i-to-i

PRE-DEPARTURE **GUIDE**

CAMBODIA TEFL INTERNSHIP

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MAKING TEFL ADVENTURES HAPPEN SINCE 1994

TEACH ENGLISH. EXPLORE CAMBODIA. create unforgettable memories!



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Welcome

to your Cambodia TEFL Internship with

I-TO-I TEFL NUTTY'S ADVENTURES!

Congratulations on booking your place, we're happy to have you on board! Our Cambodia TEFL Internship has been designed to give you the best of both worlds; teaching and travelling. During your time in Cambodia, you'll gain invaluable teaching experience, make lifelong friends, explore Cambodia's vibrant culture and create some unforgettable memories that will last a lifetime!

Over the coming weeks or months before your departure, our friendly Customer Support Team are on hand to provide expert advice and guidance for any burning questions that you might have. But first, have a look through this guide to get some more in-depth information about your Internship and start thinking about your upcoming adventure!

PSST: This document is an interactive PDF - that means you can click on all the links and even fill in check boxes. So, get clicking!



IN A NUTSHELL...

Our Cambodia TEFL Internship will not only help you learn and develop your teaching skills, but you'll also get a unique insight into the Cambodian way of life. There's much more to Cambodia than you might think and during the course of your Internship, you'll be afforded the privilege of experiencing it first-hand. Plus, through teaching English, you'll be making a significant impact on the lives of your students and fellow teachers - what could be a more rewarding experience?!





Then it's time to put your TEFL training into practice in the classroom through language lessons, basic maths, sports and even arts and crafts! And if you ever need support of any kind, the Nutty's team will be more than happy to help. Before you know it, your local community will become your home and you'll be a familiar face around your school. Smiles all round!

Before you hop on the plane, you'll complete our comprehensive 120 Hour Online TEFL Course (if you aren't already TEFL qualified) which will equip you with all of the information, resources and techniques you could possibly need for your first day in the classroom.

> Then, once you arrive in Cambodia, our trusted in-country partners – Nutty Adventures – will meet you at the airport and transport you into Phnom Penh to meet your fellow interns and start making friends!





By the end of your Internship, you'll have gained transferrable teaching skills, a wealth of knowledge about Cambodia and it's culture and adventure that you'll never forget.

Your to-do list!

Pay off the full cost of your trip 90 days prior to the start date (if applicable).

Send a copy of your CV, travel insurance declaration, police check, passport photo page, a recent photo, plus your completed Personal Information Form to customersupport@i-to-i.com as soon as possible - at least 30 days before departure.

START ASAP!

AND THEN ...

Make preparations for obtaining a visa– You will need to obtain a business visa on arrival into Cambodia and will require a passport photo for this application and your invitation letter.

Get a police check. If you already have a police check dated within 12 months of the Internship, you can send this through to customersupport@i-to-i.com.

Complete the 120 Hour Online TEFL Course – your log-in details are included in your booking confirmation email. This needs to be completed at least 14 days before you depart.

Organise the relevant vaccinations for spending two months in Cambodia – more information is further on in the handbook.





Purchase travel insurance –You MUST have travel insurance to take part in the Internship. See the Travel Insurance section for more info.

Book flights to land into Phnom Penh International Airport (PNH) - You need to arrive between 06:00 and 20:00 on the arrival day. Once you have booked them, send your flight itinerary to customersupport@i-to-i.com – this is so that we can arrange your airport pickup.

Remember your business visa invitation letter, US\$35 and passport photo for your arrival! Also take contact details for the team in Cambodia, just in case.

Join the Cambodia TEFL Internship group on Facebook! Head over to our Facebook page, find the event for your departure date and click on 'going'.

Print off arrival details and contact information (further in the handbook) for the Nutty Adventures team, just in case.

Review the packing list and make sure you've got everything you need.

Book onward travel to leave Cambodia (for visa purposes)

FINAL PREP



ARRANGING YOUR VISA

Our trusted in-country partners, Nutty's Adventures, will send you a business visa invitation letter approximately one week prior to your departure date which you'll need to keep hold of and take with you to Cambodia. When you arrive at Phnom Penh airport, present your letter at immigration and you'll be issued with the 30-day visa for US\$35 (payable only in US dollars). You'll also need to take a passport photo with you for the visa.

