

i-to-i

PRE-DEPARTURE GUIDE

THAILAND TEFL INTERNSHIP

MAKING TEFL
ADVENTURES HAPPEN
SINCE 1994





TEACH ENGLISH.

EXPLORE THAILAND.

Create unforgettable memories!

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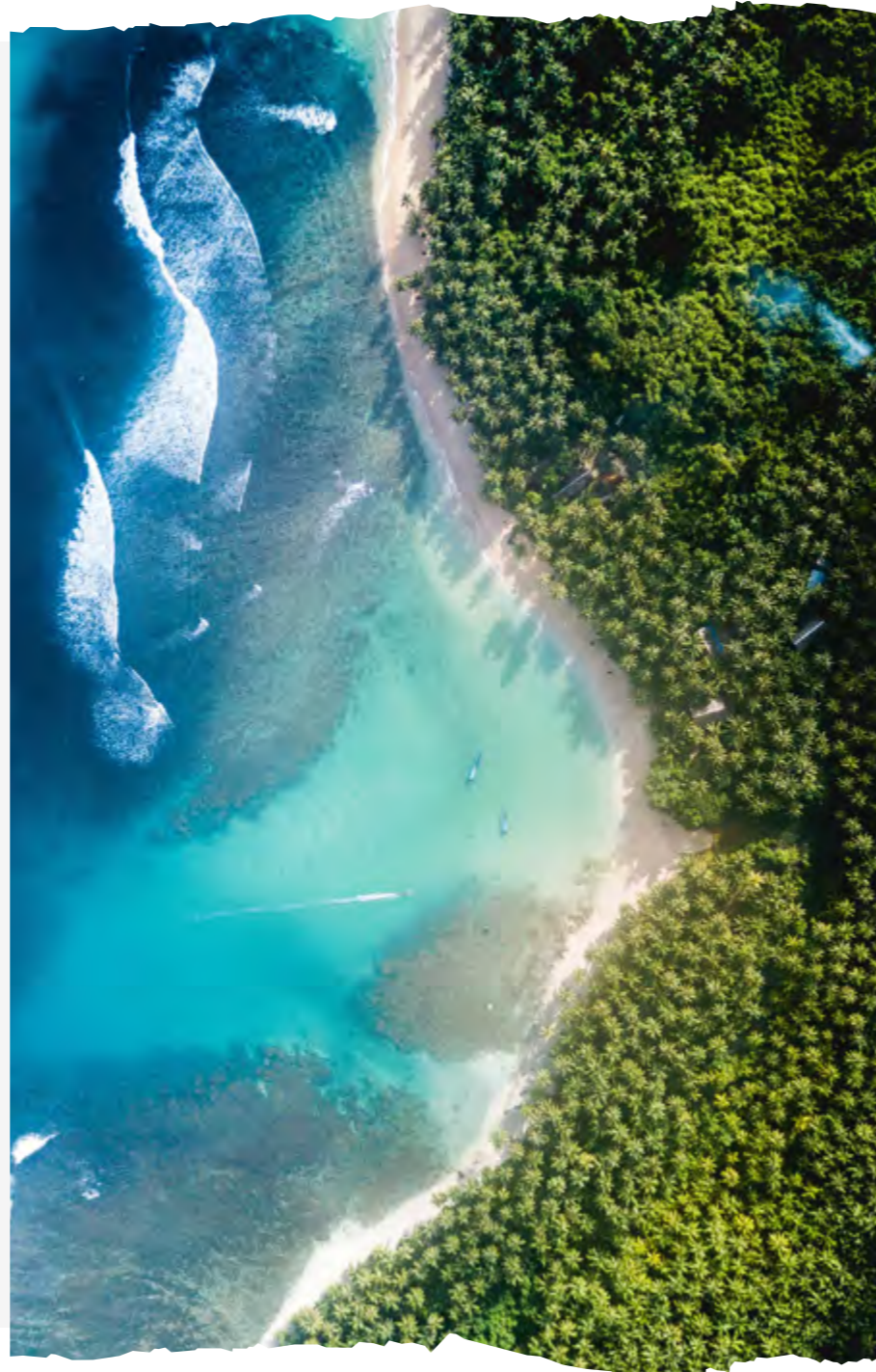
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Welcome

to your Thailand TEFL Internship with

I-TO-I TEFL & NUTTY'S ADVENTURES!

Congratulations on booking your place, we're happy to have you on board! Our Thailand TEFL Internship has been designed to give you the best of both worlds: teaching and travelling. During your time in Thailand, you'll gain invaluable teaching experience, make lifelong friends, explore Thailand'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 Thailand TEFL Internship will not only help you learn and develop your teaching skills, but you'll also get a unique insight into the Thai way of life.

