

UNIVERSITY OF BRITISH COLUMBIA VANCOUVER

CENTRE GUIDEBOOK



SUMMER 2018

OXFORD INTERNATIONAL EDUCATION GROUP

Dear Group Leader. thank you for joining us in Canada this summer. At Oxford International Junior Programmes, our aim is to provide young students from all over the world with a safe, fun, friendly and structured environment in which to improve their knowledge of the English language.

We are one of the top providers of junior programmes in the UK and a unique British Council accredited education provider. Oxford International Junior Programmes is part of the Oxford International Education Group (OIEG) which was founded in 1991 as ISIS Education and Travel by David Brown and Robert Darell. Oxford International has grown to be one of the top 10 businesses sponsored by the Prince's Trust after it provided OIEG with a £5,000 loan.

OIEG now offers a huge range of university pathways, spring, summer and year round academic programmes and educational tours.

Our summer programmes have grown steadily in size and popularity and we now run 12 centres in the UK and 4 centres in North America welcoming over 10,000 students. We create life enhancing learning experiences that help students worldwide to develop personally and professionally and that enrich their future opportunities.

ABOUT THE UNIVERSITY OF BRITISH COLUMBIA:

Consistently ranked as one of the top 20 public universities in the world, the University of British Columbia (UBC) is well known for its academic excellence and world-renowned research. Located in the west end of Vancouver, UBC offers a beautiful campus with numerous restaurants, shops, cafes, and many other facilities. It is an easy bus ride from the university campus to downtown Vancouver.

In 2011, UBC was named Canada's first fair trade campus. The university has committed to buying coffee, tea, chocolate and tropical fruit from producers who guarantee higher social, environmental and pay standards for farmers and workers.

UBC offers a diverse culture with almost 15,000 international students from 162 different countries contributing to its population of 63,000 students. The university's research program boasts a \$2.5 billion annual operating budget, around 1,400 research projects with industry partners, and a \$12.5 billion economic impact. There have been almost 200 companies spun off from UBC research and 7 Nobel Prize winners from current and former UBC staff and alumni.



David Brown and Robert Darell with
HRH The Prince of Wales

STAFF AT YOUR SUMMER CENTRE

Centre Manager - Stephanie

The Centre Manager is responsible for the smooth running of the centre. Our Centre Managers are chosen for their experience, professionalism and personalities, and you will have daily contact with them.

Activity Manager - Robyn

Responsible for all aspects of the Activity Programme. You should meet with them at least 2 or 3 times a week to ensure everything is going okay with your programme. They will also be able to help arrange optional excursions and make additional bookings for you.

Onsite Activity Coordinator - Kim

Responsible for planning, organising and implementing an inspiring, dynamic, focused and enjoyable onsite programme.

Activity Leaders

The Activity Leaders are responsible for running everything outside the lessons! This includes onsite activities, excursions, meal duty supervision and airport transfers.

Welfare Manager

Welfare Managers look after all of the safeguarding and welfare of the people on-site, including you. They are first aid trained and have knowledge of the local medical services. You will meet with them a few times a week to discuss any concerns.

Director of Studies (DoS) - Debbie

Responsible for the academic management of the centre and ensuring the teaching and learning component of the programme is delivered to the highest possible standards.

EFL Teacher/ Senior EFL Teacher

Teaching staff are responsible for planning and delivering lessons from the OIJP Syllabus. Some centres will also have 1/2 Senior Teachers who teach 50% of the time and spend the remainder of their time providing academic support to the teachers and DoS.





THE AIRPORT

Upon arrival at the airport, you will be met by one of our Activity Leaders who will welcome you to the Canada. The Activity Leaders will be wearing staff shirts and will have a sign with the Oxford International Junior Programmes logo so you can easily recognise them.

The Activity Leader will accompany you by bus to your centre or escort you to your transfers if you are staying with our Homestays. The Activity Leader will give you a welcome pack with your specific programme, residence guidelines, lanyards, transit cards if you have them, and the optional booklet. When you arrive at your centre, a member of the management team will be waiting to greet you.