During your stay in Cambodia, you'll need to renew your visa for a further 90 days but don't worry, the Nutty's team will help you with this. At least 3 working days before your visa expires, they'll gather everybody's passports, passport photos and renewal fees (3 months = US\$86).





If you've been bitten by the travel bug and you're planning on staying longer than 3 months, please give our friendly Customer Support Team a call for some advice.

PASSPORT

Please make sure that your passport is valid until at least 6 months after your stay in Cambodia.



GETTING A POLICE CHECK

First things first, we'll need to receive a copy of your police check certificate at least 30 days before your departure date so that we can make all the necessary arrangements for you. It can sometimes take a few weeks for a police check application to be processed to it's best to get going with it straight away.

If you've previously worked in a teaching role or with vulnerable people, you may already have a recent police check. If you do and the check was done in the last 12 months then this is fine to use. If you don't already have one, you'll need to apply. Once you receive the certificate, you will need to scan / take a clear photo of it and send it to customersupport@i-to-i.com.



PLEASE NOTE: You won't be able to start teaching until we have a copy of your clean criminal record check. We also won't be able to offer you a refund if you aren't able to get your police check in time or if it comes back with any offences on it.

How to apply for your police check



• You'll require a basic check that costs £25* · Click here to arrange your check



• You'll require a basic check that costs £25* · <u>Click here to arrange your check</u>



- You'll require a national police check which costs AUD\$42*
- <u>Click here to arrange your police check</u>
- Please note that a fingerprint check is not necessary.





 You'll require a criminal record check through the FBI or a police check through your local police department. (Costs vary). · Click here to arrange your criminal record <u>check</u>

> IF YOU DON'T SEE YOUR COUNTRY ABOVE, PARTICULARLY FOR OUR SOUTH AFRICAN INTERNS, PLEASE CONTACT YOUR LOCAL POLICE DEPARTMENT TO ENQUIRE ABOUT OBTAINING A CERTIFICATE.

10 / www.i-to-i.com





SCOTLAND:

• You'll require a basic disclosure that costs £25* Click here to arrange your basic disclosure



• You'll require a basic disclosure that costs £25* · <u>Click here to arrange your basic disclosure</u>



• You'll require a criminal record check <u>Click here to arrange your criminal record</u> <u>check</u>

CANADA BASED TEACHERS:

· You'll require a certified criminal record check which costs CAD\$26* · Click here to arrange your criminal record check

* Costs correct at time of publishing.



INOCULATIONS

Don't forget your jabs! Unfortunately, i-to-i can't give advice on vaccinations as it must be given by a medical professional.

FOR UK CITIZENS

<u>Click here for advice</u> on vaccinations and then arrange an appointment with a travel nurse.

FOR ALL OTHER NATIONALITIES

Please consult your local health service for advice.



TRAVEL INSURANCE

- It's really important to arrange your travel insurance well in advance of travelling – we can't let you go without it!
- The minimum cover you need is emergency medical cover. Any extra cover such as baggage, cancellation cover etc. is totally up to you.
- Once it's booked, please fill in the Travel Insurance Declaration PDF with the name of the company, policy number and the 24-hour emergency number provided by the company.



ôô Orientation Weekend

Vour orientation will take place in Cambodia's bustling capital city, Phnom Penh in the south west of the country. During the weekend, you'll have plenty of opportunities to get to know your fellow interns and make some travel buddies! Plus, you'll find out which school you've been placed in and you'll also take part in a short sightseeing tour, visiting Wat Phnom and the Royal Palace (USD\$12).

For the rest of the time, you'll be covering a whole range of topics to prepare you for your teaching experience. So, don't worry if you've never taught before, the majority of interns will be in the same boat!





ABOUT YOUR SCHOOL

You'll be teaching at a private school in Phnom Penh and your students will be very excited to meet you and eager to learn! You'll be working at least 35 hours per week and this includes 2-4 hours teaching each day. The rest of the day is taken up with lesson planning and creating resources, etc.

