



ATLANTIC EDUCATION INTERNATIONAL INTERNATIONAL TEACHER RESOURCE

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ATLANTIC EDUCATION INTERNATIONAL INC.

PART 1

About AEI

Atlantic Education International Incorporated (AEI Inc.) is an incorporated body of the New Brunswick Department of Education responsible for all the international activities of the Anglophone sector. This arms length agency has been in existence since 1997 and has built a strong and trusting relationship with partners in China.

AEI works with AKD International, our Chinese partner, to provide Canadian curriculum, staff and professional development support to 5 schools in China. This well established business partnership operates 2 types or categories of schools....broadly international and local international and bilingual schools.

- A. The first category of schools that AEI and AKD International operate is **broadly international**. These are schools that serve many nationalities, so the children, staff and parents are expats from around the world. These schools are more of a melting pot. Teachers in these schools will be teaching a new, more internationalized curriculum and will deal with children with different language needs, requiring more work at first.

- B. The second category of schools that AEI and AKD International operate is an offshoot from the one above but known as **local international and bilingual**. These are internationally-minded schools that serve a more wealthy local population: globally-minded parents who want their children to attend university in the Canada, the UK or America for instance. They use a modified Canadian and the New Brunswick curriculum. They are very well run, supportive schools that will allow you to really understand the country and culture in which you are living. Teachers working at these schools must be very confident, flexible and open-minded: those who are will find that they get invited to local meals, festivities and celebrations, and develop a very keen cultural awareness. The culture shock might be more acute at first, and if you are not really going abroad for a cultural experience, you might feel disappointed. Another thing to remember is that you will also be teaching children who have English as an additional language, a skill that once acquired, is invaluable.



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Part 11

Overview of International Teaching

Teaching is one of the few professions where you can literally work your way around the world and teaching abroad allows you to grow both professionally and personally. Rather than visiting a location on holiday, getting stuck in the tourist traps and leaving with only a postcard, you will become intimately familiar with the culture and customs of your host country: something that most international teachers find enlightening and addictive. You might find yourself invited to a local wedding or being invited to a festive dinner to celebrate a regional holiday – the possibilities are endless.

You will also learn new skills in teaching by teaching a new curriculum and by being exposed to best practice from fellow teachers who hail from many different parts of Canada and abroad. You might find that the Ontario Reading Recovery techniques are superior to your home provinces, or that the way the British Columbia curriculum assesses knowledge in chemistry is superior to your own. International schools attract a certain kind of teacher, and usually the staff in your new school will be similar to yourself: open minded, adventurous, interested in travel and experiencing new cultures, outgoing and welcoming.

Most international schools are private schools, and thus normally have fewer discipline problems with smaller class sizes and a more academic focus compared to a standard state school. This is not to say that there will not be work pressures: most international school teachers find that parents have very high expectations because they are paying for their children's education and expect results. So whilst you are trading off one kind of pressure for another, most teachers find the academic focus of international schools a welcome change.



Most international teachers have an interest in travel, and by living and working in a new region of the world you will be able to travel cheaply to nearby countries during weekends and term breaks. Living in the China allows you to catch a cheap flight for a weekend on the in Thailand or spend your term break in Japan. But remember, international schools look for teachers first, and travelers second, so they will expect that your travelling does not impact your job.

Finally, working abroad provides an excellent opportunity to save money. Be sure you clearly understand the money implications of the international teaching opportunity you are pursuing. In short, if you are the right kind of person: adaptable, open-minded, professional and dedicated, then teaching abroad might be just what you are looking for.

Common Misconceptions about Teaching Abroad

So you are thinking about teaching abroad in international schools, and you have done some research. Think you know all about it? Maybe you do, but many teachers go abroad without really understanding the basics about international schools! Read on to discover some of the most common misconceptions about teaching abroad.

Myth #1: I will be teaching English as a foreign language

Not necessarily. There are a number of English language schools that exist solely to teach English language to non-native English speakers, however there is a very large and important category of schools that teach a full curriculum of all subjects. These schools, known as international schools, use various curricula such as the Canadian, US, UK, Australian and International Baccalaureate and teach all subjects in English. Whilst some of the pupils may not be native English speakers, they are still expected to learn all or most subjects such as math's, science, geography, art and physical education, in English. In fact, a TEFL (teaching English as a foreign language) certificate is not required to work in international schools. They require approximately the same qualifications you would need to teach at home in a provincially funded school.

Myth #2: I can teach anywhere I want

Teachers wishing to work overseas must meet regulations on two very different levels - teacher certification and immigration. Many teachers think that because they are qualified to teach at home, they can teach abroad and this is not always true. Each country has rules and requirements for the required training and experience and they might not match with your home country. For instance, teachers in South Africa without a 3 or 4 year teaching diploma will likely not be able to teach in the



UAE. British special needs teachers without a university degree or certificate in special needs cannot teach special needs students in the Middle East or Asia. In Thailand and China, teachers must have 2 years of experience to teach at all at international schools. And teachers without a teacher training degree such as a bachelor's of education, master's of education, higher diploma in education or postgraduate certificate in education, can usually only work in English language (TEFL) schools, not in international schools.

Immigration as with certification, each country has its own set of rules about immigration and because you can travel to a country on a holiday does not mean you are allowed to work there. Some countries in the Middle East, for instance, will not issue a work visa to anyone over the age of 60. Most countries in the European Union can only hire teachers with a European Union passport, excluding most teachers from the US, Canada, Australia, South Africa and New Zealand. Many other countries require police and medical checks and will not issue visas to people with a criminal record, disabilities or HIV. Further, if you are travelling with a family, countries differ on the work and immigration rights of a trailing spouse and most countries require that you are married in order to receive these rights at all. Therefore, if you are not married, your partner must have his or her own work authorization through his or her own job.

Myth #3: Everyone I work with will have the children's best interest at heart

Most international schools are privately owned, and whilst obviously schools are successful if children and their parents are happy, there are often competing forces within an international school that don't exist in provincially funded schools at home. As mainly for-profit enterprises, international schools must strike a balance between spending money to attract teachers, parents and produce good educational results against the income the school generates in school fees. This is not necessarily a bad thing, as well run international schools can adapt the efficiency of the business world with the joy of providing a service to children and parents, but some teachers might feel uncomfortable with the concept of a profit making educational enterprise and there is a huge spectrum of schools – some are more 'businesslike' than others. International schools are as different as the children you teach – each one has a personality. Make sure your personalities are compatible! *See Appendix E-China School Profiles.*

Myth #4: I will save loads of money because the salary is tax-free

Firstly, tax-free salaries are only tax-free in the country in which you earn the money. Depending on the tax rules of your country of origin, you might still owe taxes on foreign earned income back home. Know the rules before you go so you don't have any nasty surprises when you return.

Further, teachers cannot expect to make their current pre-tax salary everywhere in the world. Salaries will usually reflect the cost of living, and many schools take into account the added benefits of no tax payments and free housing so the basic salary will often appear lower than you might expect. This is why we encourage teachers to 'do their sums' with their current and overseas salary to find out what will be their final take home pay after all taxes, housing costs and transportation are taken into account. A basic salary of \$60,000 in one's home country where one pays tax and housing costs often results in



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far less money at the end of the month than with a tax-free salary of \$60,000 where housing and transport is provided.