ARRIVING AT UBC

When you arrive at the University of British Columbia you will be shown to your accommodation. All rooms at UBC have single rooms with shared bathrooms. Bedrooms include a bed, wardrobe, desk, chair and lamp for each student. Bed linen will be changed on a weekly basis.

At Oxford International we aim to room your students in line with your needs. If you would like to keep your group together (regardless of gender) please let us know in advance. It may also be possible to keep your group together in the same building but split the group across different floors/corridors by gender. If there are students in your group who are a different gender to yourself but you are the only group leader, those students will be supervised by a member of OIEG staff. Once at the accommodation you will be shown your bedrooms and given a room key. One of the Oxford International staff will escort your group on a tour of the campus and highlight all the key locations you will use during your stay. Please note if you arrive on campus during the morning there may be the possibility that your room is still being cleaned. If this is the case we will show you to the common room where your group can relax.

Please be aware that a \$100 deposit will be collected upon arrival which will be returned at the end of the programme if there is no damage to the rooms or loss of keys etc.



THE CENTRE

Postal Address:

Orchard Commons
6363 Agronomy Road
Vancouver, BC
V6T 1Z4, Canada
Please ensure the letter/package is clearly labelled with Oxford International and your group name.

Laundry:

Laundry is available in accommodation. There are laundry facilities in each residence building and laundry cards can be bought at the front desk.
Bed linen will be washed once a week by the University Laundry.

Computer Access:

Free Wi-Fi is available across campus and in the common rooms of our accommodation. Students can request a wired internet connection in their room at the front desk.

Shop/Café:

There are many restaurants, cafes, and shops on campus at UBC. The open hours will be between 7am - 5:30pm Mon-Fri depending on each business. Many of the businesses are closed on weekends.

Security:

There is 24 hour security on campus with night staff on patrol after working hours. There are no safes in the bedrooms, however, our staff will be happy to store your valuables in our office safe if you would like!

Food:

Breakfast: 07:00 - 09:00
Lunch: 11:30 - 13:30
Dinner: 17:30-19:00
Students should clear away their food trays at the end of their meal. Meal times may vary depending on the University's schedule.

Social Spaces:

Every floor of the residence has a student lounge that students are welcome to use in their free time.

Local Transport:

Vancouver offers a very comprehensive public transit system made up of trains and buses. If you have any questions about transit, please ask any of our staff members!

Hospital/Doctors:

There is a walk-in clinic located on campus at UBC. Please use this clinic for minor injuries or sicknesses.

University Medical Clinic: 228-2155
Allison Road

Bank/Post Office:

There are ATMs located on campus as well as banks on campus or very nearby. There is a post office a twenty minute walk from our office.

Sports Facilities:

UBC has various sports facilities throughout campus. Many of our on campus activities will take place at these facilities!

There is an urgent care hospital located on campus as well. This should only be used in cases of emergency.

UBC Hospital: 2211 Westbrook Mall

Religious Centres:

UBC has a number of chaplains and religious spaces for a variety of faiths.
If you would like information on finding a prayer space or a chaplain please ask a member of our staff.

Fire Drills + Fire Safety:

Fire drills are a safety requirement. We may not know in advance when these will occur, but will guide you through if one takes place during your stay. During a fire drill, students should leave all their belongings behind and evacuate the building as quickly as possible. Please ensure that all of your students have left their rooms and stand at the designated evacuation point outside. There will then be a roll call. During a fire drill, everyone must remain quiet for safety and to ensure everyone hears the instructions.

In the case of a fire:

Raise the alarm
Use the stairs (not the lift)
Ensure your students do not run out of the building
Find the nearest fire exit (follow the exit signs) and leave the building safely
Go to the nearest fire safety point
Do not re-enter (or encourage your students) to re-enter the building until authorised to do so.

Curfew: Evening curfew is 10:30pm.