Classrooms are relatively small and basic and, usually, teaching materials are provided by the school but we do recommend taking some of your own, if possible. It's good idea to bring things about yourself, your friends/family and your home town to help introduce yourself to the class for the

PRO TIP: Children love stickers so if you can fit a few sticker-books in your backpack, you'll be everyone's favourite! It's also helpful to take a laptop or ipad that you can use in classes - it opens up lots of lesson option with a screen.



straight away.

It's also worth noting that there's a shortage of experienced English teachers in Cambodia so this is where your TEFL training will come in very handy, as you can deliver fun and engaging conversational lessons for your students.

PRO TIP #2: We'd recommend having an introductory lesson planned, which can be easily adapted to different age groups, just in case your school decides to place you in front of a class

> When you first start, you'll be acting as a teaching assistant alongside a Cambodian teacher and you won't need to plan lessons. Then, when you start to feel more confident, usually after about a week, you'll move on to being the main teacher of a class. You may also be asked to get involved in the school's extracurricular activities.





7:45 AM

Time for lessons! You might not be teaching for the whole morning so the remaining time will be spend creating exciting lesson plans and fun resources.

7:00 AM

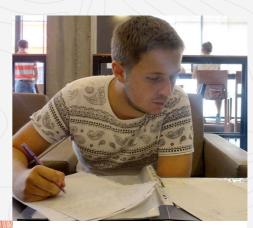
Meet and greet your students at the school gates, ready for a fun-filled day of teaching!



11:00 AM

Lunch time! After chowing down on a delicious ricebased Cambodian dish...





2:00 PM

1:30 PM

...you're free to wonder round your local community, meet up with your fellow interns or even have a little nap!

Afternoon lessons – again, you may not be teaching for the full 3 hours so spend your remaining time wisely!



5:00 PM

It's the end of the day – you're free to go and grab a bite to eat, meet your friends for a chat about your day or go home and relax in your apartment.

DRESS CODE

It's important to be well-presented when you're teaching in Cambodia as it gives a good impression and it'll put you in good stead for making friends with your fellow teachers! You don't need to wear any specific colour but it's advisable to find clothing that's loose-fitting due to the humid climate.

TATTOOS & PIERCINGS

Any tattoos will need to be covered and visible piercings should be removed, if possible, but stud earrings are fine.

WHAT TO WEAR FOR

PRO TIP: Pack slip-on shoes as you'll probably be expected to take them off in the classroom and you don't want to spend ages unfastening laces!

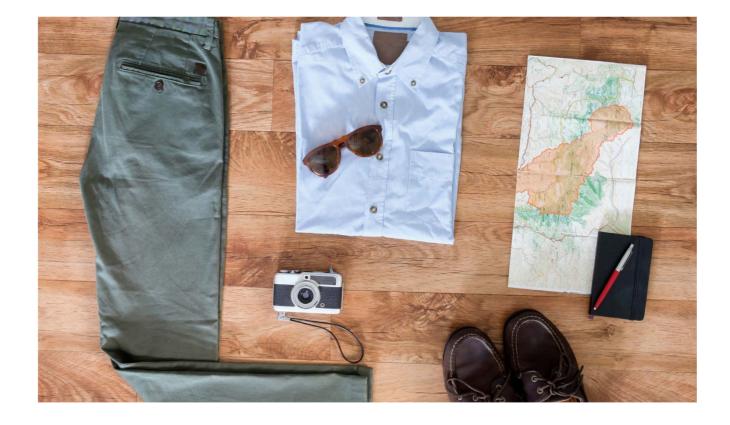
Women



SKIRTS/ DRESSES Must be knee-lenght or longer

SMART TOPS Shoulders covered and not revealing

SMART SHOES Sandals are fine but no flip flops



LONG-SLEEVED SHIRTS Linen is best for humid weather

SMART TROUSERS Chinos or linen trousers are best

WHAT TO WEAR FOR

Men

SMART SHOES

Sandals are fine but no flip flops

YOUR ACCOMMODATION

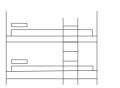
During your Internship, you'll be staying on the school campus in a converted classroom provided by the school. You'll be placed with at least one other intern as each room houses two or three beds and a desk.