Myth #5: I can take it with me

Living and working abroad means relocating those who depend on you: your partner, your dependents and your pets. It is important that you understand whether you can bring them with you and the implications. Because a teacher's family will require a larger apartment, school fees (schooling is not always provided free to children of teachers – go back to Myth #3 for more insight on this) and more on-costs which are not usually feasible on a teacher's salary, most schools will often not consider a teacher with more than 1 child unless the teacher's partner has found his/her own job with relocation benefits. And they usually don't believe you when you tell them "he/she will find work once we get there".

Pets are another complication that can cause major problems abroad. Most countries require 'pet visas' which means you must have a full immunization and health record for your pet and some pets such as snakes or birds might be banned altogether. Culturally, we do not recommend that teachers wishing to move to South East Asia or the Middle East bring pets because, at best, they are not welcomed or catered for, and at worst, teachers might be unable to find accommodation which allows them.

Therefore, teachers with pets need to declare this to their recruitment consultant or school so that you can find out if the culture or accommodation is appropriate.

Finally, before you go abroad familiarize yourself with the rules of the country you are entering. Some countries prohibit the import of certain medicines, literature or other media so don't get caught out. In China, the School will endeavour to provide the Employee with medical insurance coverage under a group medical plan (the "Medical Plan"). Coverage under the Medical Plan will be governed by the terms and conditions of the Medical Plan and may be subject to change from time to time. Reference should be made to the Medical Plan in force at the time of a claim to determine the extent of coverage. Without restricting the generality of the foregoing, the Medical Plan will not cover the cost of dental or optometric procedures or devices. The Employee will be responsible for the cost of all immunizations and vaccinations that may be required by the Employee for the purpose of travel to and living in the PRC. The Employee will provide the School with satisfactory evidence of immunizations and vaccinations and copies of medical records that are required by the School's medical insurance provider for the purpose of coverage under the School's group medical plan.

Myth #6: If I am teaching in a Canadian, British or American school, all the children will be Canadian, British or American

The idea of international education appeals to many parents, not just expatriate ones. You will find in almost any international school that there is a broad range of nationalities. Some schools even serve a very local population of parents who want their children to have an education in English with an eye



towards attending a western university or working in a multinational corporation. Most international schools, in fact, serve host nationals rather than expatriates so make sure you know the particulars of the school you are considering and what suits you. See *Appendix E-China School Profiles*.

Myth #7: I am really ready for this!

Have you really thought this all out? Are you sure that you are flexible and adaptable enough to be able to relocate your life, your belongings, be separated from your family and friends, all whilst starting a new job in a culture that you don't yet understand? Do you need to rent out your house, put your possessions in storage and do you have enough money saved up to live until the first paycheque? Teaching abroad is not for everyone as it requires an enormous amount of adaptability, acceptance, preparation, optimism and most of all, resiliency. It is not for those who are insecure in themselves or their teaching, who give up easily or who expect it to be 'the same as it was at home but with better scenery'. It is especially not for those looking for an easy life, as teachers working in private international schools need to know that parental and school expectations are high. Most international school positions require a 2 or 3 year commitment, so teachers must be quite sure they are ready. Yet despite all of the challenges and misconceptions, there are thousands of teachers happily living their dream of teaching abroad in exotic locations such as the China, Seychelles, Dubai, Spain and Peru. Teaching is one of the few professions where you can literally work your way around the world whilst developing professionally. Teaching abroad offers the opportunity for teachers to learn, grow and refresh themselves in their profession whilst teaching motivated children in exciting locations. The journey abroad must start somewhere, and reputable agencies such as *Atlantic Education International (AEI)* offer their services and advice free of charge to teachers, providing a great place to begin.

Types of International Schools

We often find that teachers considering working abroad get quite confused by the breadth and range of international opportunities out there. It's hard enough to consider working in another country in another culture, but it's complicated further by the fact that there are different types of schools serving different populations. At *Atlantic Education International*, we categorize schools into three main categories for ease, though it's important to know that, like a rainbow, it's a seamless spectrum and sometimes not so clear cut.

The first category of school is the **original expatriate**. These schools are the ones everyone assumes is the only kind of school abroad. This is a Canadian or American school serving Canadian kids in Germany or American kids in Cairo. Original expatriate type schools were some of the original international schools and we sometimes refer to these as 'blonde-hair, blue-eyed' schools. The pros? You usually get great employment packages and the curriculum/staff/kids are all from your home country, so familiar. The cons? They are particular about their staff and usually require at least 5+ years of teaching



experience in one or two schools in the appropriate country only, and you run the risk of living in an isolated cultural bubble. You are unlikely, for instance, to get an invite to attend a local wedding when working at one of these schools.

The second category of schools is **broadly international**. Atlantic Education International and AKD International have these schools as one category. These are schools that serve many nationalities, so the children, staff and parents are expats from around the world. We find these schools in areas with a high influx of foreigners such as China, the UAE and Singapore. These schools are more of a melting pot. The pros? The employment packages are usually good, you will be exposed to new teaching techniques and cultures, and you'll make friends from around the world. The cons? These schools are often competitive, requiring at least 2-3 years of solid teaching experience. You will also be teaching a new, more internationalized curriculum and will deal with children with different language needs, requiring more work at first.

The third category of school is an offshoot from the one above, **local international and bilingual**. Atlantic Education International and AKD International have these schools as one category. These are internationally-minded schools that serve a more wealthy local population: globally-minded parents who want their children to attend university in the Canada, the UK or America for instance. We find them almost everywhere and they will use a modified Canadian, IB, US, or Australian curriculum (in this case Canada and the New Brunswick curriculum). At most of these schools you will still get a mix of children but the majority will be locals. Many teachers initially shy away from these schools, thinking they are somehow less desirable, but we encourage teachers to consider each on its own merit because they are often very well run, supportive schools that will allow you to really understand the country and culture in which you are living. Teachers working at these schools must be very confident, flexible and open-minded: those who are will find that they get invited to local meals, festivities and celebrations, and develop a very keen cultural awareness. The cons? The culture shock might be more acute at first, and if you are not really going abroad for a cultural experience, you might feel disappointed. Another thing to remember is that you will also be teaching children who have English as an additional language, a skill that once acquired, is invaluable.

Atlantic Education International and AKD International operate **broadly international** and **local international and bilingual schools**.

Money Matters

We find that teachers who are new to the international market do not know how to evaluate international teaching employment packages. They come to us saying, "I was making X amount in my old job at home, so I expect my new job to pay at least the same!"