All students must be in their accommodation by this time. They must be in bed with lights off by 11:00pm. We ask that you monitor your own students. If you are on a corridor with other students making noise after this time please report it to the CM.

STUDENT CODE OF CONDUCT

- Speak English at all times
- Be polite and friendly and respect other groups and individuals from other backgrounds
- Listen to all instructions
- Be on time
- Always ask if you need help
- Respect other people's possessions, cultures and customs
- No alcohol. It is illegal for anyone under 19 to purchase alcohol in British Columbia
- No smoking. It is illegal for anyone under 19 to purchase cigarettes in British Columbia
- No swearing or foul language
- No vandalism. Any damage to property will be charged for
- No bullying or violence. There is a zero-tolerance policy for this kind of behaviour

If you upload photos to social media don't forget to tag us @oijp_na use the hashtags #oij2018 #oxfordinternational #oijuniorprogrammes



STUDENT PACKING LIST

Summer weather in Vancouver is very pleasant. Daily temperature are around 20-25°C, however the temperature at night is cooler. Despite mainly sunny days, rain may still occur throughout summer. The sun can be stronger than it seems, due to the mild temperature, so we recommend students bring sunscreen and bottles for water.

DOCUMENTS

- Passport and copy of it (email copy to yourself)
- Visa document and copy of it (if required)
- Insurance documents
- A copy of any medication prescriptions in case of emergencies
- Canadian currency

TECHNOLOGY

- Phone/iPod/iPad/Tablet + chargers (we recommend you only bring one of these items)
- Headphones
- Camera and camera charger
- Plug converter/travel adapter (US 110v)

EXCURSIONS

- Casual, comfortable clothing
- Sandals and trainers
- Sun protection (cream, spray, lotion)
- Refillable bottle for water
- Secure handbag/backpack/travellers wallet
- Sunglasses
- Appropriate footwear for walking

WHAT NOT TO PACK:

We can only guarantee the carriage of one suitcase and one small carry on luggage (not suitcase) for airport transfers. If you anticipate that you will need to bring more suitcases than this, please let us know in advance.

- Bedding (bed sheets, pillows)
- Expensive electronics/valuables
- Travel iron (an iron and ironing board will be available)
- Too many clothes



EVERYDAY ESSENTIALS:

- Medication
- Toiletries, washing and sanitary essentials
- Towel and swimming towel
- Toothbrush and toothpaste
- Hairbrush/comb/hairdryer
- Sleepwear, socks and underwear
- Glasses/contact lens equipment
- Plastic bags for dirty laundry or wet items

ONSITE ACTIVITIES:

- Shorts/athletic gear for sport
- Outfits for discos
- Swim suits / trunks

Don't forget
your costumes and
equipment for the discos
and the talent show!



EXCURSIONS

Cycling in Stanley Park

Vancouver is known for its beautiful landscapes, which includes the snow capped mountains to the north and a 400-hectare woodland area that makes up Stanley Park.

Stanley Park is a magnificent green oasis in the midst of the urban landscape and contains kilometres of trails, beautiful beaches, local wildlife, great eats as well as natural, cultural and historical landmarks. Groups will get to take a scenic cycle around Stanley Park's seawall, stopping off at various landmarks for those important photo opportunities. The Vancouver Aquarium is also located within the park that you will get to explore on an afternoon excursion.

FLY OVER CANADA!

Fly Over Canada is a 4D movie experience that all of our groups will go on. First, there is a introductory film that teaches about Canadian culture. After this, groups go into the 4D movie where they will fly across Canada. This is a student favourite!

WALKING TOUR

Our walking tour of downtown Vancouver will include major landmarks and the famous Olympic torch at Canada Place. Groups will go on this tour on their first or second day as it is a great way for students to familiarise themselves with the city and get their first taste of Vancouver!

OUR ACTIVITY LEADERS ASK YOU TO...

- Keep together as a group
- Don't stop for toilet or food breaks without permission
- Stay vigilant of on-coming traffic
- Don't block the pavement
- Walk at a brisk pace
- Don't talk over the guides
- Wear your lanyard at all times
- Ask lots of questions!