There's much more to Thailand 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?!



4

By the end of your Internship, you'll have gained transferrable teaching skills, a wealth of knowledge about Thailand and its culture and an adventure that you'll never forget!

3

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!

1

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.

2

Then, once you arrive in Thailand, our trusted in-country partners – Nutty's Adventures – will meet you at the airport and transport you into Bangkok to meet your fellow interns and start making friends!



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, passport photo page, a recent photo, plus your completed Personal Information Form and References Form to internship@nutty-adventures.com as soon as possible - at least 30 days before departure.

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

Get a police check. If you already have a police check dated within 12 months of the Internship, you can send this through to internship@nutty-adventures.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 Thailand – more information is further on in the handbook.

START ASAPI

AND THEN...



Apply for and receive a 60-day tourist visa for Thailand. This MUST be applied for within 3 months of your trip – details of how to apply are in the visa section of this handbook.

Book flights to land into Bangkok Suvarnabhumi International Airport (BKK) - You need to arrive between 07:00 and 20:00 on the arrival day. Once you have booked them, send your flight itinerary to internship@nutty-adventures.com – this is so that they can arrange your airport pickup.

Book onward travel to leave Thailand – This can be no later than 2 days after the final day of the programme. The Internship lasts for 57 days and the visa you get allows you to stay in Thailand for 60 days. Alternatively, extend your visa while you're in Thailand - extensions of up to 2 weeks are usually possible.

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.

FINAL PREP



WITHIN
3 MONTHS
OF DEPARTURE

APPLYING FOR A VISA

To teach and travel in Thailand for 2 months, you'll need to have a 60-day tourist visa. To get your visa in good time, you'll need to apply for it between 3 months - 4 weeks prior to your departure date.

How to submit your application:

FOR UK CITIZENS

The first part of your visa application is completed online, and then you'll need to submit this either:

By post - all postal applications should be sent to the embassy in London. [Click here for more information](#) on this.

In person - There are embassies in Birmingham, Cardiff, Glasgow, Hull and Liverpool. [Click here for more information](#) on this.

FOR ALL OTHER NATIONALITIES

Please contact your local embassy for instructions on applying for your visa or contact our Thailand partners, Nutty's Adventures, at: internship@nutty-adventures.com if you need any further advice.



All of the details on how to fill in your visa application are in the E-visa application guide (UK citizens only) and on the Visa FAQ document. If you've been bitten by the travel bug and you're planning on staying longer than 2 months, please give our 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 Thailand.

IMPORTANT: When applying for your 60-day tourist visa, you should simply state that you are travelling in Thailand for 2 months as this visa covers you for your Internship. You shouldn't mention teaching as this might cause confusion over the type of visa you need and as you aren't being paid, a work visa isn't necessary.

AT LEAST
30 DAYS
BEFORE DEPARTURE



How to apply for your police check



ENGLAND AND WALES:

- You'll require a basic check that costs £25*
- [Click here to arrange your check](#)



SCOTLAND:

- You'll require a basic disclosure that costs £25*
- [Click here to arrange your basic disclosure](#)



NORTHERN IRELAND:

- You'll require a basic check that costs £25*
- [Click here to arrange your check](#)



IRELAND:

- You'll require a basic disclosure that costs £25*
- [Click here to arrange your basic disclosure](#)



AUSTRALIA:

- You'll require a national police check which costs AUD\$42*
- [Click here to arrange your police check](#)
- Please note that a fingerprint check is not necessary.



NEW ZEALAND:

- You'll require a criminal record check
- [Click here to arrange your criminal record check](#)



USA:

- 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 check](#)



CANADA BASED TEACHERS:

- You'll require a certified criminal record check which costs CAD\$26*
- [Click here to arrange your criminal record check](#)

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 so 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 internship@nutty-adventures.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.

IF YOU DON'T SEE YOUR COUNTRY ABOVE, PLEASE CONTACT YOUR LOCAL POLICE DEPARTMENT TO ENQUIRE ABOUT OBTAINING A CERTIFICATE.

* Costs correct at time of publishing.

STAYING SAFE

WHILE YOU'RE
ABROAD

TRAVEL INSURANCE

- It's really important to arrange your travel insurance well in advance of travelling – we can't let you go without it!
- If you buy your travel insurance immediately after booking your internship, you can get cover from the date of purchase.
- 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.

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

[Click here for advice](#) on vaccinations and then arrange an appointment with a travel nurse.