Whilst this is an obvious comparison, it is not the most accurate way to evaluate the financial differences of living and working in another country. The three main factors that affect your correct calculation are:



- **Tax rates.** It's important to evaluate take home pay (after tax) rather than gross salary (before tax). After working in your home country for a number of years, you intuitively know that, for instance, \$60,000 salary before tax translates to \$35,000 after tax but when looking at jobs abroad all bets are off. Always compare your after tax salary at home with your after tax salary abroad including income tax, national insurance/social security tax, superannuation and council/real estate/school tax. Some countries take more than 50% of your income in tax whereas some are completely tax-free and this makes a world of difference to your wallet, and it's what hits your wallet each month that counts.
See Appendix C.
- **Employment packages.** Some packages offer free housing, medical coverage, end of contract bonuses (also called gratuity), no-absence bonuses, flights, utility payments, tuition discounts for children and more. Some packages offer very few benefits. Make sure you are evaluating the entire package as it applies to you. For instance, if you normally pay \$100 a month for private medical insurance but your international school provides it free of charge, this represents a true saving to be calculated when evaluating an opportunity to work abroad.
See Appendix B.
- **Cost of living.** Once you have calculated your monthly spending money after tax and expenses, it's important to evaluate how far your money will go. Surviving on \$2,000 a month in an expensive city like Hong Kong or London is extremely difficult and would probably require you to dip into savings, whereas having \$2,000 a month in China would allow you to save a large percentage of your take home pay. The cost of things you spend your money on: food, drinks, taxi fare, gas and activities varies widely from country to country. *See Appendix D-Cost of Living Factor in China.*

Timing is Everything

Most international schools hire once a year and do not have fixed mid-term resignation dates. Most African, Middle Eastern, European, Far Eastern and Southeast Asian schools start in September, whereas some schools in the southern hemisphere in Latin American and some Southeast Asian schools start in February or March.

International schools usually plan on hiring a full complement of staff before the school year starts and contracts are usually between one and three years. This means that mid-season placements are usually last-minute as a result of an illness, maternity leave or unexpected resignation. Teachers who are available at short notice mid-year can find that they will be considered by very high quality schools which might otherwise require more experience, but must be able to leave within weeks of a job offer.

Atlantic Education International and AKD International follow the following timelines for the China International schools:



2011 AEI Timelines-International Teacher Recruitment

January	Teacher Recruitment Fairs and Expressions of Interest (EOI)
January	Specific teaching vacancies identified by AKD and Chinese International schools
February	Contracts issued to qualified teaching applicants
May/June	New teacher SMARTBOARD Training and Professional development
July	One week orientation and training provided in New Brunswick to successful candidates prior to travelling to China.
Late August	New teachers fly to China for on location orientation and preparation for beginning of school year .

Note: AEI's ability to adhere to the following teacher recruitment and hiring schedule will be contingent on AKD International's ability to identify vacancies that exist and make AEI aware of this prior to the end of January 2011.





Frequently Asked Questions by New Teachers

The answers reflect information as of December 2010. They are subject to change and do not supersede the employment and personal service agreements.

1. Health Insurance: Who arranges and who pays for it?

The employee is responsible for ensuring that sufficient health insurance is purchased. You should also note that insurance providers will likely want to see proof that you are covered under your provincial Medicare plan. Also, depending upon the age of the employee, a medical check may need to be performed and a letter written by your doctor stating the status of your health.

You must bring with you a letter from your insurance provider that includes a statement of the cost. This must be the original copy of the letter and will be returned to you.

Retired teachers: check with your insurance provider to ensure that you are covered for the length of your stay in China. The employer will pay a maximum of \$70/monthly toward your premium. Confirmation of cost of insurance must be presented before you are reimbursed.

Beginning teachers: the employer will pay a maximum of \$70/month toward your premium. It is likely that you will have to purchase the premium up-front, but will be reimbursed on a monthly basis in China. You must provide confirmation of the cost of insurance before you are reimbursed.

2. Employment visa: Who arranges and who pays for it?

Your employment visa will be arranged and paid for by Atlantic Education International Inc., in association with the Concord College. The employer pays for one entry visa for new teachers (i.e.: for entry to China at the beginning of the school year). Staff in Shenzhen will likely be interested in purchasing a Multiple-Entry Visa in order to visit Hong Kong more often. This can be arranged when you arrive. To obtain your employment visa, the following documentation is required and should be sent to the Atlantic Education International Inc. as soon as possible:

- Copy of your passport 'picture page' and 'signature page' which is opposite the picture page. Your Passport should be valid for at least 6 months AFTER your scheduled return date to Canada;
- Copies of your university diplomas and/or teaching license;
- Criminal record check;
- Certificate of Examination and Physical Examination for Foreigners must be completed by your physician

The above information is required in order for China to issue a Letter of Invitation, which will then be used to obtain the Chinese employment (Z) visa. After the Letter of Invitation is obtained, we will require the following items, and we will contact you to let you know when we will require them:



- Passport;
- Completed visa application form;
- Two passport-style photographs.

3. Air travel: who arranges and who pays for it?

Concord College will arrange and pay for your air travel for each teacher. You must advise of any meal preferences, seating preferences and your Air Canada Aeroplan number before reservations are made.

The employer pays for one round-trip economy class ticket per year for teachers to and from the point of origin agreed to the Job Description appendix of your contract.

4. Immunization: Who arranges and who pays for it?

It is the responsibility of the employee to arrange and pay for his or her own immunizations. Your family doctor may be willing to provide this for you. If not, the public health branch or the local VON office should be able to help. To determine which immunizations are required, you should visit the Government of Canada travel health site at www.travelhealth.gc.ca for the most current information on travel health.

Once you have been hired, it is best to arrange for your immunizations as soon as possible as some immunizations require multiple trips.

5. Who pays for my passport?

It is the responsibility of the employee to arrange and pay for the passport and the photographs for the passport. This process must begin immediately as there are time issues here. Also your current passport must not have an expiry date while you are in China.

6. Criminal record check / police record check: who arranges and who pays for it?

It is the responsibility of the employee to arrange and pay for their police record check. The report should then be sent directly to: Atlantic Education International Inc.

1077St.GeorgeBlvd.,Suite300
Moncton, NB E1E4C9
Ph.506-856-3046
Fax.506-856-2899

7. Are there other items that the employer pays for?

Yes, the employer will pay for your residence card after you arrive in China and the costs associated with your "health check" after you arrive in China.

8. What if I have medical documents that need to be translated? Who pays for that?



The employee is responsible for any documents that need to be translated from English to Chinese. An example of such documents might be if you have specific medications that you need to take with you to China, or if you have allergies to medicines, or any other health concerns that should be documented.

9. *What if I get sick while teaching in China?*

You should ensure you have obtained proper medical coverage to cover all possibilities, including transportation back to Canada.

For illnesses such as a cold or flu which may prevent you from being in class, the other teachers will be required to cover your missed classes.

10. *What about hospitals or clinics?*

There are international hospitals and clinics in Beijing and Shenzhen should you require treatment. A Chinese/English speaker from the school will be available to go with you to ensure that proper information is being given and received.

11. *How many classes per week will I teach?*

BCCSC, SCCSC, ACCSC, CISB and ISSC teachers will teach to a maximum of 30 classes per week. There is an expectation to assist in extra-curricular activities with students especially when they encourage development of English language fluency.

12. *How long is each class?*

The classes are usually between 40 and 45 minutes long.

13. *How many students per class?*

At BCCSC, SCCSC and ACCSC there are approximately 35-40 students per class.

At international schools, class sizes are limited to 25 for a single grade class but may exceed for a period of time to determine if classes will be split etc. as occurs here in Canada.

14. *Are there any spare periods during the day?*

This depends on the weekly timetable of classes but normally you have a minimum of one preparation period per day.

15. *What about the extra-curricular requirement?*

Teachers must be involved in at least one extra-curricular activity per term and one elective course per year. This contact with students outside the classroom is considered a critical component of the student's academic development.

16. *What about being paired with a Chinese teacher? How does that work?*



You are only paired with a Chinese teacher at BCCSC and SCCSC if you are teaching information technology. However, all teachers at BCCSC and SCCSC may share an office space with the Chinese teachers of English, and will teach the same students – but at different times. Our Chinese colleagues can provide you great insight into the challenges the students are facing learning a second language and you should collaborate with your new colleagues as early as possible in your new school.

