

Workplace English Language Tuition

English Language Partners New Zealand (ELPNZ) can design or tailor a workplace English learning programme to suit your company's needs. We can cater for employees whatever their residence status in New Zealand¹.



Operating for almost 40 years, ELPNZ is a national provider of adult English language learning services with **centres in 23 locations**. We have **qualified teachers trained in delivering English for employees**.

ELPNZ staff will meet with you to

- Discuss your workplace learning needs and analyse the language used in the workplace²
- Assess the level of the learners who will be attending the programme
- Develop a programme to achieve the learning goals
- Establish the best time and place to deliver the programme
- Determine the appropriate length of programme to meet your company goals

Examples of workplace language that could be covered include

- technical/work specific language relevant to your industry
- verbal communication – (manager, colleagues, customers, suppliers)
- understanding manuals/work processes (health and safety, policies, work processes etc)
- asking questions and giving feedback
- understanding instructions
- filling in documentation
- networking – connecting with people, making small talk
- other topics your company requires

Cost (GST exc)³

- \$75/hr for tuition of 1-3 learners; \$95/hr for tuition for 4-15 learners. Tuition costs cover teaching materials, preparation and delivery of programme
- \$450 - \$600⁴ establishment fee which covers a company needs assessment including analysis of workplace language used and development of a learning programme to meet the needs (also covers ongoing verbal reports throughout the delivery phase)
- \$35/learner for an initial 15-20 minute assessment of their language level
- \$35/learner for post learning assessment and full report (if required by the company)

Contact us to discuss what we can do for you

Charles Hayward or **Victoria Ussher**

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¹ Employees with permanent residence in New Zealand may be eligible for free tuition through ELPNZs *English for Employees* programme (funded by the government Workplace Literacy fund). This funding requires that the programme meet the individual learning needs of employees.

² Our teacher typically spends 1-2 hours with employees' manager and/or other relevant staff (e.g. HR) to analyse the language requirements of the job prior to developing the training programme. Information about the spoken and written language used in the workplace along with examples of relevant documents e.g. forms, safety information, manuals, emails etc that demonstrate the language needed for successful communication in this workplace is gathered. (All information is treated in confidence).

³ The following rates assume tuition happens in the workplace. If an alternative venue is required the company pays these costs. In some cases ELP may be able to provide a venue (particularly for individual or small groups).

⁴ \$450 establishment fee for 1-3 learners, \$600 for 4-15 learners, 16+ learners by negotiation