



**2008**

**INVITATION  
TO ATTEND COURSES AT THE  
SLOVENIAN PfP LANGUAGE TRAINING CENTRE**

**July 2007**

## **Preface**

*The Slovenian PfP Language Training Centre was inaugurated in 2001 and forms a unit of the School of Foreign Languages. The Centre has been organizing language courses and teacher training seminars within Slovenia and other NATO and PfP countries regularly since then.*

*Foreign language teaching and teacher training require small groups of students to achieve the best results. The majority of language courses are organized for the Slovenian MoD and SAF staff. We host about 70 foreign participants per year and 366 of them have come from 29 NATO, PfP, and Mediterranean Dialogue countries, as well as other countries.*

*Our international offer includes 2 intensive advanced language courses and 3 teacher training seminars per year. Participation in international courses helps raise language knowledge and teacher awareness but most of all these courses develop close relationships among NATO, PfP and Mediterranean Dialogue countries. In addition, they contribute to regional and global understanding as well as peace.*

*I would like to express my appreciation for your interest in our courses. We look forward to seeing you in the Slovenian PfP Language Training Centre.*

*Melita Djurić  
Head, SFL - PfP LTC*

*Ljubljana , June 2007*

**COURSE DESCRIPTIONS**

1.

<b>Course Title</b>	<b>Advanced English Language Course (SLP 3333)</b>
<b>Nick Name</b>	<b>INTENG</b>
<b>Code/ PWP reference</b>	SN. 2750
<b>Aim</b>	<p>The purpose of this course is to provide advanced intensive language training in accordance with SLP 3333. Topics covered include:</p> <ul style="list-style-type: none"> <li>▪ General and military vocabulary</li> <li>▪ Grammar review</li> <li>▪ Listening, reading, speaking, and writing skills practice</li> <li>▪ Professional skills (telephoning, conducting and participating in meetings, delivering military briefings, writing e-mails, faxes &amp; memos, reports, formal correspondence)</li> </ul>
<b>MTIs</b>	G 1.4. Use an Operational Language
<b>STANAG</b>	6001
<b>Participant Profile</b>	Officers, NCOs or civil service equivalents (not limited to MoD staff)
<b>Entry prerequisites STANAG 6001</b>	<ul style="list-style-type: none"> <li>▪ <b>SLP 2222 or</b></li> <li>▪ <b>80% in American Language Placement Test or</b></li> </ul> <p><b>Students must be tested prior to their arrival to Slovenia.</b></p>
<b>Duration</b>	<b>11 weeks + 1 week</b> (11 weeks of instruction and 1 week of SVS STANAG 6001 testing)
<b>Certification</b>	<p>Course participants will receive:</p> <ul style="list-style-type: none"> <li>▪ a certificate of attendance after attending a minimum of 90% of the classroom hours offered or</li> <li>▪ a certificate of attendance and course completion after completing all course assignments</li> </ul> <p>The course participants who will take SVS STANAG 6001 tests will also receive exam certificate with SVS STANAG 6001 level</p>
<b>No. of slots for international course participants</b>	8
<b>No. of slots for SVN</b>	16

2.

<b>Course Title</b>	<b>General Teacher Training</b>
	<b>GENTT</b>
<b>Code/ PWP reference</b>	SN 2755
<b>Aim</b>	The purpose of this course is to provide an introduction to the practical elements of effective EFL instruction for professional adults, both military and civilian. Topics covered include: <ul style="list-style-type: none"> <li>• Learning &amp; teaching styles</li> <li>• Teacher development</li> <li>• Classroom management, including classroom English</li> <li>• Lesson planning and classroom interaction</li> <li>• Teaching listening, speaking, reading and writing skills as well as vocabulary and grammar</li> </ul>
<b>MTIs</b>	G 1.4. Use an Operational Language
<b>Participant Profile</b>	Teachers of English with <b>no more</b> than two years experience in the classroom (not limited to MoD staff).
<b>Entry prerequisites STANAG 6001</b>	<b>SLP 3333</b>
<b>Duration</b>	2 weeks
<b>Certification</b>	Course participants will receive a certificate of participation after <ol style="list-style-type: none"> <li>1) attending 90% of the classroom hours offered,</li> <li>2) teaching 4 mini lessons,</li> <li>3) giving a demonstration lesson which has been evaluated by one of the course facilitators.</li> </ol>
<b>No. of slots for international course participants</b>	12
<b>No. of slots for SVN</b>	2
<b>Link to other courses</b>	ESPTT

3.