There'll be toilets close by and somewhere to prepare meals but eating out is so cheap that you probably won't be eating at home much. There will be free wifi in the schools but it's important to note that wifi in Cambodia can be up and down and isn't as strong as you might be used to at home.



Because you'll be in Phnom Penh, you'll be close to supermarkets, shopping centres, bars and restaurants – very handy for socialising after work!



SHARED

HOUSING WITH

WASHING FACILITIES



FREE

WIFI



PLEASE NOTE: Smoking / drinking is not permitted on campus, so please respect the wishes of the school.



CITY CENTRE LOCATION



SAFE SPACE FOR VALUABLES



Things you need to pack

Smart teaching clothes and shoes – see the dress code page
Casual clothes for evenings / weekends
Warmer clothes for cooler times of day
Swimwear
Sunglasses
Trainers and flip flops
Underwear
Sleepwear
Sports kit – you may have the opportunity to play sports with the students
Your mobile phone - unlocked if possible - for your Cambodian SIM card (provided on arrival)
Toiletries and towels

Alarm clock

Travel guide

Personal first aid kit & prescribed medication (if applicable)

Small rucksack for weekend travelling

Sheet sleeping bag/sleeping bag liner for weekend travelling

Adaptor plugs

Camera

Mosquito repellent

Sun cream (high factor)

Ear plugs (to block out the snorers!)

Kindle/iPod/iPad/iPhone/laptop (there will be computers at school that you can use but having your own will help you with planning, during lessons and keeping in touch with family and friends)



Teaching materials such as stickers and other resources you think will help with your lesson plans



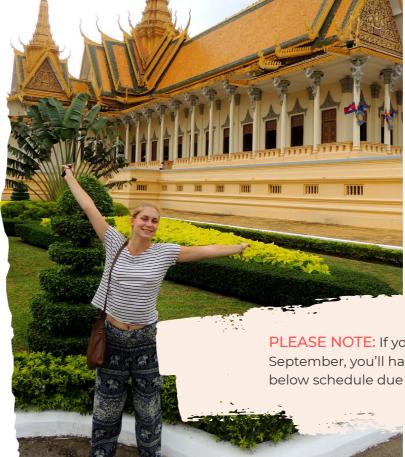
Here's the schedule for your Cambodia TEFL Internship – please bear in mind, it is subject to change and will be affected by public holidays or school activities. You'll see that some daily meals are included as reflected by the following icons:





BREAKFAST

LUNCH DINNER



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DAY **13** DAY 14 DAY DAY **16** 7:30-10:30 & 14:00-7:30-10:30 & 14:00-7:30-10:30 & 14:00-7:30-10:30 & 14:00-7:30-10:30 & 14:00-FREE TIME 17:00 17:00 17:00 17:00 17:00 WORKING AT SCHOOL WORKING AT SCHOOL WORKING AT SCHOOL WORKING AT SCHOOL WORKING AT SCHOOL

PLEASE NOTE: If you're booked on the Internship starting in September, you'll have one less week of teaching than in the below schedule due to school holidays.





