

# TRAINEE TUTOR WELCOME PACK





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We're delighted that you'll be joining us this summer. Our tutoring programme is competitive, and successful candidates have been carefully selected from hundreds of applicants.

This Welcome Pack contains all the information you need to get to the orientation smoothly for the start of your Italian adventure.

Please make sure you complete all six points on the checklist as soon as possible to secure your place on the programme.

It is a great pleasure to welcome you on behalf of the entire ACLE team.

A presto!

Val, Kieran, Maritza and Alice

→ [info@acle.org](mailto:info@acle.org)



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There are several important steps you will need to take before you join us for orientation. Whenever you see the check symbol, make sure you have followed the instructions provided and do a final check using the checklist on page 23.



# WELCOME LETTER



We are looking forward to meeting you this summer and hope that you will have an intense, rewarding, and life-changing experience on our TEFL.TP programme.

Your role as a trainee tutor at ACLE camps will be clearer if you have some background regarding ACLE's mission to revolutionise education in Italy. The games, songs, and activities you will be learning at the ACLE orientation and using with Italian students are fun and engaging. However, as a growing body of research suggests, there is much more than just fun behind these approaches to learning English.

As you know from your initial application and Distance Learning Course, ACLE believes in learning by doing in a dynamic, friendly environment. Its humanistic approach is called REAL: Rational, Emotional, Affective Learning. It is based not only on decades of practical experience in the field of education but also on cutting-edge research in the neurosciences.

Essentially, ACLE's philosophy can be summarised in a simple statement: "Emotions generate learning." Fun, practical, and relevant hands-on experiences stimulate emotions in learners and encourage them to express themselves and develop their ideas. This emotional involvement leads to long-term learning.

In broader terms, it leads to the development of the human being by drawing out (>educare) his/her interests and potential and boosting self-esteem. As the American philosopher John Dewey wrote, "Education is a social process; education is growth; education is not a preparation for life but is life itself."

In many ways, ACLE's approach contrasts significantly with that of the Italian scholastic system, which has long been based on the deductive approach. In general, Italian students are required to memorize absolute assumptions that do not need to be verified and are infrequently asked what they think. The contrasting inductive approach, as developed in Anglo-Saxon cultures, aims to find general laws starting from observation and experimentation and to encourage students to develop their own ideas.

As a trainee tutor, you will bring a more emotionally stimulating approach to education and thereby positively influence the Italian scholastic system and the children and teenagers whom you tutor.

  
Arrigo Speziali  
(ACLE Founder &  
Academic Director)

  
Michael Aliprandini  
(ACLE Teacher-Trainer)





# OUR TEFL.TP PROGRAMME

The ACLE Distance Learning Course, orientation and tutoring at camps are all part of our accredited Introduction to Teaching English as a Foreign Language through Theatre and Play (TEFL-TP) course.

The course is divided into two sections, the theoretical portion (a learning approach based primarily on play, drama, and project-based learning) and the practical portion (implementing this approach with Italian students). After successfully completing both portions of the course, Trainee Tutors receive a certificate accredited by ACLE and the World TEFL Accrediting Commission. (<http://wteflac.wordpress.com>)

Trainee Tutors do not receive a wage, pay, salary, or reimbursement. All Trainee Tutors receive a study grant, the amount of which is determined by the number of weeks you tutor. Information about the study grant can be found on page 22.

## The three parts of the TEFL.TP Course are:

- 1) The Distance Learning Course
- 2) Orientation (40 hours)
- 3) A minimum of three weeks practical experience teaching in camp (120 hours)



Through the course, trainee tutors learn to:

- use paralinguistics to involve learners and communicate effectively;
- use the voice (tone, volume, speaking speed, clarity, projection) as an instrument of communication for generating interest and meaning;
- minimise learner inhibitions and fears about learning a second language;
- collaborate in teams and generate team spirit;
- create games, songs, and activities around language functions, vocabulary, and grammatical structures;
- use drama techniques to create simple scripts and theatrical performances that involve the learners;
- develop their leadership skills.



# AVAILABILITY



Please accept your position by confirming your availability dates (to/from) in an email to [info@acle.org](mailto:info@acle.org).

You will need to confirm which week of orientation you will attend as well as your availability following your orientation. Please remember that you have to be available for a minimum of three weeks of camp in order to receive the study grant. For example, you may wish to attend the orientation starting on June 4th, followed by camps until June 29th.