<b>Course Title</b>	<b>English for Specific Purposes (ESP) Teacher Training</b>
<b>Nick Name</b>	<b>ESPTT</b>
<b>Code/ PWP reference</b>	SN 2756
<b>Aim</b>	<p>The purpose of this course is to provide participants with hands-on experience in designing, teaching, and evaluating ESP lessons for military and civilian professionals. Topics covered include:</p> <ul style="list-style-type: none"> <li>• Collecting data for needs analysis</li> <li>• Setting course objectives</li> <li>• Course design</li> <li>• Language issues in ESP</li> <li>• The role of materials</li> <li>• Teaching ESP skills</li> <li>• ESP course evaluation</li> </ul> <p>Participants will present lesson plans and mini-lessons.</p>
<b>MTIs</b>	G 1.4. Use an Operational Language
<b>Participant Profile</b>	Experienced teachers of English with <b>a minimum</b> of two years experience in the military or other security force institutions.
<b>Entry prerequisites STANAG 6001</b>	<b>SLP 3333</b>
<b>Duration</b>	2 weeks
<b>Certification</b>	<p>Course participants will receive a certificate of participation after</p> <ol style="list-style-type: none"> <li>1) attending 90% of the classroom hours offered,</li> <li>2) submitting a teaching portfolio that contains: a lesson plan on an appropriate task-based ESP topic and a folder of skill-based ESP activities related to a particular topic,</li> <li>3) giving a demonstration lesson which has been evaluated by one of the course facilitators.</li> </ol>
<b>No. of slots for international course participants</b>	12
<b>No. of slots for SVN</b>	2
<b>Link to other courses</b>	TESTFAM

4.

<b>Course Title</b>	<b>Proficiency Test Familiarisation Course</b>
<b>Nick Name</b>	<b>TESTFAM</b>
<b>Code/ PWP reference</b>	SN 2757
<b>Aim</b>	<p>The purpose of this course is to provide participants with hands-on experience in designing assessment procedures and tasks that are appropriate to their context. Topics covered include:</p> <ul style="list-style-type: none"> <li>• Language testing overview</li> <li>• The interpretation and application of international language testing standards</li> <li>• Designing appropriate tests of reading, listening, speaking and writing</li> <li>• Designing and revising test tasks and items</li> <li>• Elementary item analysis</li> <li>• The test administration process</li> </ul>
<b>MTIs</b>	G 1.4. Use an Operational Language
<b>Participant Profile</b>	Participants responsible for test design and implementation in their own educational institution (not limited to MoD staff).
<b>Entry prerequisites STANAG 6001</b>	SLP 3333
<b>Duration</b>	2 weeks
<b>Certification</b>	<p>Course participants will receive a certificate of participation after</p> <ol style="list-style-type: none"> <li>1) attending 90% of the classroom hours offered,</li> <li>2) submitting a testing portfolio of moderated test items intended to evaluate the English listening, speaking, reading and writing skills of professional adults based upon appropriate criteria.</li> </ol>
<b>No. of slots for international course participants</b>	12
<b>No. of slots for SVN</b>	2

