

The University of Cambridge - Esol Examinations - Teaching Awards CELTA

Syllabus Areas

The aim of this initial scheme is to develop:

Practical awareness of:

Learners - Cultural and individual needs, approaches to learning difficulties, and the motivation of adult learners.

Language Awareness - Linguistic form, function and meaning including, e.g. a knowledge of the grammar and its terminology; appreciation of structure and function; an understanding of the principles of selection and grading and an introduction to how subject matter and context affects language, and the importance of phonology.

Materials & Resources - Course books and supplementary materials and their teachers' books; provision of special interest texts; authentic and non-authentic materials, commercially produced and teacher made materials and reference works for both teachers and learners.

Practical ability in:

Classroom Management and Lesson Planning - The ability to arrange the physical environment appropriately for different learning situations and to establish an appropriate atmosphere for learning. The ability to plan both individual lessons and a series of lessons appropriate to student needs.

E.g. **General procedure:** setting up group work

Possible techniques: deciding on size and composition of groups

- giving instructions on group tasks
- giving instructions on getting into groups
- ensuring that all groups are working appropriately

Presentation and Practice of New Language - The ability to select language items appropriate to students' needs and level, to divide the items into learnable units, to present the language clearly and efficiently to students, to devise and operate appropriate activities for the controlled and free practice of the language presented and to check learning and understanding at all stages of the process.

E.g. **General procedure:** checking of learning and understanding

Possible techniques: devising context checking questions

- using questions to check understanding of forms, concept and function of language
- devising non-verbal checks of understanding and learning
- using simple tests of achievement

Developing the Skills of Reading, Listening, Speaking and Writing - The ability to develop the four skills using techniques, which require not only their individual development but also their integration; to select appropriate materials and to have the ability to use a wide range of techniques to this end.

E.g. **General procedure:** improving global listening ability

Possible techniques: deciding on the aims of a lesson within a series of lessons

- selecting listening texts of the right length and level of difficulty
- devising tasks or questions which check general understanding

Notes for prospective candidates:

Please make sure you read these notes **before** applying.

The Cambridge CELTA is recognised in the UK and worldwide as a qualification in initial teacher training in TEFL. It is also recognised by the British Council as a qualification for certain posts overseas and by some governments.

The course is intended for those with no previous knowledge or experience of teaching, or for candidates who have already had some experience of teaching and/or teaching English as a foreign language and wish to obtain the initial qualification.

Entry Requirements

Applicants must be at least 18 years old, have at least two 'A' levels or equivalent and preferably a degree. Applicants whose first language is not English must have a command of spoken and written English equivalent to that of an educated native speaker.

The Certificate is awarded to candidates who successfully fulfil the requirements of the course. It is awarded on the basis of continuous assessment throughout the course and is based mainly on teaching practice, written work and course participation. There is no written examination. **The Pass category is an average grade and it is this, which is most frequently awarded. Acceptance on to the course by no means guarantees the Certificate. Candidates do fail on this course.** As this is a vocational course, potential as a member of teaching staff in addition to an interest and aptitude for future development is taken into consideration.

A **Pass** is awarded to candidates whose performance overall in the teaching practice and in the written assignments meets the specified criteria.

They will continue to need guidance to help them to develop and broaden their range of skills as teachers in post.

A **Pass (Grade B)** is awarded to candidates whose performance in the written assignments meets the specified criteria and who have demonstrated in their teaching practice a level of achievement significantly higher than that required to meet pass-level criteria in relation to:

- classroom teaching skills

They will continue to need some guidance to help them develop and broaden their range of skills as teachers in post.

A Pass (Grade A) is awarded to candidates whose performance in the written assignments meets the specified criteria and who have demonstrated in their teaching practice a level of ability and achievement significantly higher than that required to meet pass-level criteria in relation to:

- planning for effective teaching
- classroom teaching skills
- Awareness of the teaching processes

They will benefit from further guidance in post but will be able to work independently

The Results are generally sent to candidates four weeks after the end of the course. Internal testimonials are sent shortly after the course.