Chinese and local hire staff may have different contract than you and are paid far less money by our standards and your salary. Please recognize this in your discussions and actions around them.

17. What is the curriculum?

The curriculum taught at CCSC is an integrated Chinese and Canadian curriculum. Both Chinese and Canadian teachers teach students. The courses taught by Canadian teachers are Information Technology, English and Social Studies. Other courses are also taught as electives.

Staff Files will be provided and contain course outlines and activities to go with the unit plans.

The curriculum taught at CISB and ISSC is a New Brunswick curriculum from K-12 with provincial standards testing and in-services etc..

18. What resources are available?

The libraries on both campuses and International Schools are continually growing. Suggestions for useful materials are always welcome. Prior approval must be obtained from the Canadian Principal or Vice-Principal if reimbursement for materials purchased by teachers is desired.

19. Are there computers?

All staff will have access to computers on campus.

20. Can I use a laptop in my apartment/room?

Yes, most laptop power cords also regulate current in international environments.

21. Accommodation – is it provided?

Yes, designated accommodations for each employee are provided. All units are air-conditioned and bed linen is provided.

In Beijing, most units are apartment style, which “single” teachers will share. However, there are separate bedrooms and bathrooms. Couples are assigned an apartment. Each apartment also has VCD or DVD players, TV, refrigerator. A larger kitchen facility is adjacent to the teacher’s accommodation with oven, microwave, etc.

In Shenzhen, accommodations are similar to a hotel room with a small private washroom and shower. Each room has VCD or DVD player, TV, mini-refrigerator and microwave.

22. What should I bring to China?



- a. Clothing – you can find just about anything you need in China, but be aware that clothing sizes run quite small, especially women’s clothing. If you have favorite shoes, you should bring them with you, as footwear is not the best quality.
- b. Appliances – You can purchase anything you might need in China. If you bring electrical appliances, you should also bring an international voltage converter/regulator.
- c. Resource material – If you have items that you like to use, please do bring them along. Be prepared to share!
- d. Medications – enough for the duration of your contract. If you feel your medications might cause you problems at customs then bring a signed letter from your doctor confirming the prescription and volume of medication.

23. What kind of cooking facilities exist?

In the apartments in Beijing, you can cook meals in your microwave. Larger cooking facilities are available in the adjacent building. Staff often purchase additional appliances to suit their personal needs, eg. Electric frying pan, toaster, crock-pot etc

In Shenzhen, microwaves are available in your room and staff often purchase an electric frying pan or Crock-pot etc..

Past experience is that many teachers eat out for most meals. It is quite inexpensive to buy Chinese food in the local restaurants. Cafeteria-style food service is available at the campuses. Western-style food is more expensive.

24. Administrative structure?

The administration and organization of the Concord Colleges differs slightly in each school. The top level of administrative control lies with an executive board composed of members of the Canadian Parent Company and representatives of Chinese organizations, including senior political and educational figures in China. The Executive Principal, in consultation with the Canadian Vice-Principal, heads the high school. Concerns of the English Department, and specifically those dealing with the Canadian teaching staff, are directed to the Canadian Vice-Principal, who acts as a liaison between the Canadians and the Chinese Administration. The Canadian and Chinese teachers of English together form the English Department, which is responsible for approximately 35% of the overall curriculum. This includes English, Social Studies and Information Technology classes. Teachers are required to teach in these curricular areas. Other academic courses are taught in the Chinese language by the Chinese teaching staff.

The International School administration reports to a member of the Canadian Parent Organization. International School recognizes the authority of New Brunswick in curricular matters, and currently works with a New Brunswick School District regarding curricular issues. All concerns are to be channeled through the Canadian Principal and Vice-Principal who will communicate directly with Senior Administration on your behalf.



Any contract issues or concerns should be communicated to AEI Managers for clarification or follow-up with the Admin Team.

25. Who are the students and what are their abilities?

As Concord College is a joint-venture educational facility in which Canadian and Chinese business and education agencies are cooperating. Most students pay tuition fees and are often from prominent Chinese families. There are students whose place at the school is supported. Although these students come to this school with a varied level of academic standing and English capabilities, most students and parents of Concord College share the same goal; after graduation, students attending this school plan to attend universities overseas.

The International Schools are for expatriate students whose parents are working in China at various international operations. Students will have a wide range of abilities. Students are expected to be English speaking to some degree, and many will be learning English as a second language. The children represent many countries including Chinese if their parents have foreign residence rights, and are children of expatriate families working in the Beijing and Shenzhen area. The school administration is responsible for admissions and the teachers teach.

26. Where is the school located? How far do I have to go to get to a grocery store or for general needs?

The Beijing Concord College is located in TuanLi, Tong Zhou. Tong Zhou is a district of Beijing. There are small stores in the area where you can purchase general items – water, snacks, vegetables, etc. The closest area to shop at a department store is in TongXian, roughly a 15 minute bus or taxi ride. The city-center of Beijing can be reached in about 30 minutes, depending on traffic conditions.

The Canadian International School of Beijing is located inside the 3rd Ring road making it close to city centre and in proximity to every possible service.

The Shenzhen Concord College and the International School of Sino-Canada are located in Nanshan, a district of Shenzhen. There are many stores and restaurants close by which will serve all of your needs. There are plenty of western style foods within walking distance or by taking a bus. The city center of Shenzhen can be reached in approximately 45 minutes.

Canadian International School of Beijing is located in a very nice area of downtown Beijing. Shopping and restaurants are located in this district of Beijing.

27. When is my pay cheque deposited? How does this work?



Your salary is paid in 12 equal monthly instalments. Monthly pays are normally received within 5 business days of the 25th of each month. The first pay (for September) may be late and deposited by mid-October. We recommend teachers have access to approximately \$1000 on arrival so your experience is not limited on arrival while waiting for your first pay.

The amount specified in your contract (1/12th monthly) will be deposited to a Chinese bank account set up by our partner in your name. You will receive a monthly Tax Statement indicating the Chinese Taxes that the partner has paid on your behalf for this sum of money that you will need for filing your Canadian income Tax, so save these documents!! You will be permitted by Chinese Law to transfer up to 70% of your pay overseas, and will need the tax slip to prove that tax has been paid on this money. Occasionally, banks have permitted transfers of greater sums but their legal responsibility is to a max. of 70%.

If you want to transfer to your Canadian bank then you should let your Canadian bank know that you are going to be receiving an international deposit monthly and inquire as to their rates etc. for receiving international transfers.. You will need to take all of your banking information with you (account number, transit number, name and location of your bank) with you to China. It is suggested that you bring a void cheque with you to China, which provides all of this information.

28. Will there be any delays in getting paid?

You are paid for working beginning the start day of your contract; however that pay may take a few weeks to get to you. The pay is usually regularized by October. Some staff have purchased Chinese currency at their local bank in Canada to have upon arrival in China. The Bank of China accepts Interac/debit bank cards on Checking accounts only and Visa credit cards while you are in China.

29. Do I need to bring towels or bedding?

You do not need to bring bedding.

You may wish to bring a towel and face cloth to help you through the first few days until you can get to a shopping center.