**COURSE TIMETABLE AND APPLICATION DETAILS**

**Course timetable in 2008**

<b>Course</b>	<b>Date</b>	<b>Prerequisites</b>	<b>Slots</b>	<b>Deadline for application</b>
<b>Proficiency Test Familiarisation Course</b> <b>SN 2757</b>	10.03.2008– 21.03.2008	SLP 3333 (or equivalent)	12	18.01.2008
<b>Advanced English Language Course (SLP 3332,3333)</b> <b>SN 2750</b>	31.03.2008– 18.06.2008 Without SVS STANAG 6001 exams  31.03.2008 – 24.06.2008 With SVS STANAG 6001 exams	SLP 2222 (or equivalent)	8	01.02.2008
<b>General Teacher Training</b> <b>SN 2755</b>	07.07.2008– 18.07.2008	SLP 3333 (or equivalent)	12	09.05.2008
<b>ESP Teacher Training</b> <b>SN 2756</b>	08.09.2008– 19.09.2008	SLP 3333 (or equivalent)	12	04.07.2008
<b>Advanced English Language Course (SLP 3332,3333)</b> <b>SN 2750</b>	29.09.2008– 19.12.2008 With SVS STANAG 6001 exams  29.09.2008– 12.12.2008 Without SVS STANAG 6001 exams	SLP 2222 (or equivalent)	8	08.07.2008

**Only applications received before the deadline will be considered.**

**APPLICATION FORM – LANGUAGE COURSES**

- a. for participation in the Advanced English Language Course
- b. for taking SVS STANAG 6001 tests

(Circle your option/options)

that will take place from: \_\_\_\_\_ to \_\_\_\_\_

<b>Country</b>		
<b>First Name</b>		
<b>Surname</b>		
<b>Sex</b>		
<b>Organisation</b>		
<b>Position &amp; responsibility</b>		
<b>Rank / CIV</b>		
<b>Passport No., Date of issue, Place of issue, expiry</b>		
<b>Date of birth, Place of birth</b>		
<b>Contact address</b>		
<b>Phone</b>		
<b>Fax</b>		
<b>E-mail</b>		
<b>English language courses completed</b>		
<b>English language results / levels achieved</b>	Type of test (e.g.: STANAG, ALCPT): _____ Date: _____	Score:  

**Date sent:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Send to:** Address: PfP Language Training Centre, P.O. Box 501, 5001 Nova Gorica, Slovenia  
fax: ++386 5 30 28 127, email: [pfp.centre@mors.si](mailto:pfp.centre@mors.si)

**APPLICATION FORM – TEACHER TRAINING**

**COURSE TITLE:** \_\_\_\_\_

**will take place from:** \_\_\_\_\_ **to** \_\_\_\_\_

<b>Country</b>	
<b>First Name</b>	
<b>Surname</b>	
<b>Sex</b>	
<b>Organisation</b>	
<b>Position</b>	
<b>Rank / CIV</b>	
<b>Passport No., Date and place of Issue, Date of Expiry</b>	
<b>Date of Birth, Place of Birth</b>	
<b>Contact Address</b>	
<b>Phone</b>	
<b>Fax</b>	
<b>E-mail</b>	
<b>Years of teaching experience:</b>	<b>Type(s) of courses taught:</b>
<b>Superior's expectations from a participant after the seminar:</b>	
<b>Superior's name and signature:</b>	

**Date sent:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Send to:** Address: Pfp Language Training Centre, P.O. Box 501, 5001 Nova Gorica, Slovenia  
fax: ++386 5 30 28 127, email: [pfp.centre@mors.si](mailto:pfp.centre@mors.si)

**TRAVEL DETAILS**

<b>First Name &amp; Surname</b>	
<b>Date and Time of Arrival</b>	
<b>Mode of Transport</b>	
<b>Flight/Train/Bus/Number</b>	

Travel details are needed at least 2 weeks before arrival to ensure in-country transportation.