Course Content

The main areas that the course covers are:

- Classroom Management and Lesson Planning.
- The Presentation and Practice of New Language.
- The Development of the Skills of Reading, Listening, Speaking and Writing.
- Language Analysis/Grammar.
- Phonology.
- Resources and materials
- The Use of Course Books, supplementary and authentic materials.
- Course Planning.
- Professional Development

The syllabus can be accessed on the Cambridge Esol website at:
[www_cambridgeEsol.org/teaching/](http://www.cambridgeEsol.org/teaching/)

The Part-time Course

The part-time course will run on Wednesdays 9.00 - 4.30 and Fridays 9.00 - 13:00 during term time only. It requires considerable commitment and hard work, **including activities outside course hours**. The college reserves the right to alter the course times if required.

The course components are as follows:

1. Input
2. Teaching Practice - 6 hours per trainee - and feedback
3. Lesson planning and preparation in Teaching Practice groups
4. Written assignments
5. Observation of experienced ELT professionals (8 hours)

Liaison time with other trainee teachers in the group is absolutely crucial to the success of the course. Students who feel they are unable to work as part of a team of teachers should **not** apply to do this course. Time must also be allowed for planning lessons and completing written work. As a rough guide, probably at least 6 hours per week is needed apart from attendance and teaching practice.

Six written assignments will be set during the course and it is essential that adequate time can be allowed as the written work forms an integral part of the final assessment.

Before the course, applicants are expected to spend a considerable amount of time preparing for the course and completing a pre-course learning task. Success or failure can often depend on how much relevant preparation, particularly in the area of language awareness has been made.

Teaching practice will take place every week, beginning Week 2 of the course.

Application Procedure and Payment of Fees

If you wish to apply for the course, please complete the application form. The application **must** be accompanied by the Initial Writing Task (please see details of tasks below.)

If you are short-listed, you will be required to attend an interview. If you are offered a place on the course and decide to accept, you will be required to confirm your acceptance in writing and send a £100 deposit. **This deposit is non-refundable.** The balance of fees is due no later than six weeks before the start of the course. Refunds cannot be given for cancellations made within 10 working days of the course start date, although it may be possible to transfer the fee to a future course. Refunds cannot be made once a course has started. The information in this leaflet is correct at the time of printing; Chichester College reserves the right to make amendments where necessary.

Please include two passport size photographs with your application.

CHICHESTER COLLEGE / INTERNATIONAL OPERATIONS

Chichester College, Westgate Fields, Chichester, West Sussex,
PO19 1SB Telephone: 01243 536294 Fax 01243 775783 email: intunit@chichester.ac.uk

APPLICATION FORM FOR THE UNIVERSITY OF CAMBRIDGE - ESOL EXAMINATIONS TEACHING AWARDS CERTIFICATE IN ENGLISH LANGUAGE TEACHING TO ADULTS	
1. Personal Details Course Dates: Daytime / Evening (Please Circle)	
Surname:	Date of Birth:
First Name:	Place of Birth
Present Address:	Nationality:
	Mother Tongue:
	Permanent Address: (if different)
Email:	
Phone Number (home):	
Phone Number (work):	Present Occupation:
2. Education Exams/Qualifications. Please state subjects, grades, dates and where obtained.	
"O" Levels/GCSE:	<u>Name of School, College, University</u>
"A" Levels	
Degrees	
Other:	
Which Languages other than English do you speak/write? State your level of proficiency.	

3. Teaching Experience/Training Do you have any formal training as a teacher? Please give details:	
Do you have any experience of teaching? Please give details of subjects, levels, dates and institutions where you have taught?	
4. Work Experience What work experience do you have? Please give details of type of work and dates:	
5. What are your reasons for wanting to do this course? Please give details	
6. Why do you think you are suited to EFL teaching? Please give details	
7. Do you have any medical conditions, which may be relevant to your application?	
8. Please provide the names and addresses of two referees in support of your application:	
1.	2.
Relationship	Relationship
9. Have you included 2 passport size photographs?	Yes/No
10. Have you included your written task?	Yes/No
11. Have you read the notes for prospective candidates?	Yes/No
12. How did you hear about our Teacher Training Courses?	
Please return your completed application form to The Course Tutor, CELTA Course, International Operations, at the address overleaf. You will be notified whether or not you are required for an interview and test. If you are subsequently offered a place on the course, a non-refundable deposit of £100 will be payable to reserve a place on the course. The balance of fees is due no later than six weeks before the start of the course. As places for the course are limited early application is strongly advised.	

Initial Writing Task

1. Write approximately 250 words on the following:-

Based on your own experience of Language Learning, what do you think the qualities of a good language teacher are?