, puzzles
- ▶ Verb quiz questions & answers
- ▶ Grammar lesson plan ideas
- ▶ Words & vocabulary resources

# BRIDGE ENGLISH



## Bridge English

Help student to create effective job search correspondence, including cover letter, resume, and curriculum vitae writing resources

- ▶ job search email messages, resume and cover letter samples, thank you letters, resignation letters, and all the other letters you will need to write to job search effectively.
- ▶ PLUS
  - Preparation for job interviews !!!
  - Business presentations !!!
  - How to make Power Point Presentations !!!

## Curriculum Contents

- ▶ Emphasis on spoken communication.
- ▶ Learn your verbal English skills more effectively.
- ▶ Interactive lessons clarify grammar usage, introduce new vocabulary and hone your reading strategies.
- ▶ Learn specific skills for a profession. (job interviews, writing resumes and more)



# IELTS COACHING

## IELTS Coaching Academic

In this module you will develop the listening, reading, writing and speaking skills required for the IELTS Academic Module.

\* For candidates taking the test for entry to undergraduate or postgraduate studies or for professional reasons-

## IELTS Coaching General

In this module you will develop the listening, reading, writing and speaking skills required for the IELTS General Module.

\* For candidates taking the test for entry to vocational or training programmes' not at degree level, for admission to secondary schools and immigration purposes-

## Curriculum Contents

- ▶ Grammar & Vocabulary: Personal interests, Expressions/Phrases
- ▶ Reading Skill focus: Sentence completion, parallel expressions, grammatical clues, matching & multiple choices  
\*Introduction, reading skills (dealing with unfamiliar vocabulary, skimming & scanning)
- ▶ Speaking Skills focus: Presenting yourself, using nouns & phrasal verbs, practicing pronunciation
- ▶ Listening Skills focus: learn some tips on how to improve your listening skills.
- ▶ Writing Skills focus: analyzing essay questions, brainstorming and planning an essay, answering a more complex essay question



# PROFESSIONAL LEARNING

## IELTS Professional Writing

Designed to help students develop their writing skills and knowledge including different styles / correcting common mistakes.

## IELTS Professional Speaking

Designed to help students develop their speaking skills covering a variety of styles and situations.

## Curriculum Contents

### Professional Writing

- ▶ Learn how to open and close a letter for the general training tasks.
- ▶ Learn how to identify the topic of an essay question in order to help you answer it correctly.
- ▶ Learn how brainstorm ideas for your essay and how to extend those ideas and create a plan.

### Professional Speaking

- ▶ This lesson provides you with grammar tips of the common types of questions
- ▶ This lesson explain how you can use a mind map to help you brainstorm and organize you talk for speaking test.
- ▶ Aim to improve the accuracy of your answers to questions.

# 1 TO 1 TUTORIAL



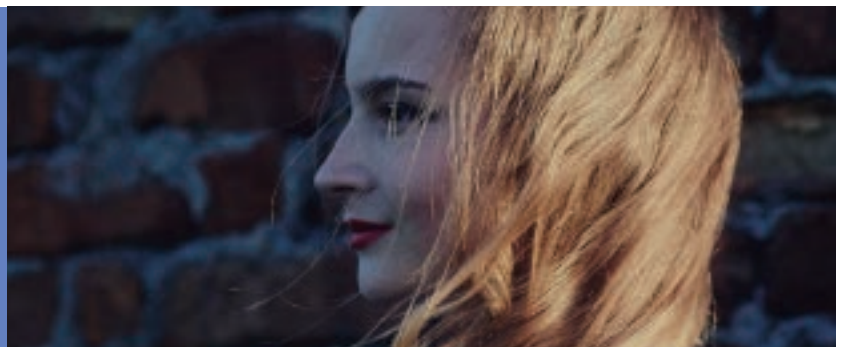
## IELTS 1-to-1 tutorial

Focus on individual needs, students can choose the skills or subjects they need to focus on.

## Curriculum Contents

- ▶ More intensive personal training for IELTS test, Business and General English.
- ▶ Guarantee the best individual attention and professional training.
- ▶ Students can choose the skills or subject they need to study
- ▶ Receive individual feedback for your performance in each skill.

# IELTS PREPARATION



## IELTS

Sample Test(L, R, W), Quiz, Review & Corrections.