Please note that if your preferred orientation is fully booked, we will recommend an alternative date.

Travel plans (to/from Italy at the beginning and end of your stay with ACLE) must be confirmed with the office before booking to ensure you select correct dates and destinations.

During the first three weeks of August, there are few or no camps. For those wanting to stay on for the September period, this is the perfect time to see more of Italy and the rest of Europe (at your expense).

## 2018 Orientation Dates\*

June 4th - 9th  
June 11th - 16th  
June 18th - 23rd  
June 25th - 30th  
August 13th - 18th

**\*Tutors must arrive the Sunday before orientation begins and leave for camp the Saturday after their orientation.**

**Please note:** The duration of your stay with ACLE depends on your performance and on the number of camps available.



## VISAS

### EUROPEAN UNION

Those possessing a passport from another EU countries do not require a visa whilst taking part in our TEFL-TP programme.

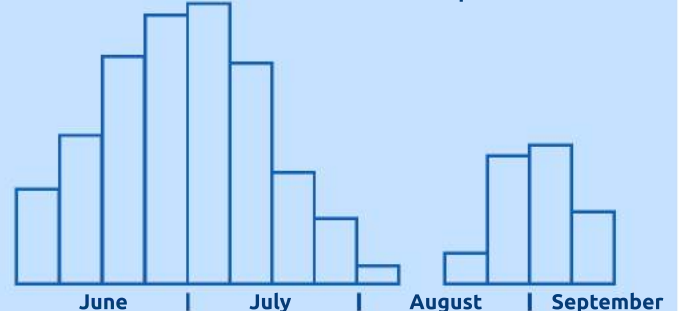
### NON-EUROPEAN UNION

Trainee tutors on our TEFL-TP programme who do not possess an EU passport can participate for up to 90 days with standard tourist entry. Please remember this time-limit when confirming your availability.

### VISA EXCEPTIONS

If you are a resident of South Africa, you will need to apply for a 90-day visa. ACLE can provide you with a letter of support that confirms your participation on our TEFL-TP programme.

The trend of camps over the summer





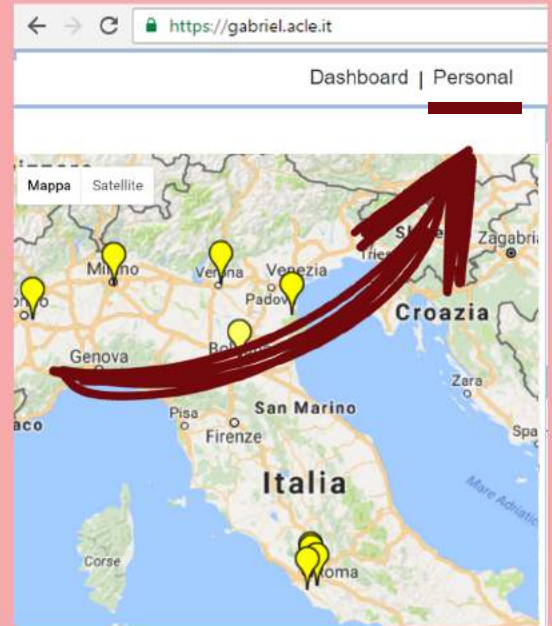
# GABRIEL: CODE OF CONDUCT

Gabriel is ACLE's database. Upon submitting your application, your details were automatically uploaded onto Gabriel, ACLE's online system. This is now your "ACLE Gabriel Profile". Here you can upload your flight details, change your personal information, and view your upcoming camp details once you are in the field.

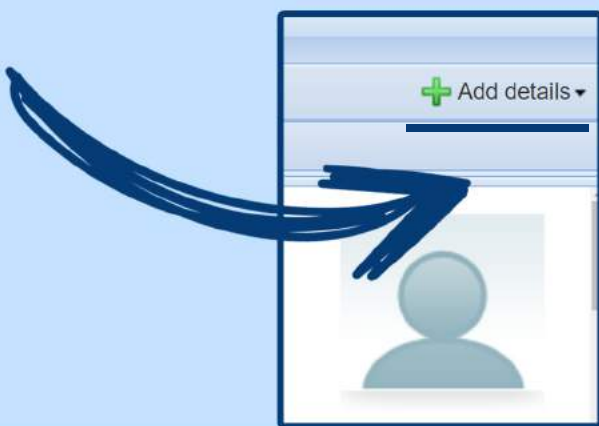


When you first log into your account, you will be presented with the Trainee Tutor "**Code of Conduct**". Please read this carefully and click the **ACCEPT** tab located in the bottom left hand corner. If you do not accept it, you cannot join ACLE's programme.