30. What about Professional Development?

It is expected that employees will attend Professional Development sessions that are organized for them even though some of these will be outside the instructional days and/or the academic year. In addition, new employees are expected to attend Summer Institute and all employees are expected to attend orientation and preparation sessions without additional pay.

The Summer Institute will provide in-depth information on what to bring, what to expect, what to do, etc. Past and present teachers will be in attendance to help answer your questions. You will become familiar with the curriculum, assessment procedures, resources available, Chinese culture, etc.



It is very important that all new teachers attend the summer institute. More information on location and dates will be available within the next few weeks.

All expenses including accommodation and food are provided during the summer institute. Teachers are responsible for their own transportation.

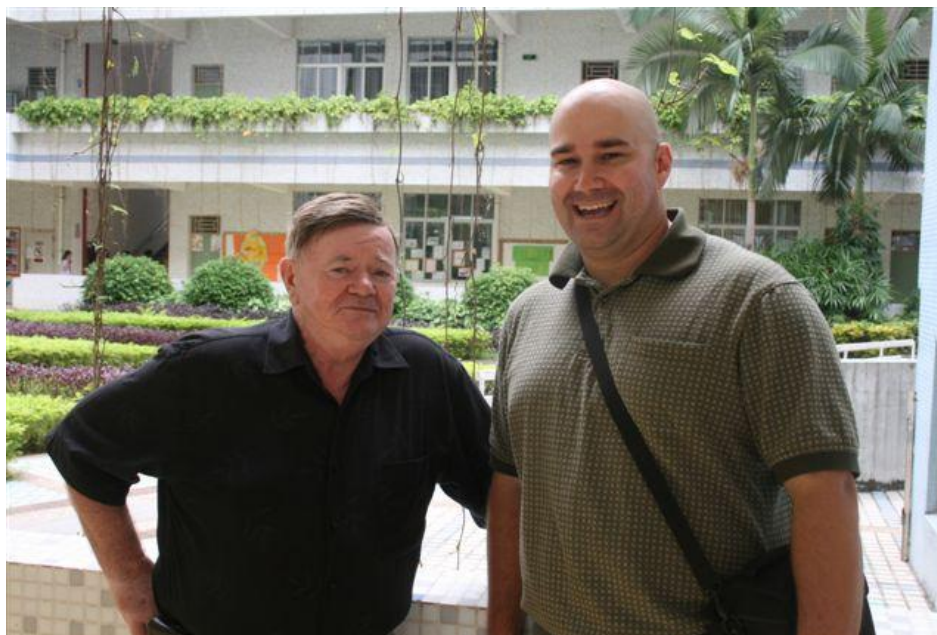
31. What about holidays?

The holiday period reflects each school's calendar year, which is governed by each city's educational commission. While every teacher is guaranteed one month's vacation leave, as per the contract, additional holidays are at the discretion of the Chinese calendar. To accommodate these, teachers may be asked to work on weekends to make up for lost instruction days.

Each School also operates on a different Calendar Year therefore arrival and departures to/from China are not necessarily the same. All staff should expect to be at work until approx. July 14, as the contract goes until August 22.

More information on these items will be provided at the Summer Institute.

Special Note: You should ensure that the contracts, criminal record check, doctor's note, and résumé show exactly the same names as shown on your passport. For example, if you prefer to be known as "Kate" but your passport shows "Catherine" then "Catherine" must be used on all documentation. If your diploma or teaching certificate shows a different name then ensure this information is included in your résumé.





Teacher Requirements and Duties for Teaching in China

Atlantic Education International (AEI) primarily recruits teachers who are qualified/certified to teach children in a provincial school in their home country. On the international scene, the kinds of qualifications required differ by country but typically include a Bachelor's or Master's of Education, postgraduate degree/certificate in education, higher diploma in education and Qualified Provincial Teacher Status.

Education Requirements:

- Masters Degree in Education Administration and/or Curriculum
- Five years administrative experience in Canadian education system

Duties:

- (a) Articulate and promote the mission;
- (b) Develop coordination, management and delivery protocols for all programs offered at the School;
- (c) Provide leadership and support to staff and students from pre-school to graduation;
- (d) Model positive, inclusive, and goal-oriented leadership to the entire School;
- (e) Model personal and professional growth;
- (f) Provide participatory, collaborative leadership to the administrative team;
- (g) establish budgetary and inventory control processes for all equipment and supplies for the School system;
- (h) Work with the Accounting Department to ensure the School's budgetary and spending patterns are in harmony;
- (i) Foster and oversee communication between the School and its partners;
- (j) Maintain open lines of communication with curriculum and methodology authorities: Department of Education (N.B.), IBO (Singapore), Montessori, where applicable;
- (k) Ensure curriculum documents and supporting course information are available for all courses;
- (l) Ensure equipment, materials and supplies are available to allow the smooth delivery of all programs in the school;
- (m) Ensure assessment criteria and practices are established for all programs and levels within the School;
- (n) Ensure that clear performance standards are established for every staff position within the School;
- (o) Ensure that supervisory and evaluative processes are in place for all positions;
- (p) Oversee the development of the annual School Improvement Plan in cooperation with the Province of New Brunswick;
- (q) Develop an external student assessment program in cooperation with the Province of New Brunswick;
- (r) Provide periodic reports and information as required by the Board;
- (s) Obtain student PINs from New Brunswick Department of Education;
- (t) Perform other duties and responsibilities as delegated by the Chairman of the Board;



- (u) Ensure that staff make use of all supplied teaching technology, including the Smart Board system, to their maximum potential in delivering all instructional units; (Rev. 07.04.27)
- (v) Arrange for keeping safe department records on student performance, all course outlines, lesson plans, course and reference materials including textbooks, and other appropriate materials; (Rev. 07.04.27)
- (w) Ensure that staff prepare and maintain lesson plan books on a regular basis and make regular inspections of the same; (Rev. 07.04.27)
- (x) promptly comply with deadlines for delivery of academic calendars, performance reviews, enrolment projections and any other tasks prescribed by the Administrative Operations Calendar as approved by the Board of Directors. (Rev. 07.04.27)





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Appendix A-Application for Teaching Position

Concord College of Sino-Canada (Beijing and Shenzhen)
 International School of Sino-Canada (Shenzhen)
 Canadian International School (Beijing)
 Anhui Concord College of Sino-Canada (Wuhu)

Personal Data (Please Print)

Applicant's Name in Full		Birthdate:	
Date of Application		Nationality:	

Current Address			City
Province	Postal Code	Telephone No.	

Permanent Address			City
Province	Postal Code	Telephone No.	
Fax No.		E-Mail Address	

Educational Record (Please Print)

	Name and Location of School	Date of Graduation	Degree	Major	Minor
High School					
University (Undergraduate)					



University (Graduate)					
Other areas of Training and/or certification					

Do you plan to travel?

- Accompanied (i.e. spouse) – *Please submit separate application for teaching position forms for accompanying persons*
- Unaccompanied?