CULTURAL EXCURSIONS

Many excursions give you an insight into Canadian culture. From the First Nations art and Totem Poles in Stanley Park, to the Hockey exhibits in the BC Sports Hall of Fame, activity leaders will ensure you learn about all things Canadian during your stay at UBC.



ONSITE ACTIVITIES

CHALLENGES

Challenges are great exercises that encourage students to work in teams. All challenges are stimulating problem-solving tasks designed to help group members develop their capacity to work effectively together. Challenges at your centre may be Egg Drop Challenge, Balloon Vehicle Challenge, Photo Challenge, etc. Unfortunately, as challenges are a mystery before running the activity, not much information can be revealed in advance!

SPORTS

Sports sessions are designated for all students to have a good time. The structure of most of the sessions will include a warm-up, improving skills and final games. Otherwise, a tournament structure will be followed. Sports will include Softball, Basketball, Ultimate Frisbee, Soccer, and more. Students will be encouraged to practice teamwork and sportsmanship while being on international teams.

WHOLE CAMPUS

These activities will involve all students at the centre to participate; it will be a great opportunity for students to get to know each other and learn about other cultures. Discos are usually the most popular night with the students. The Talent Show is the perfect opportunity for students to show off their music, dance and drama skills. This activity is incredibly popular and even staff may prepare an act to display on the night! Don't forget the International Night, where you will be able to share your culture and background with all other students!

WORKSHOPS

Workshops are alternative activities for those students who prefer more creative and relaxing sessions. These workshops are focused on specific skills, so each session will be based on a particular theme. Students might be able to participate in a Dance Workshop, a Drama workshop and a Fine Art workshop etc. These activities will encourage students to be creative and improve their artistic skills as well as learning specific vocabulary.



GROUP LEADER MEETINGS

Group Leader meetings are essential for the smooth running of a residential centre; these are the perfect times to raise any issues you may have. There will be a meeting on your first evening at the centre (or the day after arrival) where you will receive all the essential information about the first few days and will be introduced to all members of Senior Staff.

Information we will give to you at this meeting:

- Centre specific contact details
- Meeting times and points
- GL programme details
- Lunch and dinner rota
- Activities and excursion procedures

AS GROUP LEADERS WE PROMISE TO...

- Attend all meetings with OIEG staff
- Ensure that our students are punctual and attend all lessons, excursions and activity sessions
- Supervise students on excursions, in their accommodation and during meal times
- Report any allergies/medical issues to the Centre Manager on arrival at centre
- Maintain a lively, courteous and friendly atmosphere throughout the whole programme
- Report any issues with the programme/campus whilst in the UK rather than waiting until we are home! This way OIEG can work together to fix it as soon as possible
- Have fun!



GROUP LEADER PROGRAMME

**NEW
PROGRAMME
FOR 2018**

We appreciate how much work each Group Leader puts into a programme like this and believe that it is important for them to have some time to relax and meet other leaders. With so much going on throughout the programme, we like to give Group Leaders a chance to do something special...without the kids!

The group leader programmes are tailored to each centre, and at UBC it will be made up of trips to popular spots around town, including a mini Brewery Tour, a Wine & Cheese Night, and a movie night. There will also be an Academic Presentation to cap it all off! This programme is designed to give you a chance to get to know other group leaders, and the key members of the centre staff...and to enjoy a bit of Vancouver without worrying about students!

OPTIONAL ACTIVITIES AND EXCURSIONS

We do our best to ensure that all of our groups get to experience our city to the fullest through their lessons and activities. However, with a city so full of exciting events and opportunities, it's impossible to include it all! For this reason, we have created our Optional Booklet (found in your Welcome Pack) to showcase some of the other things we have to offer your group.

If you have any questions about these and/or would like to book an Optional activity for your group please contact your Activity Manager. Availability may be limited and we cannot guarantee space on any activity, tour, or excursion. For this reason, we ask that you let us know as soon as possible so that we can book these awesome activities for your group in advance!