Once you have accepted the Code of Conduct, you will be directed to the **DASHBOARD** (Map of Italy). At the top right hand, click on the **PERSONAL** tab.



You will then see a row of tabs. You can update or change your information here. To add any new information, press the **ADD DETAILS** tab in the top right-hand corner.



Be sure to save all the pages to which you make changes. The save button is on each page at the bottom right hand corner labeled **SALVA**.

Before logging off, return to the **INFO** tab and press **SALVA** again to ensure all the information has been saved.





# GABRIEL: ADD DETAILS

**PROFILE TAB:** Check that the current information is correct and update where necessary. Your name must be the same as on your passport.

**GENDER:** *Maschio* is male and *Femmina* is female.

**NEW CONTACT:** For other contact numbers, alternative email address, person to contact in the event of an emergency, etc. select the contact type from the list.

**NEW ADDRESS:** If you have a different or change of postal address, please add it here.

**NEW BANK ACCOUNT:** Do not use.

**NEW DOCUMENT:** Do not use.

**TUTOR TAB:** Please note that ticking a box means YES. e.g., a tick next to “Do you object to working or staying in a Catholic environment?” means you object to this. Leave it blank unless you do object.

**CV TAB:** Please note that ticking a box means YES. (e.g. A tick next to “Do you hold a UK/EU passport?” means YES. Current occupation: e.g. Student – BA in Education/Part-time service assistant.

**CODE OF CONDUCT TAB:** You have accepted or not.

**FLIGHT DETAILS TAB:** Send in your flight details using the online system.

**VISA TAB:** This is for your information only. Please read and accept so we know you have read it. The “Accept” button is at the bottom left-hand corner.

**ACCOUNT TAB:** Please personalize your password.

**DIARY TAB:** You can add notes.

**HISTORY TAB:** This tab details the history of your camp experience with ACLE.

## N.B.

1. Automated emails are sent from **noreply@acle.it**; check your spam folder as they could end up there.
2. If you can't log in after changing your password, it may be because it takes a short while for the system to update.



# GABRIEL: PAYPAL

All trainee tutors receive the study grant via PayPal and therefore need to confirm the email address they are using.

To add your PayPal account, please complete the following steps:

1. Log onto your Gabriel account.
2. Under the PROFILE TAB click "Add Details" and select "New Contact".
3. When the new contact entry appears, under contact type select "Email".
4. In the "Value" box enter the email address associated with your PayPal account.
5. In the "Notes" box, write only "PayPal".
6. Email [info@acle.org](mailto:info@acle.org) to let us know you have added a new contact.



Please note that you must add your PayPal email as a separate contact even if it is the same as your regular email account.







# INSURANCE



All trainee tutors must email a copy of their insurance or EHI card to [info@acle.org](mailto:info@acle.org)

ACLE's insurance policy covers you for accidents related to camp activities that occur during camp hours and while travelling to and from camp. In addition to health and accident insurance, you may also want to take out a policy that covers you in cases of lost or stolen items and flight cancellation.

You may be interested in the travel insurance offered by [www.worldnomads.com](http://www.worldnomads.com)

Alternatively, if you are from within the EU, you can apply here for an European Health Insurance card: <http://www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx>



If you are from a **non-European Union country**, you must have your own travel insurance policy that covers you while you are abroad for health and accidents, and you must provide proof of it before arriving in Italy.



If you come from a **European Union country**, you must provide a scan of your EHI Card upon acceptance with your flight details. You may also want to take out a policy that covers you in cases of lost or stolen items and flight cancellation.





# GENERAL FLIGHT AND TRAIN INFORMATION

You must arrive at the specified train station/airport **no later than 6 p.m.** on the Sunday before your orientation. You can either fly in on this day or decide to spend some time in Italy/Europe before your arrival.



You must upload your flight details onto your Gabriel profile to be approved before booking.



Once your flight has been approved, you must email a copy of your flight receipt to [info@acle.org](mailto:info@acle.org)

## RETURN FLIGHTS

You can book your return flight either before your arrival or during your stay in Italy. Again, you will need to upload your details for approval and then send a copy of your flight receipt.