Teaching Experience Please start with last position and work to position last held. You may include internships, practicum, and long term supply experiences. **Total Years:**

From Year - To	School District	Subjects & Grade	School District Address



Preferred Teaching Position - (Please indicate 1 st , 2 nd , 3 rd & 4 th choice)	Kindergarten	Grades 1-6	Grades 7-9	Grades 10-12
Preferred Subject Areas -	1 st choice:	2 nd choice:	3 rd choice:	

Special Areas

Check any special training or experience you had in the following areas:

Art	Career & Technology Studies	Type an "X" in the box beside the items below that are applicable		
Bilingual	Agriculture	Electro-Technologies	Forestry	
Counseling	Career Transitions	Energy & Mines	Information Processing	
Dramatics	Communications Technology	Enterprise & Innovation	Legal Studies	
French	Community Health	Fabrication Studies	Management & Marketing	
Music	Construction Technologies	Fashion Studies	Mechanics	
Religious Education	Cosmetology	Financial Management	Tourism Studies	
Physical Education	Design Studies	Foods	Wildlife	
Special Education				
Other: The above areas may not contain items that reflect your special skills or interests. Feel free to use the space below.				
Type Here				



School where you are currently/most recently employed

School Name _____

Address _____ Postal Code _____

Telephone _____ Fax _____

Email _____

Principal Name _____ School District _____

Most recent teaching assignment [grade level(s) and subject(s)]

Preferred Location/Assignment

Indicate destination(s) for which you are applying in order of preference (1, 2, 3, 4 or 5)

- Canadian International School of Beijing
- International School of Sino-Canada-Shenzhen
- Beijing Concord College of Sino-Canada
- Shenzhen Concord College of Sino-Canada
- Anhui Concord College of Sino-Canada

Would you consider another school if no availability is found in your first choice destination?

- Yes No

Preferred teaching assignment (indicate preference by rank order – 1, 2, 3, or 4)

International School of Sino-Canada (Beijing/Shenzhen) (Grades K-10)	Beijing Concord College of Sino-Canada (Grades 10-12)	Shenzhen Concord College of Sino-Canada (Grades 10-12)	Anhui Concord College of Sino-Canada (Grades 10-12)
Preferred Grade:	Preferred Grade:	Preferred Grade:	Preferred Grade:
Specialty:	Elective Courses	Elective Courses	Elective Courses



--	--	--	--

Have you taught internationally previously? Yes No

Location _____

Have you previously applied for to teach at CCSC or ISSC? Yes No

Insurance

Will your existing medical insurance cover your teaching in China? Yes No

Disabilities

Do you have any medical or physical disabilities (i.e. – asthma, poor hearing, etc.)?

Yes No

Social or service clubs

Do you belong to any social/service clubs or organizations? Yes No

Details:

Recreational Interests

Describe any special interests that you or members of your family may have in recreational activities.

Relatives and friends

Do you have any relatives or friends living in China? Yes No

Restrictions

Are you aware of any medical or legal reason why the above information would fail to satisfy any immigration requirements? Yes No



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If yes, provide details (i.e. citizenship complications, a conviction for a criminal offense, health issues, etc.)

Notification in Case of Emergency

Name of person(s) and their relationship to you, to be notified in case of an emergency:

Address: _____

Telephone number (home) _____ (work) _____

References (Teaching Related)

Referees should be able to comment on your personal attributes, including sensitivity to other cultures, your teaching abilities, and how you relate to young people. Complete all categories with current info.

Name	Title/Position	Phone Number	Email

Application Package should also include:

- Letter of introduction stating why you are interested in teaching at Concord College of Sino-Canada or International School of Sino-Canada.
- Copy of Resume
- Copies of Diplomas (BA, B'Ed, MA) Teaching license, Police record check (include "vulnerable sector"), Valid passport

All Originals will be required at time of interview.



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Note: AEI Inc. wishes to thank you for your interest in teaching in China.
However, only those selected for an interview will be contacted.

All selected teachers must submit a criminal record check.

*All teachers recruited by AEI Inc. will sign contracts with AKD International Inc.,
the Concord College of Sino-Canada parent organization.*

Application Review will commence in early February

**Atlantic Education International Inc.
1077 St. George Blvd. Suite 300
Moncton, NB E1E 4C9**

**Email: china.programs@gnb.ca
Telephone: 506-856-3046
Fax: 506-856-2899**



Appendix B-Employment Contract

CONTRACT

- I. Party A _____ wishes to engage the service of Party B _____ as _____. The two parties, in a spirit of friendly cooperation, agree to sign this contract and pledge to fulfil conscientiously all the obligations stipulated in it.
- II. The period of service will be from the _____ day of _____, 20_____ to the _____ day of _____, 20_____.
- III. The duties of Party B (see attached pages)
- IV. Party B's monthly salary will be ¥_____ Yuan RMB, _____% of which can be converted into foreign currency monthly.
- V. Party A's Obligations
1. Party A shall introduce to Party B the laws, Decrees and relevant regulations enacted by the Chinese government, the Party A's work system and regulations concerning administration of foreign experts.
 2. Party A shall conduct direction, supervision and evaluation of Party B's work.
 3. Party A shall provide Party B necessary working and living conditions.
 4. Party A shall provide co-workers.
 5. Party A shall pay Party B's salary regularly by the month.



VI. Party B's Obligation

1. Party B shall observe the laws, decrees and relevant regulations enacted by the Chinese government and shall not interfere in China's internal affairs
2. Party B shall observe Party A's work system and regulations concerning administration of foreign experts and shall accept Party A's arrangement, direction, supervision and evaluation in regard to his/her work. Without Party A's consent, Party B shall not render service elsewhere or hold concurrently any post unrelated to the work agreed on with Party A.
3. Party B shall complete the tasks agreed on on schedule and guarantee the quality of work.
4. Party B shall respect China's religious policy, and shall not conduct religious activities incompatible with the status of an expert.
5. Party B shall respect the Chinese people's moral standards and customs.

VII. Revision, Cancellation and Termination of the Contract

1. Both Parties should abide by the contract and should refrain from revision, cancelling, or terminating the contract without mutual consent.
2. The contract can be revised, cancelled, or terminated with mutual consent. Before both parties have reached an agreement, the contract should be strictly observed.
3. Party A has the right to cancel the contract with a written notice to Party B under the following conditions:
 - 1) Party B Does not fulfil the contract or does not fulfil the contract obligations according to the terms stipulated, and has failed to amend after Party A has pointed it out.
 - 2) According to the doctor's diagnosis, Party B cannot resume normal work after a continued 30 day sick leave.
4. Party B has the right to cancel the contract with a written notice to Party A under the following conditions:



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- 1) Party A has not provided Party B with necessary working and living conditions as stipulated in the contract.
- 2) Party A has not paid Party B as scheduled.

VIII. Breach Penalty

When either of the two parties fails to fulfil the contract or fails to fulfil the contract obligations according to the terms stipulated, that is, breaks the contract, it must pay a breach penalty of US \$500 to 2000 (or the equivalent to RMB).

If party B asks to cancel the contract due to events beyond control, it should produce certifications by the department concerned, obtain Party A's consent, and pay its own return expenses; if Party B cancels the contract without valid reason, it should pay its own return expenses and pay a breach penalty to Party A.

If Party A asks to cancel the contract due to events beyond control, with the consent of Party B, it should pay Party B's return expenses; if Party A cancels the contract without valid reason, it should pay Party B's return expenses and pay a breach penalty to Party B.

- IX. The appendix of this contract is an inseparable part of the contract and has equal effect.
- X. This contract takes effect on the date signed by both parties and will automatically expire when the contract ends. If either of the two parties asks for a new contract, it should forward its request to another party 90 days prior to the expiration of the contract, and sign the new contract with mutual consent.