SCHEDULE CHANGES

We understand that there will be occasions where you wish to change your schedule. Please let us know of any changes you wish to make as soon as possible to allow us time to fulfil your request.

Our priority is that everyone's program runs smoothly and that all students have a fantastic experience! We will do our best to accommodate all requests, however, we cannot guarantee that every change will be possible.

We appreciate your patience and understanding in regards to schedule changes.



SAMPLE PROGRAMME

Please note this is a sample programme.
Please refer to your Welcome Pack for your
personalised itinerary.

| | AM | PM | EVE |
|--------|-------------------------|-------------------------------------|-------------------------|
| Day 1 | Arrivals | Arrivals | Ice-breakers |
| Day 2 | Testing and Lesson 1 | Vancouver Walking tour | Onsite Activities |
| Day 3 | Lesson 2 | Sports on campus | Onsite Activities |
| Day 4 | Lesson 3 | Cycling at Stanley Park | International Evening |
| Day 5 | Lesson 4 | Fly Over Canada | Colour Run |
| Day 6 | Lesson 5 | Metrotown Shopping Trip | Metrotown Shopping Trip |
| Day 7 | Playland Amusement Park | Playland Amusement Park | Karaoke Night |
| Day 8 | Excursion to Whistler | Excursion to Whistler | Onsite Activities |
| Day 9 | Lesson 6 | Lynn Canyon Hike | Onsite Activities |
| Day 10 | Lesson 7 | Canopy Walk at UBC or Science World | Onsite Activities |
| Day 11 | Lesson 8 | Beach BBQ & Beach Games | Beach BBQ & Beach Games |
| Day 12 | Lesson 9 | Swimming | Talent Show |
| Day 13 | Lesson 10 | Granville Island | Onsite Activities |
| Day 14 | Optional Excursion | Optional Excursion | Farewell Disco |
| Day 15 | Departures | Departures | Departures |

MEET THE TEAM AT HEAD OFFICE



The Oxford International team, based in London, will be visiting the centres on a regular basis. Here are some bits about them; if you see any of them on campus, don't forget to say hi!



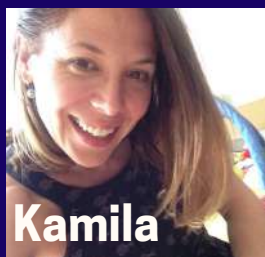
Gary

Gary is the Operations Director and he oversees all the programmes. He is always looking for a new tennis rival!



Berta

Berta is the Operations Coordinator and she takes care of the excursions. She loves travelling!



Kamila

Kamila is the Academic Director and she has written the Syllabus. She loves yoga and travel adventures!



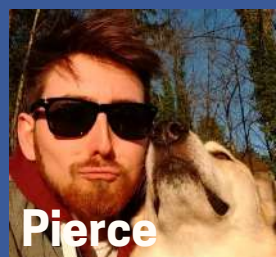
Theo

Theo is the Operations Development Coordinator and works in the operations team. He loves visiting all the campuses!



Diana

Diana is the Academic Coordinator and she has created some exciting academic projects for all students!



Pierce

Pierce is the Operations Manager in Canada and he oversees all the programmes in Toronto and Vancouver.



Justin

Justin is the Operations Manager in the USA and he oversees all the programmes in San Diego and New York.



Bob

Bob is the Recruitment Development Manager and he selects all the staff. He loves skiing!



Jon

Jon is the Recruitment Operations Coordinator. He loves travelling, cycling and meeting new people!



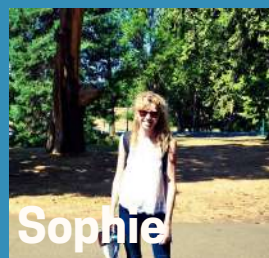
Paul

Paul is the Business Development Director and he takes care of all our agencies.