FOR ALL OTHER NATIONALITIES

Please consult your local health service for advice.





ORIENTATION WEEKEND

Your orientation weekend will take place in the historic city of Ayutthaya in central Thailand. During the weekend, you'll have plenty of opportunities to get to know your fellow interns and make some travel buddies! You'll get meals included in the hotel where you'll be staying plus you'll get a taste of traditional Thai cooking when you head out to a Thai restaurant.

During the day, you'll be covering a whole range of topics to prepare you for your teaching experience. Don't worry if you've never taught before, the majority of your fellow interns will be in the same boat!



KANCHANABURI

● กาญจนบุรี

ABOUT YOUR SCHOOL

All of the schools that Nutty's work with are based in the small towns and villages in Kanchanaburi Province in west Thailand and you could be teaching in either a primary or a secondary school. You can request a specific age group on your Personal Information Form and Nutty's will do their best to accommodate this. You'll find out which school you've been placed in during your orientation weekend.



Your working hours will be:

MONDAY-THURSDAY 7.30AM-4.30PM
FRIDAY 7.30AM-13.30PM

This includes 2-4 hours teaching each day, the rest of the day is taken up with lesson planning, creating resources, attending meetings with other teachers, etc. Teaching materials are provided by the school but we

do recommend taking some of your own, if possible. It's often a good idea to bring things about yourself, your friends/family and your home town to help introduce yourself to the class.

PRO TIP: Children love stickers so if you can fit a few sticker-books in your backpack, you'll be everyone's favourite!

A DAY IN THE LIFE OF A THAILAND TEFL INTERN



7:30 AM

Bright and early! Meet and greet your students at front gate of the school, ready for a fun-filled day of teaching!



8:00 AM

Assembly time – you'll spend half an hour in the main hall with your students.



8:30 AM

Time for lessons! You might not be teaching for the full 3 hours so the remaining time will be spent creating exciting lesson plans and fun resources.



11:30 AM

A lovely long hour for lunch – enjoy delicious traditional Thai food or your own packed lunch, whichever you prefer.



12:30 PM

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



4:00 PM

Say goodbye to students at front gate and it's off to meet your fellow interns for a bite to eat!

DRESS CODE

It's important to be well-presented when you're teaching in Thailand 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.

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!

WHAT TO WEAR FOR

Women



SKIRTS/ DRESSES

Must be knee-length or longer

SMART TOPS

Shoulders covered and not revealing

SMART SHOES

Sandals are fine but no flip flops

WHAT TO WEAR FOR

Men



LONG-SLEEVED SHIRTS

Must be worn with a tie

SMART TROUSERS

Chinos or linen trousers are best

SMART SHOES

Closed-toed shoes only - so no flip flops in school!

YOUR ACCOMMODATION

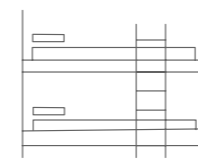
During your Internship, you'll be staying on the school campus in accommodation provided by the school. You'll be placed with at least one other intern and you'll be given a bike to get around on so there's plenty of opportunity to socialise and get to know your local community!



Be prepared that the accommodation will be very basic and won't have hot water but the lovely hot weather will make it easier to have cool showers! Plus, the wifi from the school is normally strong enough to reach the houses so you'll be able to Skype friends and family in your free time!



In terms of cooking, all houses have a refrigerator, some have basic facilities such as kettles, microwaves and toasters but lunches are all provided by the school. Remember, eating out is very cheap so you probably won't be eating at home much.



SHARED
HOUSING



FREE
BIKE



COLD
WATER



FREE
WIFI

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



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 Thai SIM card (provided on arrival)

