



**Prospective Partner
Welcome and Information
Pack**

Prospective Partner,

Thank you for taking the time to read through our welcome and information package. We believe you will find our ideas and plans to be exceptionally beneficial for your institution, your students, your graduates and an attractive proposition for prospective students.

But first, a little about us. We are TD Education and we source native English speaking graduates (and in future, current students too) who are looking to gain important work and life experience, to come and teach English in schools and training centres across China. Our positions are open to anyone holding a Bachelor Degree, a valid Passport from a native English speaking country, and who can provide a clean criminal background check. No teaching experience is necessary – we provide teacher training and on-going support, such as free weekly Mandarin lessons.

We believe we are different to other companies who offer a similar service, in that we prioritise seeing things from the point of view of the teachers who work with us and value clear, consistent communication with them. Moving across the world is a big decision, and we vow not to let our friends live with that alone. Where other companies might fade away after placing a teacher successfully, a staple of our work is to check-in with all of our teachers on a regular basis to ensure their needs are being met.

Included in this package is information on: our proposed services to your institution and students/graduates, the relevant Visa processes, the TEFL certificate, some of our placement cities, and answers to some Frequently Asked Questions.

Thank you for reading, and feel free to contact one of our team for more information.

Adam Austin,
Recruiter
TD Education

Learn More & Follow Us

Website: www.tdesl.com



Facebook: facebook.com/TDESL/

Instagram: [@tdesl](https://www.instagram.com/tdesl)

LinkedIn: linkedin.com/company/tdesl/



Contact One of Our Team

	Contact Card	Biography	Contact Info
Adam Austin		Recruiter -British National from Redditch, England -Creative Writing Graduate from the University of Gloucestershire -Three years IT experience -Currently living in Shenzhen after relocating to teach English	Email: adam@tdesl.com Skype: adam_21424 Wechat: Adam_Aust
Kayla Yao		Recruiter -Chinese National from Sichuan province, China -Master Degree of Communication Studies from Kent State University, USA -Completed Human Resources internship at Stan Hywet Hall & Garden in Akron, USA -Relocated to Shenzhen for the innovative and youthful lifestyle	Email: kayla@tdesl.com Skpye: 897299531 Wechat: kaylayxy

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8:30am-6pm (12:30am-10am UK time)

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Proposal A

For Graduates/Alumni

TD Education would like to propose a mutually beneficial partnership with your institution. We understand that the job market in your country is very difficult for graduates to immediately thrive in, and many of them choose to travel until they decide what career they want to focus on.

So, we would like to provide the opportunity for guaranteed employment and travel experience for your graduates and alumni upon receipt of their Bachelor degree certificate, with a one year contract (including the option to extend) to come and teach English in China. Our positions are open to all graduates – not solely those with teaching or education related degrees. So any of your alumni are welcome to apply, provided they can supply a clean criminal background check and are willing to obtain a simple 120 Hour Online TEFL certificate in the absence of teaching experience.

We believe the attraction of guaranteed work experience and a chance to experience a new culture is the perfect stepping stone between University life and the world of work – as our teachers can maintain the lifestyle of independence and community with their fellow expats, as well as understanding the importance of responsibility and planning. There is also the added benefit of avoiding the struggle to survive in the hostile job market where experience is demanded.

On the next page are some examples of our job descriptions, with their accompanying salary and benefits (all positions come with Visa guidance, TEFL certificate and flight ticket reimbursement, airport pickup, mobile phone and bank account set-up, free hotel stay while finding an apartment, Chinese national holidays and annual leave, health and accident insurance, free weekly Mandarin lessons, teacher training and support).

The locations of these positions include tier one cities such as Beijing, Shanghai, Shenzhen and Guangzhou, as well as plenty of others like Hangzhou, Dongguan, Chongqing and Suzhou – to name a few.



Child Training Centre

10,000-13,500 RMB monthly salary

Five days working, two consecutive off days.

Weekday afternoon and evening shifts
Weekend morning and afternoon shifts

18-25 teaching hours per week

3-18 year old students, 5-25 students per class

Classroom fully equipped with up-to-date technology



Adult Training Centre

12,000-18000 RMB monthly salary

Five days working, two consecutive off days.

Weekday afternoon and evening shifts
Weekend morning and afternoon shifts

35 working hours per week, including office hours

Adult students

1 on 1, 1 on 4, or 1 on 10 class sizes

Demo classes rewarded with 200 RMB bonus per student who signs up afterward



Public School

10,000-13,000 RMB monthly salary

Half paid Summer or Winter vacation (1 month)

Afternoon off once a week to attend free weekly Mandarin Chinese lessons and/or teacher training

Start from March 1st or September 1st (around 10-11 months, 9 months working)

Monday to Friday, 8 am – 12 pm, 2 pm – 5:30 pm

Maximum of 18 lesson per week, 40-45 minutes per lesson

40-60 students per class

Classroom fully equipped with computer, projector, board, and microphone

Kindergarten School Program

10,000-13,000 RMB monthly salary, based on qualifications

One month half paid annual leave

Contract length: 11 months

Monday to Friday, 8 am – 12 pm, 2 pm – 5:30 pm; weekends off

Maximum of 18 teaching hours per week

3-6 year old students, 5-25 students per class

Curriculum support

Teaching assistant

Classroom fully equipped with up-to-date technology

The TEFL Certificate

Any foreigner looking to work in China as a teacher must have either 2 years of experience, or have obtained a certificate for the completion of a Teaching English as a Foreign Language course, with a minimum of 120 hours as the stated duration. This is to ensure Visas are granted to candidates who are qualified to do the job and have a basic grasp of lesson planning and classroom management.