Date sent: \_\_\_\_\_

Signed: \_\_\_\_\_

**Send to:** Address: Pfp Language Training Centre, P.O. Box 501, 5001 Nova Gorica, Slovenia  
fax: ++386 5 30 28 127, email: [pfp.centre@mors.si](mailto:pfp.centre@mors.si)

## **JOINING INSTRUCTIONS**

PfP Language Training Centre Slovenia (SN PfP LTC)  
Ajševica, Nova Gorica

### **GENERAL INFORMATION**



*English:*

Melita Djurić (Head)  
School of Foreign Languages  
Koščeva 6  
1210 Ljubljana, Slovenia

*Slovene:*

Melita Djurić (načelnica)  
Šola za tuje jezike  
Koščeva 6  
1210 Ljubljana

phone: ++386 1 581 3080  
fax: ++386 1 581 3222  
email: [melita.djuric@mors.si](mailto:melita.djuric@mors.si)

**OR**

*English:*

Marinka Mrak Pirnat (contact person)  
PfP Language Training Centre Ajševica  
Ajševica 18, P.O. Box 501  
SI-5001 Nova Gorica, Slovenia

*Slovene:*

Marinka Mrak Pirnat (kontaktna oseba)  
Center za jezikovno usposabljanje PzM  
Ajševica 18, PP 501  
5001 Nova Gorica

phone: ++386 5 3034802  
fax: ++386 5 3028127  
email: [pfp.centre@mors.si](mailto:pfp.centre@mors.si) or [lrc.pfp@siol.com](mailto:lrc.pfp@siol.com)

### **Arrival/Departure**

It is recommended that participants use Ljubljana international airport (Slovenia, 120 km from the SN PfP LTC).

Participants arriving at Ljubljana int. airport, railway/bus station will be met by a SN PfP LTC representative.

If not met, participants should contact the Operational Centre at 00 386 (0)1 581 31 00. SN PfP LTC will also assist participants with departure arrangements and provide transportation to the airport, railway/bus station.

### **Visas**

Participants or sending organisations are responsible for determining and complying with possible visa requirements for entry into Slovenia.

### **Accommodation**

Participants are housed in SN PfP LTC facilities, 10 m from the venue in the main base building. The accommodation is in single and double bedrooms with communal toilets and showers of good standards. There are no hair-dryers provided. The accommodation is free of charge.

### **Dependent Accommodation**

SN PfP LTC provides no accommodation for family members.

### **Messing**

The SN PfP LTC operates a dining facility that provides all meals at no cost to the participants.

### **Meals Timetable:**

Breakfast:	0730 – 0800
Lunch by course time-table	1145 - 1245
Dinner:	1800 – 1900

Snacks, drinks and coffee can be bought from the machines in the main building.

### **Transport**

SN PfP LTC provides official transportations.

### **Phones and Internet**

There is one public telephone in the Centre.  
Internet connection is available for free.

### **Medical**

In accordance with NATO/PfP SOFA Agreement. Participants are required to arrange international health insurance prior to their arrival to Slovenia.

**Uniform requirements**

Military personnel in language courses wear uniforms that are required for similar type of training in the country of origin.

Uniforms are not required in teacher training seminars.

**Laundry**

Washing and drying machines are available on base as well as an iron, all at no cost.

**Climate Data**

This area is the warmest in Slovenia. Due to hot summers and mild winters, the temperatures are considered to be Mediterranean. The warmest month is July when average temperatures range from 28°C to 34°C. In January, which is the coldest month, the temperatures do not usually drop below 0°C.

**Reporting requirements**

Participants are to send their applications on the application form provided.

**Finances**

Accommodation, food, official transportation, course fees, and course materials are covered by the Slovenian MOD. Other allowances are not provided.

No banks available on base. Major Slovenian banks available in Nova Gorica.

Slovenian currency is Euro.

**Daily duties**

***Monday – Thursday***

Morning classes: 0830 – 1145

Afternoon activities and self study: 1245 – 1800

***Friday***

For language courses only morning classes

**Library and Self-study Facilities**

Self access centre on the base.

In the Public Library in Nova Gorica books can be borrowed free of charge.

**Course Materials**

SN PfP LTC provide course materials for all students free of charge.

**Recreation and Leisure time**

***Sports activities***

Participants have access to a small fitness club on base. Mountain bikes are available for free. For recreation on base, course participants are invited to use playgrounds.

***Leisure time***

Social programme is organised for each course / seminar.

**Emergency numbers**

Police	113
Emergencies	112
Operational Centre	(01) 581-3100