- Listening: 4 session, 10 questions per section x 30 minutes
- Reading : 3 sections, 40 questions x 60 minutes
- Writing : 2 sections, 150 + 250 words x 60 minutes

## Curriculum Contents

Academic Module

- ▶ Listening: Multi choice, short-answer questions, sentence completion, etc.
- ▶ Reading: contains texts taken from magazines, journals, books and newspapers, etc.
- ▶ Writing: In Task 1, a diagram or table and to present the information in their own words.  
In Task 2, a point of view, argument or problem.
- ▶ Speaking: It consists of an oral interview between the candidate and an examiner General Module
- ▶ Listening: Multi choice, short-answer questions, sentence completion, etc.
- ▶ Reading: Containing texts taken from notices, advertisements, leaflets, newspapers, etc.
- ▶ Writing: In Task 1, a given problem with a letter requesting information or explaining a situation.  
In Task 2, a point of view, argument or problem.
- ▶ Speaking: It consists of an oral interview between the candidate and an examiner



# CleverLearn

## Application Form – 2017

### Personal Details

First Name	
Last Name	
Date of Birth (DD/MM/YYYY)	Male / Female
Country of Birth	Citizenship (per passport)

### Contact Details

Current Address		
Suburb	State	Post Code
Country (if not currently in Australia)		
Home Telephone	Mobile Telephone	
Email Address		

### In Case of Emergency

Contact Name
Relationship to Applicant
Contact Telephone

### Current English Level

- Beginner
  Elementary
  Pre-Intermediate  
 Intermediate
  Upper-Intermediate
  Advanced

Have you ever completed any of the following English tests? (IELTS, TOEFL, TOEIC, Cambridge Test, PTE)

Name of test	Year of test	Test score	Yes	No

### Program Details

Which program will you undertake?	Morning	Afternoon	Evening
<input type="checkbox"/> Wiz English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Bridge English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IELTS Coaching (Academic)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IELTS Coaching (General)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Professional Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Professional Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IELTS 1 to 1 tutorial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other Program			
Preferred Starting Date (DD/MM/YYYY)	Total planned weeks of enrolment		

*Note: all class times are subject to availability*

### How did you hear about Clever learn ?

Agent Company
Agent's Name
Friend (name of friend)
Website
Publication
Other (please specify)

### Enrolment Terms & Conditions

#### REFUND POLICY

Clever Learn will ensure that all students are treated fairly and with integrity when applying for refunds. All applications for refund must be made in writing by way of the 'Application for Refund' form and submitted to the General manager and the following procedures followed in assessing the application. All 'refunds' are to be signed off by the General manager and applications processed within 14 days of the application being placed. Please note the below refund policy is in relation to 'Tuition Fees' and should not be confused with 'Enrolment Fees' which are non-refundable. The assessment of refund applications shall be granted as indicated below:

#### REFUND POLICY

Enrolment Fee.....No refund  
 Withdrawal at least 10 weeks prior to agreed start date.....Full refund  
 Withdrawal at least 4 weeks prior to agreed start date.....75% refund  
 Withdrawal less than 4 weeks prior to agreed start date.....50% refund  
 Withdrawal after the agreed start date.....No refund  
 Course withdrawn by institution .....Full refund  
 The Institution is unable to provide the course for which the original enrolment and payment has been made ..... Full refund  
 Visa cancelled due to actions of the student.....No refund

A copy of the Refund Policy and Procedure can be obtained from the General Manager.

**Student Initiated Deferral:** A student wishing to defer an enrolment must do so prior to the commencement of the course. Students must complete an 'Application to Defer, Suspend or Cancel Enrolment' and submit to the Customer Services Department.

**Student Initiated Suspension:** Clever Learn is only able to temporarily suspend the enrolment of the student on the grounds of compassionate or compelling circumstances. These circumstances could include but are not limited to:

- Serious illness or injury, where a medical certificate states that the student was / is unable to attend classes;
  - Bereavement of close family members such as parents, grandparents, siblings, spouse or child (where possible a death certificate should be provided);
  - Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
  - A traumatic experience which could include:
    - involvement in, or witnessing of a serious accident; or
    - witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports)
  - Where Clever Learn is unable to offer a pre-requisite course
- Students will be required to complete an 'Application to Defer, Suspend or Cancel Enrolment' and submit to the General Manager. Students will also be required to provide evidence of the compassionate or compelling circumstances in their application. (i.e. a medical certificate or police report, etc.)
- Provider Initiated Cancellation:** In some cases, where the student's misconduct is severe, Clever Learn has the right to cancel the enrolment.

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#### TERMS

Clever Learn reserves the right to change its fees and conditions, cancel or defer courses, and to alter course timetables and class locations at any time without notice. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws. Photographs, personal information, class work & test results provided by the student and/or taken by Clever Learn may be used for marketing and promotion purposes, with the permission of the student.

#### Declaration

1. I declare that the information contained in this application is true.
2. I confirm that I have received and read the Clever Learn current brochure and understand the Enrolment Terms & Conditions.

### Acknowledgement

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

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**CleverLearn**