Our schools offer reimbursement to candidates who obtain this certificate – as they will have to pay for enrolment themselves (the schools don't want to spend money on candidates who then don't arrive in China). The course is 100% online based and consists of multiple choice quiz-style questions, a lesson plan assignment, and teaching theory study.

Procedure Flow

To apply for a position with one of our schools, candidates must submit their CV and a brief 1-2 minute introduction video discussing their work experience, education background and their reasons for wanting to teach in China. This is mainly to provide the schools with the opportunity to see and hear the native accent and observe the candidate's demeanour. This will then be followed up with a video interview over Skype/Wechat with one of our recruiters to determine the best-suited vacancies for the candidate based on their skills and preferences, before we arrange another video interview between the candidate and the school. If the school is happy with the candidate then they will submit an official offer and work can begin on the Visa process.

The Visa

The documents and processes required

Z Visa (Work Visa) Proposal A

- For those who intend to work in China
- Requires Bachelor degree and TEFL certificate (in the absence of teaching experience) to be photocopied and notarised
- A clean criminal background check must be obtained and the original hard-copy authenticated by a notary/solicitor
- The notarised photocopy of the degree certificate and the original authenticated background check must then be legalised by the home government, as well as the Chinese Consulate
- Once these steps have been completed, we will ask for colour scans of the documents and apply for the Work Permit (which usually takes 20 days)
- Upon receipt of the Work Permit, we will deliver it to the teacher for them to apply for the Z Visa at the Chinese Embassy in their home country
- Once the Visa is granted, the teacher may travel to China

Proposal B

For current students

TD Education would also like to submit a second proposal for your consideration. We are in the process of starting up a new project, which shall be known as **Teddy English** – where we will arrange directly with the parents of young Chinese students opportunities for single or group tutoring.

To begin with, we will provide clients of this project with our more experienced teachers. However, our ambition is to offer your current students the opportunity to travel to China and volunteer in this program and work alongside our teachers to gain on-the-job work experience, as well as satisfying the desire to travel and see new parts of the world.

We believe this will be an attractive alternative/additional opportunity to work placements that institutions such as yours offer students, and could help you entice more prospective students to study with you.

As this is a volunteer placement that we are offering, a Z Work Visa is not required – nor is a completed Bachelor degree certificate or a work permit. Instead, we will be supporting your students in the application for the F Visa (details below) – which can last from 1 month up to 12, depending on application specifications. This flexibility is perfect for current students who perhaps only have time to be abroad for a semester before returning to their country to resume their studies.

The costs to the student/University will include: Visa application, flight tickets, spending money and extras such as food and metro card top-ups (if the stay is longer than 30 days). TD Education pledges to offer accommodation, and 50 RMB on a metro card to enable travelling to and from the volunteering locations, with other benefits to be discussed upon entering negotiations.

It is also likely that further development of this and other projects will enable us to offer Visa cost reimbursement in future, too.



F Visa (Non-Commercial) Proposal B

- For those who intend to volunteer/participate in a Cultural Exchange in China
- Requires a valid passport plus notarised photocopy, an application form with photo, proof of entry/exit flight tickets, and an invitation letter from a company/person in China as proof of stay and duration

Thank you for your consideration

Please feel free to contact us

Visit our website and social media for information on the lifestyle of expat our expat teachers, answers to FAQs and overviews on some of the cities have partner schools in – such as Shenzhen:

Shenzhen

With the 5th highest population density in the world and 12.5 million people living in the city, Shenzhen has come a long way from being the collection of fishing, farming and market communities adjacent to Hong Kong.

After massive investment, Shenzhen now boasts the highest GDP per capita in the whole of China, and has a thriving stock exchange and art scene, as well as being a major domestic tourist location thanks to the collection of gorgeous beaches, gardens and theme parks.

The city is a wonder to behold, with exquisite architecture that lights up the night sky and dazzles during the day, and navigation is at the height of efficiency due to the convenient, efficient and pristine metro system with trains that run every three minutes until 11pm.

Shenzhen is a city very welcoming to Westerners – with recognisable cafes, restaurants, fast food outlets and supermarkets from back home never being too far away – and nightlife is as vibrant as any major city in the UK or USA. Locations such as Cocopark, Seaworld and Window of the World are the main hubs for social outings, although there are many more districts with bars and restaurants spread through the city.

Those with a flair for the artistic will be extremely satisfied with life here – the city even making the list of UNESCO Creative Cities . Whether your passion is live music, art galleries or museums, all tastes are catered for. Shenzhen is also a haven for golf lovers and is home to a plethora of amazing clubs and courses, some being exclusive to invited guests.

If natural beauty is more your thing, the city is home to a massive amount of wonderful National Parks and Botanical Gardens, and a good hike is easy to plan.

We hope to hear from you soon