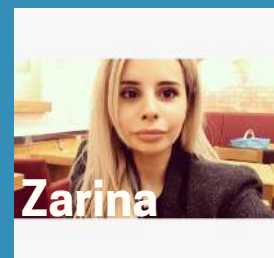
Daniel

Daniel is the Admissions Manager, he looks after all the bookings. Daniel enjoys singing and playing guitar.



Sophie

Sophie deals with European agencies. She loves trying new recipes and always tries to cook up a storm!



Zarina

Zarina works in the booking department and helps groups through the booking process.

FREQUENTLY ASKED QUESTIONS

What happens if someone loses their passport?

We strongly advise that passports are stored safely and not carried around with them. If a passport is lost, the Group Leader will need to accompany the student to the embassy of their home country where they will be issued with a temporary replacement or a permit to travel. The Centre Manager will be able to help locate the embassy and print any forms that might be helpful. We recommend that you have a photocopy of every student's passport as a backup.

What happens if a student is lost on an excursion?

The first thing to do is to contact their mobile. If this is possible then a member of OIEG staff will collect the student whilst you wait with the rest of the group. If they are uncontactable, the Activity Leader will get hold of the Centre Manager who will in turn contact Head Office. Every student is issued with an 'Emergency Number' lanyard and ID Card. Students should call this number if lost and it will be answered by a member of Head Office.

How do students participate in onsite activities?

In most centres a meeting point is set for activities. All activities and excursions will be advertised on the Activity Noticeboards and during mealtimes. Students can choose which activity they want to participate in. For some activities the Activity Manager may need to know in advance how many students want to participate. In this instance there will be a sign-up sheet advertised on the noticeboard.

Can students lock their room?

Yes. All students will have both a key card to enter the building and a room key to lock their bedroom doors. It is advised that everyone should lock their bedroom doors when they are at meals, lessons and activities.

What happens on departure day?

Prior to your final day on campus, Group Leaders will be invited to attend a departure meeting where the full procedure is explained. At this point Centre Managers will indicate the time the group needs to be at the coach (which will arrive at the airport with at least 3 hours to check-in, go through security and reach your gate). A member of OIEG staff will accompany you to the check-in desks to assist you.

Can my students be taken off campus/programme by a member of their family?

We are happy to have parents or relatives visit the centre, as long as you contact the centre in advance to arrange this. It is also possible to have a parent or relative take a student out of the programme for a short time. Parental approval must be sent to the centre email in advance. Original ID of the adult taking them from the centre will be photocopied on arrival. Relatives who accompany the student away from the centre will be asked to sign an 'Unscheduled Activity' form and will need to leave a contact number in case of an emergency.

What should we do if there is a problem with a bedroom?

All accommodation blocks are checked prior to the student's arrival. However, if you do notice a problem when you get to the centre it is essential you report this straight away. All group leaders will be issued with a 'maintenance report card' where they can submit all their students' room problems. If the report card is submitted to the Centre Manager by 10am, the CM will ensure the request is passed onto the maintenance staff that same day.

What do I do if a member of my group has food allergies/dietary requirements?

The campus catering staff are very experienced in catering for all kinds of allergies or dietary requirements. During our 27 years of operation we have never had a problem with allergic reactions to food prepared on campus. In order for this to continue to be the case we ask that you alert us to any allergies/requirements as early as possible or preferably before arrival to Canada.

What happens if a student is sick?