FULL DAY ORIENTATION



FREE TIME

DAY **17**

FREE TIME

Mon	Tue	Wed	Thu	Fri	Sat
DAY 18	DAY 19	DAY 20	DAY 21 EVENTS OF THE SECONDARY 21 EVENTS OF THE SECONDARY 21 EVENTS OF THE SECONDARY S	DAY 22 055 7:30-10:30 & 14:00- 17:00 WORKING AT SCHOOL	DAY 23 Free TIME
DAY 25	DAY 26	DAY 27 EFF 7:30-10:30 & 14:00- 17:00 WORKING AT SCHOOL	DAY 28	DAY 29	DAY 30 Free TIME
DAY 32	DAY 33	DAY 34	DAY 35	DAY 36	DAY 37 Free TIME
DAY 39 7:30-10:30 & 14:00- 17:00 WORKING AT SCHOOL	DAY 40	DAY 41 EVEN 7:30-10:30 & 14:00- 17:00 WORKING AT SCHOOL	DAY 42	DAY 43	DAY 44 Free TIME
DAY 46 EEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEE	DAY 47 2:30-10:30 & 14:00- 17:00 WORKING AT SCHOOL	DAY 48 2:30-10:30 & 14:00- 17:00 WORKING AT SCHOOL	DAY 49 EEE 7:30-10:30 & 14:00- 17:00 WORKING AT SCHOOL	DAY 50 7:30-10:30 & 14:00- 17:00 WORKING AT SCHOOL	DAY 51 Free TIME
DAY 53 EEE 7:30-10:30 & 14:00- 17:00 WORKING AT SCHOOL	DAY 54 E 7:30-10:30 & 14:00- 17:00 WORKING AT SCHOOL	DAY 55 EEE 7:30-10:30 & 14:00- 17:00 WORKING AT SCHOOL	DAY 56 7:30-10:30 & 14:00- 17:00 WORKING AT SCHOOL	DAY 57 EEE 7:30-10:30 & 14:00- 17:00 WORKING AT SCHOOL	DAY 58 Free TIME



DAY **24**

FREE TIME

DAY 31

FREE TIME

DAY **38**

FREE TIME

DAY **45**

FREE TIME

DAY **52**

FREE TIME



FREE TIME

Mon	Tue	Wed	Thu	Fri	Sat
DAY 60 7:30-10:30 & 14:00- 17:00 WORKING AT SCHOOL	DAY 61	DAY 62	DAY 63	DAY 64	DAY 65 Free TIME
DAY 67	DAY 68	DAY 69 7:30-10:30 & 14:00- 17:00 WORKING AT SCHOOL	DAY 70 EFF 7:30-10:30 & 14:00- 17:00 WORKING AT SCHOOL	DAY 77 7:30-10:30 & 14:00- 17:00 WORKING AT SCHOOL	DAY 72 Free time
DAY 74	DAY 75	DAY 76	DAY 77 ESS 7:30-10:30 & 14:00- 17:00 WORKING AT SCHOOL	DAY 78	DAY 79 Free TIME
DAY 81	DAY 82 7:30-10:30 & 14:00- 17:00 WORKING AT SCHOOL	DAY 83	DAY 84 7:30-10:30 & 14:00- 17:00 WORKING AT SCHOOL	DAY 85 7:30-10:30 & 14:00- 17:00 WORKING AT SCHOOL	DAY 86 Fly home or continue travels



DAY 66

FREE TIME



Free time



FREE TIME

~ THESE RESORTS OR SIMILAR

SOUTHEAST ASIA'S HIDDEN

CAMBODIA

Often overlooked due to its more popular neighbours, Cambodia is an increasingly popular travel destination. Bordered by Vietnam, Laos and Thailand, it's located in the heart of Indochina, with a golden coastline on the Gulf of Thailand, lush foliage and majestic mountains.





THE 3 SEASONS

Cambodia has three distinct seasons: the cool season from November to March, the hot season from March to May and the rainy season from June to October.

RAIN & HUMIDITY

During this time it tends to be cloudier, hot and humid. From a few minutes to a few hours, rainfall can be heavy but often quite localized and usually followed by sunshine.

HOT, HOT, HOT!

The daytime temperatures during the cool season are between 25°c – 35°c (77 F – 95 F) and can drop below 20°c at night

In April the temperature can top 40°c (104 F) in the day and will still be in the mid to high 30s at night.

During the rainy season, daytime temperatures will be in the mid 30s, dropping to the low 30s at night.

PHNOM PENH

Found in south west Cambodia, Phnom Penh is where your Internship will take place. No longer a sleepy fishing village, it became 'The Pearl of Asia' during colonial times and its now-crumbling architecture is still as stunning as ever.

There's plenty to discover in Phnom Penh including the intersection of the Bassac, Tonle and Mekong Rivers, the National Museum and the Killing Fields which document Cambodia's turbulent history. Plus, in the bustling city centre, there's an abundance of restaurants, bars, cafes, shopping centres and markets to check out.

Phnom Penh's streets are alive with tuk tuks, cars, motorbikes and minibuses and we'd highly recommend taking a boat tour on the river and a visit to the Royal Palace.



