



### PLACEMENT DETAILS

Name of school	Hanoi Vocational College of High Technology
Area of placement requested	Teaching
Country /Location	Vietnam/Hanoi

<b>General Project information</b>	
Name and Address of Local Contact	<p><b>Ms. Que</b> (International Volunteer Director)</p> <p>Email: <a href="mailto:quenguyen@csds.vn">quenguyen@csds.vn</a></p> <p>Mobile: +84 912585525 (24 hours)</p>
Project information (summary of project, staffs, and location)	<p>Hanoi Vocational College of High Technology is a public training institution belonging to the committee of Hanoi City, founded according to the declaration No 808/QD – Ministry Labor Invalids and Social Affairs on 25<sup>th</sup> of June, 2009 by the Minister of Labor, Invalids and Social Affairs. This is one of the key projects in the 1000th anniversary of Thang Long, Hanoi</p> <p>The main purpose is to provide highly-qualified training for labor force, equipping students with effective and practical professional skills related to electricity, mechanics, electronics, information of technology and economics. The Vocational College also provides communicative English skills.</p> <p>The college teaches around 2.000 students, ranging in age from 16 to 22 years old. Among the 100 staff members working at the college, there are also 10 English teachers. Supporting them in the speaking lessons is your task as a volunteer. The students do have some knowledge of English, but as it is often the case with Vietnamese people, they have poor pronunciation due to their lack of contact with native English speakers.</p>
Volunteer’s main responsibilities	<p>Being a volunteer program of CSDS, many opportunities are here for volunteers to make a real impact, bringing sustainable and positive changes to the school, the teachers and students.</p> <p>Volunteers will be expected to help with the following:</p> <ul style="list-style-type: none"> <li>- Create enabling environment for students and learn and practice English speaking and listening</li> <li>- Help teach and correct pronunciation for students as needed</li> </ul>



	<ul style="list-style-type: none"> <li>- Design relevant and interesting activities to booster students' confidence, joy and passion when learning English.</li> <li>- Organize culture exchange/extra curriculum activities when requested.</li> <li>- Provide any suggestions/recommendations to the teachers when possible.</li> </ul>
Volunteer requirements	<ul style="list-style-type: none"> <li>- Love working with students</li> <li>- Interested in helping students improve their English</li> <li>- Mature and proactive</li> <li>- 18 plus</li> <li>- Friendly, positive and open-minded</li> </ul>

<b>2. Location information</b>	
Departure and End Point	Hanoi International Airport
Stay at	Volunteer House No. 72 Pham Than Duat, Mai Dich, Cau Giay District, Hanoi.
Food	3 meals a day with Vietnamese food provided.
Distance and location of the nearest phone/Internet Café:	Available at the Volunteer House
Distance from accommodation to work	25 minutes by Grab or an hour by bus.
Nearest medical services for minor ailments (distance and time):	Mai Dich Clinic 200m / 5 minutes walk.
Nearest medical services for major problems (distance and time):	Viet Phap International Hospital Trung Hoa Area, Hanoi About 25 minute driving.
Electricity:	Yes /220 V/
Running water	Yes
Additional information that might be helpful to volunteers	<p><b><u>Some basic tips when teaching</u></b></p> <ul style="list-style-type: none"> <li>- Speak slowly, clearly and repeat when needed</li> <li>- Write vocabs, structures, and expressions on the</li> </ul>



[www.csdsvn](http://www.csdsvn)

	<p>board if needed.</p> <ul style="list-style-type: none"><li>- Walk through the class, pay attention to everyone, don't stand still.</li><li>- Explain the task from the book in your own, use simple words, give examples</li><li>- The students are competitive – games are strongly recommended.</li><li>- Deliver diversified lessons but do not overdo the games.</li><li>- Talk with students about their hobbies, dreams, passions, personal/school life even during break time.</li><li>- Just because they are teenagers doesn't mean that they don't like praise or rewards. At least clap winning teams, can candies also work.</li><li>- Students are interested in you and your country, culture.</li><li>- Use the ESL web sites to find materials and word search maker sites to give relevant word searches</li><li>- Do not put up with bad behavior. The school teachers will deal with it if you ask for their help.</li><li>-</li></ul>
--	--

***Thank you very much for joining us and have a nice trip!***