Toiletries and towels

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

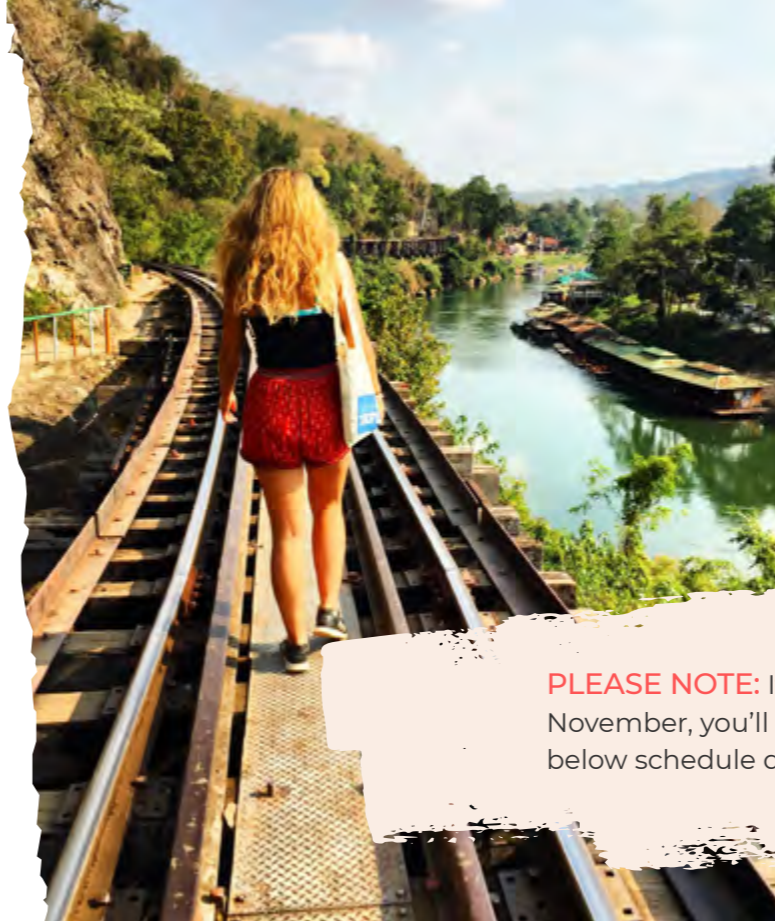
Sun cream (high factor)

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 and keeping in touch with family and friends)

YOUR *V. Important* INTERNSHIP CALENDAR!

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



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

Mon

Tue

Wed

Thu

Fri

Sat

Sun

				DAY 1 ARRIVE IN BANGKOK, TRANSFER TO VASANA DESIGN HOTEL, AYUTTHAYA	DAY 2 FULL DAY ORIENTATION	DAY 3 EARLY MORNING TRANSFER TO MITTAPAN RESORT~ IN KANCHANABURI, AFTERNOON ORIENTATION
DAY 4 TRANSFER TO SCHOOL	DAY 5 7:30-16:30 FIRST DAY AT SCHOOL	DAY 6 7:30-16:30 WORKING AT SCHOOL	DAY 7 7:30-16:30 WORKING AT SCHOOL	DAY 8 7:30-13:30 WORKING AT SCHOOL	DAY 9 FREE TIME	DAY 10 FREE TIME
DAY 11 7:30-16:30 WORKING AT SCHOOL	DAY 12 7:30-16:30 WORKING AT SCHOOL	DAY 13 7:30-16:30 WORKING AT SCHOOL	DAY 14 7:30-16:30 WORKING AT SCHOOL	DAY 15 7:30-13:30 WORKING AT SCHOOL	DAY 16 FREE TIME	DAY 17 FREE TIME

Mon

Tue

Wed

Thu

Fri

Sat

Sun

DAY 18



7:30-16:30
WORKING AT SCHOOL

DAY 19



7:30-16:30
WORKING AT SCHOOL

DAY 20



7:30-16:30
WORKING AT SCHOOL

DAY 21



7:30-16:30
WORKING AT SCHOOL

DAY 22



7:30-13:30
WORKING AT SCHOOL

DAY 23

FREE TIME

DAY 24

FREE TIME

DAY 25



7:30-16:30
WORKING AT SCHOOL

DAY 26



7:30-16:30
WORKING AT SCHOOL

DAY 27



7:30-16:30
WORKING AT SCHOOL

DAY 28



7:30-16:30
WORKING AT SCHOOL

DAY 29



7:30-13:30
WORKING AT SCHOOL

DAY 30

FREE TIME

DAY 31

FREE TIME

DAY 32



7:30-16:30
WORKING AT SCHOOL

DAY 33



7:30-16:30
WORKING AT SCHOOL

DAY 34



7:30-16:30
WORKING AT SCHOOL

DAY 35



7:30-16:30
WORKING AT SCHOOL

DAY 36



7:30-13:30
WORKING AT SCHOOL

DAY 37

FREE TIME

DAY 38

FREE TIME

DAY 39



7:30-16:30
WORKING AT SCHOOL

DAY 40



7:30-16:30
WORKING AT SCHOOL

DAY 41



7:30-16:30
WORKING AT SCHOOL

DAY 42



7:30-16:30
WORKING AT SCHOOL

DAY 43



7:30-13:30
WORKING AT SCHOOL

DAY 44

FREE TIME

DAY 45

FREE TIME

DAY 46



7:30-16:30
WORKING AT SCHOOL

DAY 47



7:30-16:30
WORKING AT SCHOOL

DAY 48



7:30-16:30
WORKING AT SCHOOL

DAY 49



7:30-16:30
WORKING AT SCHOOL

DAY 50

TRANSFER TO MITTAPAN
RESORT & FAREWELL MEAL
IN KANCHANABURI

DAY 51



TRANSFER TO BANGKOK
FOR FINAL NIGHTS STAY.