Talk like a local

Hello	Chum reap suor
Goodbye	Chum reap leah
Yes	Chah (female)/ baht (male)
No	Ort teh
Thank you	Orkun
l don't understand	Min yuall teh
Where's the toilet?	Bantub dakk noew ay nah?
I need some help with	Chewy khñom pawng!
Can I get the bill please?	Soum git loi

IMPORTANT ARRIVAL INFO

Phnom Penh Airport (PNH) is a very busy airport so don't be alarmed if it's a little chaotic and confusing!

When you arrive, you'll need to get your business visa in the airport (don't forget your invitation letter, USD\$35 and passport photo!

2.

Exit Immigration and Customs and turn left



TIP: Feel free to print this page off!



This should lead you to Park Cafe restaurant which is the meeting point where Nutty's Adventures will be waiting for you



You'll then be transferred to the hotel in Phnom Penh to meet your fellow interns



LET'S TALK MONEY

As you probably already know, the cost of living in Cambodia is much lower than western countries so your money will stretch a lot further than at home but it's always better to be safe than sorry when it comes to money!

for are:

FLIGHTS

TRAVEL INSURANGE

VISA COSTS

See the visa page for more info.

FOOD

WEEKEND EXPEDITIONS

No doubt, you'll want to explore and enjoy yourself at the weekend so give yourself enough funds for activities, socialising, travel costs, etc.

Things that you'll need to budget

We recommend checking comparison sights such as Skyscanner / Travel Supermarket to get the best price.

See the travel insurance page for more info.

Some meals are provided but you'll need to cover the rest. Check your Internship Calendar for details on meals included.

Here's an idea of how much things cost (approx):



3.000 - 6.000KHR

2,500 - 4,000KHR

12,000KHR

6,000 - 10,000KHR

8,000 - 12,000KHR

4,00 - 6,000KHR

4,000 - 12,000KHR

8,000 - 16,000KHR (return)

1,200 - 1,600KHR/ km



NB: The US dollar is used as a proxy currency in Cambodia. This means you can use US dollars or Cambodian Riel. ATMs are widely available throughout Phnom Penh and major towns, and all debit and credit cards can be used to withdraw both US Dollars and Cambodian Riel.

STAYING SAFE

When you're travelling anywhere away from home, there's always a risk of being taken advantage of as a tourist. So, here's a quick list of dos and don'ts to keep you safe while you're in Cambodia:







• Always keep your personal items such as passport, money and camera with you and in a safe place.

• Take a photocopy of your passport's photo page. Keep this in a safe place separate from your passport and keep a copy in

• Let your school know if you go out during

• Never go out alone or with strangers and try not be on your own after dark.

• Try not to get into arguments or fights with locals. Unfortunately, we can't

guarantee your safety.

Leave your drinks unattended or accept drinks from strangers.

FOR FURTHER UP-TO-DATE TRAVEL INFORMATION, PLEASE CHECK YOUR GOVERNMENT'S ADVICE ONLINE.





<u>Travel state</u>

MEET NUTTY'S ADVENTURES



- our in-country partners!



Nutty's are the experts when it comes to teaching English in Cambodia; they source our partner schools and generally make sure everything runs smoothly during the Internships. The team at Nutty's will do their best to make sure that you're paired with the best school and they'll even come and visit you on campus to make sure you're happy with everything and you're settling in well. They're there to answer any of your burning questions during your orientation and they'll organise a few teacher get-togethers throughout your placement which are great for getting to know your fellow interns. In short, Nutty's will be your Cambodia family and they can't wait to meet you!





If you've got any questions about the information in this handbook, feel free to contact our friendly Customer Support Team on the number below and select option 1:



WE'RE HERE TO HELP

Call us between 07.00-20.00 Mon-Thurs and 09.00-17.00 Fri (UK time)



You Tube

0

ONLINE SUPPORT

<u>FAQs page</u> or <u>customersupport@i-to-i.com</u>

CALL OUR TEAM AT YOUR LOCAL RATE

UK: +44(0) 113 205 4602 Ireland: 01 5269 506 USA: 877 526 3959 Canada: 866 404 5781 Australia: 1300 88 42 70 South africa: 021 30 2852