Party B shall bear all expenses incurred when staying on after the contract expires.

XI. Arbitration

The two parties shall consult with each other and mediate any disputes which may arise about the contract. If all attempts fail, the two parties can appeal to the organization of arbitration for foreign experts affairs in the State Administration of Foreign Experts Affairs and ask for a final arbitration.

This Contract is signed at _____, in duplicate, this _____ day of _____, 20____, in the Chinese and languages, both texts being equally authentic.

Party A
(Signature)

Party B
(Signature)



Appendix C-Benefits Package Foreign Engaged Staff

Employee Name: _____

DEFINITIONS

For the purposes of this Benefits Package the following terms have the assigned meanings:

“Dependant” means natural and legally adopted children of the Employee who are under the age of 19; and

“Spouse” means a person to whom the Employee is legally married under the laws of the Employee’s country of permanent residence and includes a common law spouse as defined under the laws of that country.

REMITTANCE OF EMPLOYEE DEDUCTIONS

The School will remit on behalf of the Employee all Chinese income taxes and any other amounts deducted by the School on income derived from employment at the School. The School will provide the Employee with a payroll statement showing gross pay and deductions. The School will also provide the Employee with a certificate of payment of personal income taxes upon it being provided to the School.

PROCESSING OF VISA, RESIDENCE PERMIT AND ALIEN EMPLOYMENT PERMIT

All employees and their dependants are required to hold the appropriate PRC work and residence documentation, including visa, residence permit and alien employment permit as a condition of his or her employment by the School. The School will arrange for and pay the cost of a letter of invitation, alien employment permit and residence permit with respect to a single entry visa for each school year of the Term, photos required for such permits and any medical examination or diagnostic procedure that the PRC may require as a condition of the residence or employment or continuing residence or employment of the Employee in the PRC. The Employee agrees to submit to any medical examinations or diagnostic procedures the PRC may require as a condition for issuance of such documents. The School will not be responsible for the cost of or for arranging for police checks, the issuance or renewal of the Employee’s passport, the translation of the Employee’s medical documents or the issuance of additional or multiple entry visas. (Rev. 07.04.30)

TRANSPORTATION

The School will provide the Employee who is commencing their first period of employment with the School ("New Employees") with one (1) return economy-class air ticket, on a carrier designated by the School, from the departure city designated in the Job Specifications, and transportation to and from the School when arriving and departing on that air ticket. Employees who are returning to employment with the School after a period of not being under an Employment Contract with the School shall be considered New Employees for the purpose of this paragraph. The New Employee will be entitled to the standard baggage allowance for an economy-class ticket of the designated carrier. The New Employee will be responsible for all excess baggage charges. The School will not be responsible for the transportation expenses of the New Employee’s Spouse or Dependants. The air ticket will be open for a period of one year from the date of issue. (Rev. 08.04.22)



MEDICAL INSURANCE

The School will endeavour to provide the Employee with medical insurance coverage under a group medical plan (the "Medical Plan"). Coverage under the Medical Plan will be governed by the terms and conditions of the Medical Plan and may be subject to change from time to time. Reference should be made to the Medical Plan in force at the time of a claim to determine the extent of coverage. Without restricting the generality of the foregoing, the Medical Plan will not cover the cost of dental or optometric procedures or devices. The Employee will be responsible for the cost of all immunizations and vaccinations that may be required by the Employee for the purpose of travel to and living in the PRC. The Employee will provide the School with satisfactory evidence of immunizations and vaccinations and copies of medical records that are required by the School's medical insurance provider for the purpose of coverage under the School's group medical plan.

In the event that the School is unable for any reason to provide the Employee with medical insurance coverage under the Medical Plan, the School will contribute the lesser of _____ dollars (\$ _____) per month (the "Maximum Monthly Contribution") or the actual monthly cost of a medical plan (the "Medical Benefit") purchased by the Employee (a "Private Medical Plan") towards the cost of that Private Medical Plan upon the Employee's insurance broker providing the School by fax with proof that the Private Medical Plan is in force ("Proof of Insurance"). Proof of Insurance shall be provided in September and January of each year of the Term. (Rev. 08.04.22)

In the case where the Employee pays for the Private Medical Plan in one instalment, the School will pay the Medical Benefit in two equal instalments, at the same time and in the same manner as the October and January monthly Net Salary instalments. In the case where the Employee pays for the Private Medical Plan in two or more instalments, the School will pay the Medical Benefit in 12 equal monthly instalments at the same time and in the same manner as the monthly Net Salary instalments. (Rev. 08.04.22)

PROFESSIONAL DEVELOPMENT

The School will provide the Employee with regular opportunities for professional development in order to maintain the high academic standards of the School.

TUITION FEE DISCOUNT FOR DEPENDANTS

The School will provide a tuition fee discount of fifty per-cent (50%) of listed tuition for Dependants.

ACCOMMODATION

The School will provide the Employee with furnished accommodation, to be assigned by the School, and a monthly utility credit in the amount of three hundred (300) RMB to be applied against utility charges billed directly to the School. The Employee will be billed for monthly utility charges in excess of this



amount. The Employee is expected to use the assigned accommodation as his or her sole residence in China. The assigned accommodation is provided to the Employee on the understanding that it is for the sole use of the Employee and on the condition that the Employee will not allow another person to occupy it for any period of time without the express written consent of the School. Breach of this condition will result in forfeiture of the assigned accommodation. In the event that the Employee takes up residence at a place other than the assigned accommodation, the School will have the right to reassign the Employee's accommodation to another person and the Employee will be required to vacate the assigned accommodation. The Employee will be required to vacate the assigned accommodation on or before the first day of the Annual Holiday or on such earlier date on which the Employee is relieved of his or her duties under the Contract. (Rev. 09.03.23)

ANNUAL TRAVEL ALLOWANCE

The School will provide an Employee who will be returning to the School for the next academic year (a "Returning Employee") with one return economy-class air ticket, and transportation to and from the School when arriving and departing on that air ticket, on a carrier designated by the School, from the departure city designated in the Job Specifications. A Returning Employee will be entitled to the standard baggage allowance for an economy-class ticket of the designated carrier. A Returning Employee will be responsible for all excess baggage charges. The School will not be responsible for the transportation expenses of a Returning Employee's Spouse or Dependents. The air ticket will be open for a period of one year from the date of issue. (Rev. 07.04.30)

HOLIDAYS

The Employee is entitled to the following paid national holidays: New Year's Day, Spring Festival, International Labour Day (May Day), National Day and other holidays stipulated by the laws and regulations of the PRC. Scheduling and duration of these holidays is regulated by the government of the PRC and will be adhered to by the School. The Employee is entitled to an annual holiday between the end of each academic year and the start of the next academic year (the "Annual Holiday"). The start and end dates of the Annual Holiday will be fixed by the School.

SICK LEAVE

Employees are entitled to six days of paid sick leave per year. When an employee is unable to report to work due to illness or accident ("Sick Leave") he or she is required to notify the immediate supervisor as soon as possible, indicating the nature and expected length of the absence. The second and any subsequent continuous days of Sick Leave will be without pay. In order to qualify for paid Sick Leave the Employee must provide the School with a certificate from a medical professional appointed by the School certifying that the Employee was unable to perform his or her duties for the period of absence by reason of illness or accident. A continuous Sick Leave of more than ten working days will entitle the School to terminate this Contract without notice. Part days will be considered full days for the purpose of calculating Sick Leave.