DAY 52



FLY HOME OR CONTINUE
WITH YOUR TRAVELS

* TRANSFER TO BAN PHE THEN FERRY TO KOH SAMET
~ THESE HOTELS OR SIMILAR

THE LAND OF SMILES

THAILAND

Thailand is the jewel is Southeast Asia's crown. Located in the centre of the Indochina peninsula, Thailand's crystal clear waters, lush green landscapes and majestic islands are a tropical paradise and it's no wonder it's consistently popular with TEFLers and travellers alike!



THE 3 SEASONS

Thailand 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 the rainy season, it tends to be cloudier, hot and humid. From a few minutes to a few hours, rainfall can be heavy but often quite localised 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.

KANCHANABURI PROVINCE

Found in western Thailand, Kanchanaburi is where your Internship will take place. Most of the schools are located within 30-40 minutes of Kanchanaburi town itself so it'll be easy to just hop on a bus to meet your fellow interns at the weekend!

There's plenty to discover in Kanchanaburi province including lakes, forests and waterfalls that are well worth exploring in your spare time. Plus, in the bustling town, there's an abundance of restaurants, bars, cafes, shopping centres and markets to check out.

If you're based outside of the town, you'll still have access to plenty of food stalls and markets, as well as convenience stores and small restaurants to give you multiple options for places to eat!



PRO TIP: Feel free to print this page off & take it with you on your flight.

IMPORTANT ARRIVAL INFO

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

- 1.** Fill in your landing card on the plane to save time (you'll be prompted to do this by the flight attendants)
- 2.** The address you'll need to fill in is:

VASANA DESIGN HOTEL,
AYUTTHAYA, THAILAND
- 3.** Fill in 'Visa No.' with your 60-day tourist visa
- 4.** At immigration, show the 60-day visa in your passport and landing card

Talk like a local

Hello/ goodbye	Sawatdee kah (women) Sawatdee krub (men)
Yes	Chai
No	Mai chai
Thank you	Khob khun kah (women) Khob khun kub (men)
I don't understand	Mai kow jai
Toilet	Hong naam
Delicious (food)	Aroy
How much?	Nee tao rai?

WHERE TO GO WHEN YOU DISEMBARK

Follow the GREEN channel and make your way to EXIT 3 where Nutty's Adventures will be waiting to meet you (diagram below) and transfer you to the hotel. They'll have a sign and will be expecting you.

MONEY EXCHANGE

If you need to get some money exchanged, there are foreign exchange counters near the baggage carousel.





LET'S TALK MONEY

Be smart with your Baht!

As you probably already know, the cost of living in Thailand 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!

Things that you'll need to budget for are:

FLIGHTS

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

TRAVEL INSURANCE

See the travel insurance page for more info.

VISA COSTS

See the visa page for more info.

FOOD

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

WEEKEND EXPEDITIONS

You'll probably want to explore and enjoy yourself at the weekend so remember to give yourself enough funds for activities, socialising, travel costs, etc.

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

Single dishes of food (noodles, rice + meat)	25-40THB
Restaurant meal with friends*	100-200THB
2 litres of water	12-15THB
Bottle of coke	20THB
Large bottle of beer (convenience store)	55-80THB
Large bottle of beer (bar / restaurant)	80-150THB
Cheap guest house (weekend away)	200-600THB / room
Local transport to and from school, meeting friends for dinner, going out in town, etc.	200-300THB / week
TOTAL:	20,000THB / month

If you aim to budget around 20,000THB per month, you'll have more than enough to live life to the full and explore!




*Please note: if you choose to buy western food, this will be considerably more expensive.

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 Thailand:

DO:



- 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.
- Let your school know if you go out during the week.

DON'T:



- 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.
- Never leave your drinks unattended or accept drinks from strangers.

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



Smarttraveller



FCO



Travel state

MEET NUTTY'S ADVENTURES

- our in-country partners!



Nutty's are the experts when it comes to teaching English in Thailand; 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 Thailand family and they can't wait to meet you!



Get in touch



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)



ONLINE SUPPORT

[Customer Queries](#) or
customersupport@i-to-i.com

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