**Do not book your flight any earlier than the Saturday afternoon** of your last camp. Sunday is preferable as you will be assured of ample time to reach the airport.

Travel from your last camp to your departure point is your responsibility. Ensure you have ample time and funds to accommodate this journey.

The best airports for your departure are Milan/Bergamo as they are central and offer the best connections. Most camps are in the north of Italy, and we therefore do not recommend you choose an airport any further south than Rome.

## TRAIN INFORMATION

Validate your train ticket using the yellow or green machines (see below) before boarding the train. You may otherwise be subject to a fine.



The following links will provide you train timetable information:

<http://www.thetrainline-europe.com/>

<http://www.trenitalia.com/>

You do not need to pre-book tickets.

Do take note of when you are due to arrive at your station as not all trains announce the next stop.



# GENERAL INFORMATION FOR ORIENTATION VENUES

Once you arrive at your specified train station/airport, ACLE staff will meet you. If there's no one present when you arrive, we'll be just around the corner. You will be accommodated at one of our orientation venues.

There are three different orientation venues. The Recruitment Office will inform you of your placement and pertinent travel details for your arrival.

<b>June 4th – 9th</b>	<b>Sanremo/Rome</b>
<b>June 11th – 16th</b>	<b>Sanremo</b>
<b>June 18th – 23rd</b>	<b>Sanremo</b>
<b>June 25th – 30th</b>	<b>Sanremo</b>
<b>August 13th – 18th</b>	<b>TBD</b>

Upon your arrival, we will check you into your room (to be shared with other trainee tutors) and photocopy the identification page of your passport for administrative purposes.

Trainee tutors will be arriving at different times throughout the day. You are free to relax, unwind, and get acquainted with your new roommates until dinner.

## FACILITIES

Your meals from Sunday evening to Saturday morning (with the exception of Wednesday night) are included and are served at the orientation venue.

It is important that you keep your Gabriel profile as accurate as possible, with all your dietary requirements made clear.

ACLE tutors and staff may not be the only guests at the resort, so please remember to behave appropriately as a representative of ACLE and of your home country.



**ACLE office:\* (0039) 0184 50 60 70**  
**Kieran:\* (0039)**

Keep these numbers handy, and call if you have any problems. Omit the '0039' country code once you're in Italy.

\*Office hours are 9:00 a.m. - 7 p.m.



← ROMA



← SANREMO

Wednesday evening is your free evening, when you will have a couple of hours to see the town/city and have a meal with your fellow trainee tutors.

**This is the only evening that ACLE does not cover your dinner.**





# ORIENTATION

On Sunday evening, there is a short administrative meeting during which you fill out some paperwork, pay the orientation fee, and receive your Trainee Tutors' Manual, timetable, and bag. This meeting is followed by a welcome dinner.

The training days are intense, informative, and fun. Activities take place in a conference room and outdoors in the Italian sun. A typical day starts at 8:30 am and finishes by 6:00 pm. In the evenings, you can socialise with your fellow tutors and rest up for the next day.



## Example Orientation Day

8:30	9:30	Roll Call and Warm Up
9:30	11:00	Workshops for Younger Students (Songs & Games)
11:00	11:15	Break
11:15	12:45	Workshops for Older Students (Games & Drama Activities)
12:45	1:00	Camp Decoration
1:00	2:00	Lunch
2:00	2:30	Camp Dance
2:30	3:30	Introduction to Activity Sheets and Level-Specific Manuals
3:30	3:45	Break
3:45	5:00	Final Show Debriefing and Rehearsal
5:00	6:00	Mentoring Groups

The orientation fee of €200 goes towards your room, board, training, and material. The fee is payable at the Sunday evening administrative meeting in cash (Euros).



# PACKING LIST: ESSENTIAL



## FUNDS

Spending money for any extras and travel to/from departure airport.



## ORIENTATION FEE

€200 cash. Payable at orientation.



## PHONE

To keep in touch and record your memories.



## SHORTS

Three pairs, preferably dark coloured. Of a reasonable length (mid-thigh).



## CULTURE

Representations of your home country (photos, flags, maps, food, etc.)



## SUNSCREEN

A strong factor. Sunscreen is expensive to buy in Italy.



## JUMPER / SWEATER / PULL-OVER

It can get chilly in the evenings.



## EVENING WEAR

Semi-casual and not too bulky.



## FLIP-FLOPS/ SANDALS/ THONGS

You will need these for indoor and beach wear.



