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1. Minimum Requirements for all foreign employees:

What do I need to apply for a position at Vinschool?

You need:

- a) Teaching Positions: to be a native speaker of English or have an accent discernable to Vietnamese students
- b) to have a valid passport from a native English speaking country or
- c) Teaching Positions: to have a minimum of a Bachelor's degree (or equivalent) in education or a postgraduate teaching qualification.
- d) Non-teaching Positions: to have relevant degrees & professional qualifications for the position

Vietnamese Immigration and Labor Laws can change with short notice and job requirements may differ depending on the law.

What documents do I need for a working visa?

You need:

- Original degree
- Other professional qualifications (teaching license, professional certificate)
- Passport first page photocopy
- 2 passport sized photos
- Criminal Background Check (with appropriate authentication) from home country
- Recent Health check with positive results (can be done in Vietnam)
- Signed contract
- Recent Resume/CV

2. Accommodation

Does Vinschool provide accommodation?

Depends on position and qualifications. Vinschool provides a housing allowance or free shared accommodation to certified teachers. Managers can negotiate housing arrangements depending on individual needs or campus locale.

What kind of accommodation can be expected?

Although a housing allowance may not completely cover the entire cost of a luxury apartment, foreign employees find that prices for comfortable accommodation are very reasonable. Apartments vary depending on location, but are generally quite clean and safe. Apartments with a bathroom and a kitchen area with a stove, sink, and full-sized refrigerator. Apartments also have air conditioning and heating (in areas where needed).

How far are accommodations from my work location?

Vinschool works with rental agents who help you find a living situation that fits your lifestyle. Locations can be within the housing development where your campus is located or within 20-30 minutes via bus, taxi or motorbike.

Do I have to pay for utilities?

Yes. Employees are responsible for paying utilities such as water, gas, electricity, and monthly apartment management fees. Housing allowances are paid directly to employees alongside their salary and thus employees use the allowance at their discretion.

3. Working Environment

What are working hours?

Working hours are generally 7:30am-4:30pm, Monday – Friday. There are occasional evenings or Saturday mornings for school events or parent meetings. Most Professional Development is scheduled during regular work hours.

How many students per class?

Class sizes vary depending on campus, but average classes are 25-30 students, with a maximum of 35.

How many teachers at each campus?

Due to the rapid expansion and opening of new campuses, the number of teachers varies widely. In some locations, there may be up to 30 foreign teachers and 2-3 foreign managers, or as few as 3 foreign teachers and only Vietnamese management. As a school system for Vietnamese students, most subjects are taught in the Vietnamese language.

Do I have support staff?

Vinschool employs nearly 4,000 Vietnamese and 225 foreign employees. Direct managers may be either foreign educated Vietnamese with good to strong English skills or foreign managers with international experience. There are also English-speaking teaching assistants as well as foreign-led HR support for foreign employees.

4. Money

How much money should I bring when moving to Vietnam?

It's a good idea to bring 700-1000 dollars with you for living expenses during the period before you receive your first paycheck. Although Vinschool supports employees who are hired directly from overseas, start-up expenses can be higher than expected for those unfamiliar with Vietnam.

Can I use my foreign ATM or Credit Card in Vietnam?

Yes, there are ATMs aplenty in the larger cities such as Hanoi, Ho Chi Minh City and Hai Phong. However, Vietnamese ATMs only dispense local currency (Dong) and there may be hefty fees and an unfavorable exchange rate when withdrawing from a foreign account. Vietnam has rapidly adopted credit card culture in recent years and many shops and restaurants now accept credit card payments.

Can I get Vietnamese bank account?

Yes, Vinschool assists new employees with this process. Vietnamese Banking laws have changed in recent years to make it necessary for foreigners to provide a number of documents to set up local account and Vinschool helps navigate these changes.

How and when will I be paid?

Employees are paid on the last working day of every month by direct deposit into their Vietnamese bank account. In rare cases, transfers between banks can delay this by 1-2 business days.

How do I send money home?

You can send money home by going to the bank with your passport, Temporary Resident Card, and the information for your bank at home where the money will be sent. Vietnamese law may restrict the amount and frequency of overseas transfers, but in most cases, these are short term issues.

5. Health & well-being

Will I have Health insurance?

Yes, foreign employees are enrolled in the Vingroup group health insurance plan. It is quite robust, covering and the Vietnam National Health Insurance Plan. The Vingroup plan is quite robust compared to the minimum standards in Vietnam and does include international coverage.

What do I do if I get sick?

You can go visit the doctor in Vietnam, but in order to assure you have insurance coverage, Vinschool provides you with a list of in-network hospitals and health facilities. Bring your medical card with you whenever going to a medical facility. Your foreign and Vietnamese staff members will be able to direct you (or take you) to the nearest hospital. All foreign employees should be aware that Vietnamese healthcare providers often require partial to full payment before service. Often times, insurance approves expenses within 24-48 hours and any reimbursements are made at this time.

What other support can I expect from Vinschool?

Vinschool has a vast network of support services for all employees. As part of the largest company in Vietnam, Vingroup, discounts on everything from cars & motorbikes to medical services, from electronic devices to hotels and resorts, e-commerce to our own airline, employees are well-looked after. Vinschool has a dedicated support team to help new foreign employees settle in and make their new life in Vietnam as comfortable as possible.

6. Teaching

Will I have a syllabus/scheme of work?

Yes. Vinschool follows the Vietnamese national curriculum for our standard program, and Cambridge International curriculum for our advanced, bi-lingual program. What you'll use in the class are all provided for you, along with a clear plan of what materials should be covered in each class.

Will I have training?

Yes. At the start of the school year, Vinschool conducts a 2-3 week training program for new teachers before classes commence. During training and within the first month of teaching you'll get a chance to:

- Meet your new co-workers
- Learn about Vinschool's teaching methodology
- Learn about what to expect from your life outside of teaching
- Observe experienced teachers in the classroom
- Teach classes and be observed by your Head of Department and/or immediate Supervisor
- Receive feedback on your practice teaching to recognize successes and target areas for improvement

How can I teach Vietnamese students if I don't speak Vietnamese?

Vinschool has an immersive learning philosophy whereby students are exposed to an English-only environment for no fewer than 7 classroom hours per week. Teachers need to adjust their language to an appropriate level where students are able to understand them.

7. Getting to Vietnam

Who pays for my airfare?

Vinschool pays for flights to and from Vietnam for employ hired overseas who fulfill a two-year contract. Incoming teachers need only book a 1-way ticket to Vietnam, and are reimbursed for the flight once they pass a 60-day probationary period. The return flight is paid for with the final salary of the contract.

Who arranges the ticket?

Depending on your current geographical circumstance, either you or Vinschool will arrange the initial flight. Employees need to be sure to provide a date of arrival and the name of the airport you'll be arriving at in Vietnam beforehand so that Vinschool can provide the employee with a proper work visa paperwork to enter Vietnam.

For employees already in Vietnam

Vinschool provides visa flight support and for relocations of more than 100 km for newly hired foreigners who reside in Vietnam.

8. Arriving in Vietnam**Will there be arrangements for airport pick-up?**

Vinschool can support airport pick up for those employees who request it. Depending on time of arrival and city of employment, you may be taken to a temporary accommodation or your own apartment, if it is a pre-arranged, shared flat. In some cases, you could be brought straight to the school to begin your onboarding process.