

**IRISH STANDARD** 

I.S. EN 14804:2005

ICS 03.180 03.200

National Standards Authority of Ireland Glasnevin, Dublin 9 Ireland

Tel: +353 1 807 3800 Fax: +353 1 807 3838 http://www.nsai.ie

# LANGUAGE STUDY TOUR PROVIDERS - REQUIREMENTS

#### Sales

http://www.standards.ie

This Irish Standard was published under the authority of the National Standards Authority of Ireland and comes into effect on: August 19, 2005

NO COPYING WITHOUT NSAI PERMISSION EXCEPT AS PERMITTED BY COPYRIGHT LAW

© NSAI 2005 Price Code G

Údarás um Chaighdeáin Náisiúnta na hÉireann

This is a free page sample. Access the full version online.

# EUROPEAN STANDARD NORME EUROPÉENNE EUROPÄISCHE NORM

EN 14804

June 2005

ICS 03.180: 03.200

#### English version

# Language study tour providers - Requirements

Organisateurs de séjours ou stages linguistiques -Exigences Anbieter von Sprachreisen - Anforderungen

This European Standard was approved by CEN on 19 May 2005.

CEN members are bound to comply with the CEN/CENELEC Internal Regulations which stipulate the conditions for giving this European Standard the status of a national standard without any alteration. Up-to-date lists and bibliographical references concerning such national standards may be obtained on application to the Central Secretariat or to any CEN member.

This European Standard exists in three official versions (English, French, German). A version in any other language made by translation under the responsibility of a CEN member into its own language and notified to the Central Secretariat has the same status as the official versions.

CEN members are the national standards bodies of Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland and United Kingdom.



EUROPEAN COMMITTEE FOR STANDARDIZATION COMITÉ EUROPÉEN DE NORMALISATION EUROPÄISCHES KOMITEE FÜR NORMUNG

Management Centre: rue de Stassart, 36 B-1050 Brussels

### EN 14804:2005 (E)

# **Contents**

		Page
Forew	vord	3
Introd	duction	4
1	Scope	5
2	Terms and definitions	5
3	Information provision	6
3.1	General	
3.2	Pre-booking information	
3.2.1	General pre-booking information	
3.2.2	Care of minors	
3.2.3	Legal documentation and information	
3.2.4	Declaration of special requirements	
3.2.5	Accommodation	
3.2.6	Course details	
3.3	Pre-departure information	
3.4	On-arrival information	
4	Service provision	9
4.1	Management and staff	
4.2	Tuition	9
4.2.1	Curriculum	9
4.2.2	Teaching	9
4.2.3	Premises	10
4.2.4	Teaching staff	10
4.3	Accommodation	11
4.3.1	Assistance for minors	11
4.3.2	General requirements	
4.3.3	Homestay accommodation	12
4.3.4	Residential accommodation	14
4.3.5	Self catering apartments provided by the LSP	14
4.4	Leisure	
4.5	Welfare (including care of minors)	14
4.6	Group leaders	
4.6.1	General requirements for group leaders	15
4.6.2	Additional requirements for group leaders supervising groups of minors	15
4.7	Monitoring of client and/or participant satisfaction	16
4.7.1	General	
4.7.2	Initial feedback	
4.7.3	On-going feedback	
4.7.4	Final questionnaire	
4.7.5	Management of complaints	
4.8	Liability insurance	

EN 14804:2005 (E)

#### **Foreword**

This document (EN 14804:2005) has been prepared by Technical Committee CEN/TC 329 "Tourism services", the secretariat of which is held by DIN.

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by December 2005, and conflicting national standards shall be withdrawn at the latest by December 2005.

According to the CEN/CENELEC Internal Regulations, the national standards organizations of the following countries are bound to implement this European Standard: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland and United Kingdom.

#### EN 14804:2005 (E)

## Introduction

This European Standard is intended to be used by language study tour providers and certification bodies for conformity assessment activities to assist clients to make an informed choice of language study tour programmes, and to increase the likelihood of expectations being met and of satisfaction being enhanced.

Language study tour providers will also benefit from better informed clients.



The is a new provider i arenade and chare publication at the limit below	This is a free preview.	Purchase the	entire publication	at the link below:
--	-------------------------	--------------	--------------------	--------------------

**Product Page** 

- Dooking for additional Standards? Visit Intertek Inform Infostore
- Dearn about LexConnect, All Jurisdictions, Standards referenced in Australian legislation