## SNEAKERS / TRAINERS / TAKKIES

Close-toed for camp and orientation.



## MEDICATIONS

Any medications that you need.



## EMERGENCY CONTACT INFORMATION

Phone numbers for family, doctors, and bank.



## INSURANCE INFORMATION

EU health card and travel insurance details.



## TOILETRIES

Small quantities, as you can buy more when you arrive in Italy.



## INSECT REPELLENT

To protect you from mosquito bites.



# PACKING LIST: HIGHLY RECOMMENDED



**BACKPACK**  
You may encounter cobbled streets, steep walkways and narrow passages where a suitcase is not ideal.



**TEACHING MATERIALS**  
Flash cards, stickers, postcards, family photos, etc.



**LAPTOP/TABLET**  
To keep in touch with your family/friends or to use as a teaching tool.



**SWIMSUIT**  
For some relaxing moments by the pool or sea.



**HAT/SUNGLASSES**  
To protect your head, neck and eyes from the sun.



**ITALIAN PHRASEBOOK**  
In bocca al lupo!



**TRAVEL GUIDE**  
For Italy and/or Europe.



**WATER BOTTLE**  
An easy way to stay hydrated.



**DIARY/JOURNAL**  
To record your summer memories.



**READING MATERIAL**  
For those few spare moments and any long train journeys.





# PACKING LIST: REMINDERS

## HAVE YOU WATCHED THE ACLE SURVIVAL GUIDE YET?

Click to watch



<https://youtu.be/P-TwhR9bN-8>



## IMPORTANT REMINDERS!



### Pack light!

Keep your luggage to a minimum in order to survive a summer of intense travel. **Tip:** Keep it to under 20% of your body weight.



### PayPal Account

Don't forget to register a PayPal account and submit the e-mail address you use to create it to Gabriel.



### Mobile Phones

Phones and Internet sticks can be purchased cheaply in Italy. Bring photo ID to purchase SIM cards.



### Flight Receipt & Insurance

Please remember to send in a copy of your flight receipt and insurance.





# ON HOLD AND TRAVEL

Whilst with ACLE, you may wish to take some time out of camps to rest, relax, and do some travelling before returning to camps again. You are able to do this by going on Hold.

This is strongly recommended if you are staying with ACLE the entire summer, as it can get quite exhausting after your fifth consecutive camp!

Hold requests will be considered before you start camps, or whilst at camps, as long as they are made two weeks in advance.

Not all Hold requests can be accepted as they need to be considered in light of camp and tutor numbers. If we are unable to give you the time that you want off, we will always offer an alternative solution.

**Tutors who go on Hold need to be ready to transfer back into camp by 10 a.m. on the Saturday before camp.**

Additionally, there may be week-long periods during your stay when ACLE puts you on Hold. In these cases, ACLE does not have a camp for you that particular week but would like you to be available for a subsequent camp. If you do not have travel plans of your own, ACLE can offer you free accommodation and basic food supplies in various places in Italy.



## AUGUST LOW PERIOD

Please note that there are three weeks during the summer where the number of camps drops significantly. This is due to the Italian holiday period called *Ferragosto*. The first three weeks of August are usually the weeks with few to no camps; very few tutors are therefore required in this period. If you will be staying with us for the entire summer, expect to be put on Hold during this time and plan accordingly.





# SUMMER CAMPS

ACLE Summer Camps are residential English-language camps usually held at hotels in Italian vacation spots in the mountains or near the sea. They are a little different to City Camps. Since Summer Camps are residential, tutors are responsible for organising and leading activities from morning to night and also have duties on rotation.

As at City Camps, the mornings are dedicated to English lessons with your group of students whereas afternoons and evenings are dedicated to more recreational activities in English, possibly with students mixed into different teams.



The following guidelines will help ensure your Summer Camp is a success:

- Tutors, with the help of the Italian staff, are responsible for supervising the children from wake-up to bedtime. The camp director will help you organise a rotation schedule for breaks and extra duties.
- Summer Camps require as much energy as City Camps on the part of the staff, but the days are longer.
- Sit with students during meals rather than congregating with the other tutors. This is an opportunity to socialise with students in an informal way.
- Some students may feel homesick. Be empathetic and keep them as busy as possible.
- Do room inspections each day, making sure that the students' rooms are tidy.
- At Summer Camps, the students might participate in different afternoon activities that involve excursions to the beach, sports, or horseback riding. Even if you aren't responsible for organising certain afternoon activities, you are still responsible for supervising students.
- Remember that there may be other guests at the hotels where Summer Camps are held. Be considerate of them.