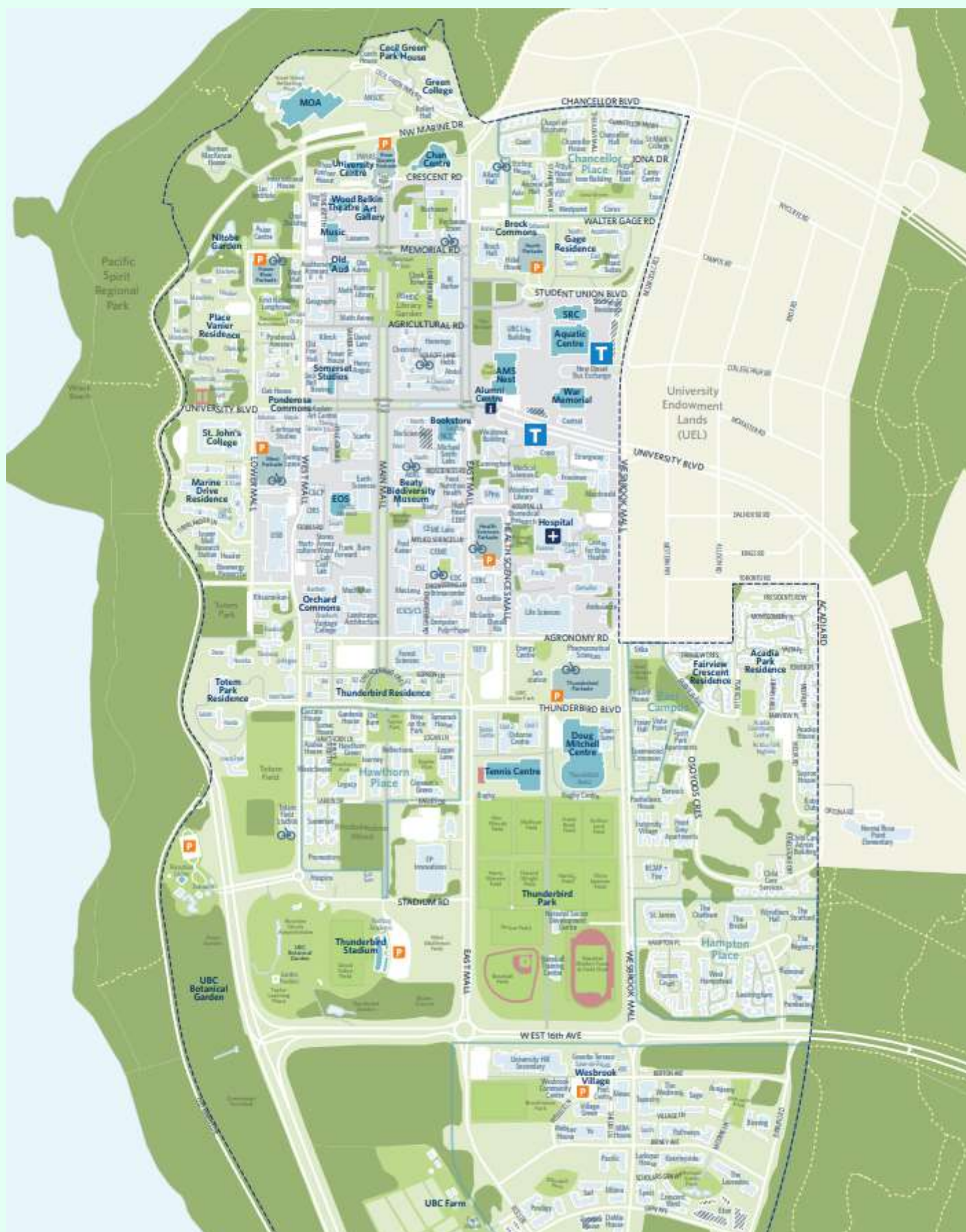
All sick students should be referred to the Welfare Manager or Centre Manager. If deemed necessary a member of OIEG staff will escort the student to a GP or hospital. If this does happen, the student must take their ID and any medical insurance documents with them in the instance that they may be required.

Do you have any other questions?

Please do not hesitate to contact the sales team or our OIEG staff if you are on campus!

Emergency number will be provided upon arrival. It is monitored 24/7. Please use only in real emergencies.

CAMPUS MAP





OXFORD INTERNATIONAL JUNIOR PROGRAMMES

2018

HEAD OFFICE 250 - 815 WEST HASTINGS ST, V6C 1B4

+1 604 688 7942

PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS OR NEED MORE INFORMATION