Appendix E-Blended Salary Scale

BLENDED SALARY SCALE

2011-12 Pay Scale and Benefit Information

Concord Colleges of Sino-Canada and International Schools

Category	Qualifications	Years of Experience	1 st year in China (Annual Salary)	2 nd year returning staff bonus (split over 12 months)	3 rd year returning staff bonus (split over 12 months)	4 th year of returning staff	5 th and subsequent years
A (see note)	Have a degree but not a teacher's license	0 -5 years	\$19,800	\$21,800	\$29,900	\$31,700	\$32,700
		6+ years	\$25,300	\$27,300	\$29,900	\$31,700	\$32,700
B	Has a recognized teacher's license	0 -5 years	\$25,300	\$27,300	\$34,900	\$37,000	\$38,000
		6+ years	\$27,500	\$29,500	\$34,900	\$37,000	\$38,000
C	Teacher's Assistant	0 -5 years	\$12,000	\$14,000	\$17,800	\$19,000	+\$1000
		6+ years	\$13,200	\$15,200	\$17,800	\$19,000	+\$1000

Note: All Category A – Art or Music teachers that do not have Teacher Certification but specialist degrees in Art or Music will receive the Category B pay scale.



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Appendix E- AKD/AEI China Schools Profiles

Beijing Concord College of Sino-Canada (BCCSC)

Shenzhen Concord College of Sino-Canada (SCCSC)

<http://www.ccsc.com.cn/english/index.htm>

No. of Canadian Teachers=

No. of Students=

Beijing and Shenzhen Concord Colleges of Sino-Canada (BCCSC) are the first joint cooperative boarding colleges in Beijing and Shenzhen, offering bi-lingual courses in senior high school and post-secondary education, including Bachelor of Business Administration (BBA), Bachelor of Science of Science in Computer Science (BSC), Business Technology and Management (BTM) and International Hospitality Management (IHM). AEI is responsible for staffing and supporting the bilingual high school portion of the College.

These joint-co-operative colleges in China , offer both official Canadian and Chinese High School Diplomas to those students willing to take on the challenge of an intense educational experience with a global focus. Graduates of CCSC double their chances of success by simultaneously immersing themselves in the cultures of both the east and the west. This program allows students to master the two most important languages in the world, English and Mandarin without sacrificing their other studies regardless of their current ability in both languages. In fact at CCSC, they offer a broad range of subject matter, and are well aware of the different learning styles of students and cater to their needs to increase the speed of the learning process. These private educational institutions boasts a 10-year track record of continuous success and that will continue on as we are committed to education in China and Canada



CCSC's aim is to cultivate and educate the new generation with internationalized strong abilities who can adapt to the various demands in the 21st century.

Canadian International School of Beijing (CISB)

<http://www.cisb.com.cn/default.php>

The Canadian International School of Beijing (CISB) was founded during the fall of 2005. It was with the strong support of the Chinese Government, the Ministry of Foreign Affairs, and the New Brunswick and Canadian Government that the official establishment of CISB was made into a State Level Project.



On September 2006, CISB officially opened its doors to welcome parents and students from all over the world. CISB currently has students representing over 50 countries and this



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number is growing ever so quickly as enrolment increases. CISB operates under the strict guidance and oversight of the Ministry of Education in New Brunswick Canada. The founding organization of CISB has a long and successful history of operating schools in China. CISB offers a world-class facility with an internationally recognized Canadian Education Curriculum. The grade levels at CISB range from Montessori to Grade 12 with a maximum capacity of 1700 students.

The Canadian International School of Beijing is an IB World School and offers the International Baccalaureate Diploma Programme (IBDP) at the high school level.

Canadian International School of Nanshan Shenzhen (ISNS)

<http://www.issc.com.cn/about/>

No. of Canadian Teachers=

No. of Students=

In cooperation with AEI and the government of the Province of New Brunswick, ISNS became a reality in September 2002 as a school embracing future generations. ISNS is a vision put together by several entities. As Shenzhen rapidly strives towards being an international city, it is clear that one important component needs to be part of it — International schools for the children of expatriates to study in English.

The goal of the school is to provide a diverse student body with an exceptional education, instilling in young people a love of learning, the ability to think independently, and the confidence to pursue their dreams and goals.

The ISNS community is nurturing and supportive, filled with a faculty that cares deeply about each and every student, and a staff that is committed to the school. Their guaranteed low student-teacher ratio assures that each child's individual needs can be met.





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Anhui Concord College of Sino-Canada (ACCSC)

<http://www.accsc.com.cn/index.php>

No. of Canadian Teachers=

No. of Students=

The **Anhui Concord College of Sino-Canada (ACCSC)** is a joint Canadian-Chinese boarding senior-high school, located in the New City District of Wuhu, Anhui province, P.R. China. Initiated through a jointly signed agreement between the Wuhu Education Bureau, the New Brunswick Ministry of Education, and AKD International Incorporation, ACCSC will open its doors to welcome students from across China in February 2011.

ACCSC is affiliated with the Beijing Concord College of Sino-Canada (BCCSC) and Shenzhen Concord College of Sino-Canada (SCCSC) which have provided quality education to students across China since 1997. After successfully completing their senior high school years at ACCSC, students will be presented with the Chinese Senior High School Diploma and the New Brunswick, Canada High School Diploma. With recognition as both Chinese and Canadian High School graduates, students are encouraged and well positioned to pursue post-secondary education in China or abroad



ACCSC will have an experienced and highly motivated team of management and teaching professionals from Canada and China. All members of the school, whether they work in administration, teaching, or management care deeply about education and the success of all its students.

ACCSC will be equipped and resourced, as the school unquestionably works to set new standards for quality and technically advanced education. Our school will be outfitted with world-class teaching equipment including SMARTBOARDS in all classrooms, multi-media classrooms, and industrial standard laboratories. Combined with the exceptional Canadian-Chinese curriculum, professional development and

teaching methodology, we are certain that our students will have the support to attain excellence in their preparation for graduation.

Through the combined Canadian and Chinese curriculum, students will benefit from academic worlds, preparing them to attend universities abroad or here in China. In addition our students will have the opportunity to participate in Canadian Exchange Programs in Grades 10,11 and 12. When students are in Grade 10, they are encouraged to participate in our „Winter Camp Program“. This is an 18 – 20 days program which enables students to visit major Canadian cities and to have the opportunity to be part of



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a Canadian family for one week. For Grade 11 and Grade 12 students, they have the opportunity to study in a Canadian High-School for one full semester while living with a home-stay Canadian Family. Through these programs, our students are able to be totally immersed in the Canadian curriculum and language, gaining much insight into living abroad. This unique aspect of our programs has proven to be a great asset in preparing students to adapt to a new culture prior to their University study abroad.

During their time at our school, many students will be encouraged to participate in various competitions in the district, city and national levels; and will have the opportunity to receive many awards including mathematics, physics, chemistry, English speech, essays, information technology, robotics, photography, calligraphy, fine arts, cartoon, track & field, soccer, basketball, table-tennis, musical instruments, singing and community services.

ACCSC wants to ensure that the very best in both the Chinese and Canadian Education are offered to our students along with the most advanced teaching methodology. We truly believe our graduates will become successful citizens of today's „Global Village“.



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Appendix F-Sample School Year Calendars for China Schools