Summer Camp tutors receive an extra €50 per week; these monies can only be reimbursed via PayPal upon presentation of a flight receipt. Please be aware that we may move tutors from summer camps on the Saturday mid-camp, depending on camp numbers and necessities.



# BAJARDO CULTURAL PROGRAMME

Tutors who are on Hold during the August period and awaiting the last weeks of camp can participate in ACLE's Bajardo Cultural Programme. This is an opportunity to receive free accommodation, food, and a variety of activities to take part in (including at least one excursion).

Bajardo is a peaceful Italian village nearly 1,000 meters above sea level. It offers a rich history, quaint charms, and spectacular views of the French Alps and the Mediterranean Sea.

Availability for the program is limited. Please email [info@acle.org](mailto:info@acle.org) at least **two weeks** in advance to reserve your spot. Do not show up in Bajardo assuming that you can be accommodated without first having contacted the English office.

Accommodation in Bajardo is rustic with modern amenities, including kitchens, and is shared with other tutors who are on Hold.



Bajardo is home to several restaurants and cafés as well as a grocery store and lots of friendly locals.

The Bajardo-Sanremo route is serviced by bus several times daily, costing €1.50 and taking just over an hour.



# ACLE FOUNDATION



The Accademia Culturale Linguistica Educational Foundation was established in 2015 with the mission of operating in the educational field, with a particular emphasis on language learning as an instrument of personal, professional, and intercultural growth.

The Foundation's principal aim is to broaden cultural horizons and contribute to the growth and well being of students, teachers, families, schools and civil society by opening them up to diverse cultures and educational systems.

To realise its mission, the Foundation collaborates with private and public entities in Italy and abroad, including universities, associations, clubs, and libraries that share similar cultural and educational objectives. It also supports institutions and people who work towards improving Italy's educational system.

The Foundation provides study grants to Anglophone students who follow the Teaching English as a Foreign Language through Theatre and Play Course organised in collaboration with ACLE, an association accredited by the Italian Ministry of Education. The course is comprised of a theoretical phase and a practical phase.

The practical phase is undertaken at English-language camps for Italian students. These camps are organized throughout Italy by diverse companies under the supervision of Italian teachers. The course is accredited by the World TEFL Accrediting Commission.

Study grants are available according to the following annual quotas:

- 400 Anglophone students can follow the Introductory course;
- 50 Anglophone students who have completed the Introductory course during the same year or within a two-year period can continue the Post-Introductory, Pre-Intermediate, Intermediate, and Post-Intermediate courses;
- 30 Anglophone students with previous experience on the course and excellent feedback can be selected for a supervisory role during camp activities as part of the Advanced Course.



# STUDY GRANT



All trainee tutors receive the support of a study grant provided by the ACLE Foundation.

The study grant is based on the number of weeks that trainee tutors spend in camps during the practical phase of the TEFL.TP Course. The study grant is disbursed after the third week, after the sixth week, then after every four-week cycle as trainee tutors move through the course levels.

Trainee tutors who return to ACLE for subsequent summers continue their study grant according to where they left the course the previous summer.

Introductory Course	Weeks 1-3 (compulsory)	+ €520
	Week 4	+ €220
	Week 5	+ €220
	Week 6	+ €220
Post-Introductory Course	Week 7	+ €225
	Week 8	+ €225
	Week 9	+ €225
	Week 10	+ €225
Pre-Intermediate Course	Week 11	+ €240
	Week 12	+ €240
	Week 13	+ €240
	Week 14	+ €240
Intermediate Course	Week 15	+ €250
	Week 16	+ €250
	Week 17	+ €250
	Week 18	+ €250
Post-Intermediate Course	Week 19	+ €260
	Week 20	+ €260
	Week 21	+ €260
	Week 22	+ €260
Advanced Course	Week 23+	+€270





CHECKLIST

Make sure you have followed the instructions provided and do a final check using this checklist.



**Confirm availability** (p. 4)



**Accept the Code of Conduct** (p. 5)



**Add your PayPal account** (p. 7)



**Email insurance details** (p. 8)



**Upload flight details** (p. 9)



**Email flight receipt** (p. 9)





# CONTACTS

Keep up to date with all the latest ACLE news by following us on Facebook, Twitter, and Instagram.



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