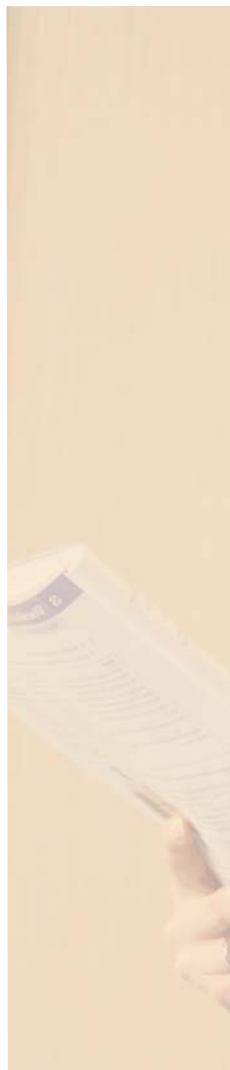


Teacher Training

2012

Train to be an English language teacher





Introduction

Meet some of the team



Jill Manwaring
Head of Teacher Training

"I help you decide on the best training options for you. My areas of special interest are teacher development and materials design."



Tim Lewis
Teacher Training Coordinator

"My specialist area is designing bespoke courses for specialist groups of English language students and for teachers wishing to broaden their knowledge of ELT methodology."



Paul Mellor
Teacher Trainer and Online Course Tutor

"My areas of special interest are aviation English and the phonology of International English."



David Murphy
Teacher Trainer

"I have expertise in recruitment, teaching abroad and course planning."

The Anglo-Continental Educational Group is one of the world's leading teaching organisations. Anglo-Continental is an approved Training Centre for the University of Cambridge Certificate in English Language Teaching to Adults (CELTA). Full-time, Part-time and Online (Blended Learning) Courses are available.

The Centre's Training Course for the Cambridge Certificate in CELTA provides pre-service training for those who wish to enter the profession and have had little or no formal training or experience.

For those not yet sure whether English language teaching is for them, a TEFL Taster Day can also help with decision-making, providing a glimpse of a teacher's life in a busy language school.

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| TEFL Taster Days Want to learn more about English language teaching? | 3 |
| Cambridge Certificate in English Language Teaching to Adults (CELTA) Full-time, Part-Time and Online Courses Course details, entry dates and fees | 4 - 7 |
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TEFL Taster Days

Come along to one of our 'TEFL Tasters' - a full day of methodology, language awareness, lesson observation and practical techniques, plus information about employment prospects in the ELT industry.

Taster Day Schedule

- Arrive 1030 At Anglo-Continental Reception and meet the teachers
- 1045 - 1215 Observe a lesson
- 1215 - 1230 Break
- 1230 - 1315 Session 1 Teaching English as a Foreign Language
- 1315 - 1400 Have lunch with the students
- 1400 - 1500 Session 2 Introduction to English grammar: What a teacher needs to know
- 1500 - 1515 Break
- 1515 - 1615 Session 3 Practical techniques and CELTA Questions and Answers

Want to register for a Taster Day?

To register please complete the form on page 9 and return it to Anglo-Continental.

2012 Fee:

Advanced booking £ 45 (or £60 on the day) including lunch.

The fee will be deducted from your Anglo-Continental CELTA Course fee if you book within one year of attending the 'Taster Day'.



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Taster Days 2012

| | | | | | |
|--------|--------|--------|--------|--------|--------|
| FEB | APR | JUN | JUL | SEP | NOV |
| 20 | 13 | 11 | 20 | 10 | 23 |
| Monday | Friday | Monday | Friday | Monday | Friday |



CELTA

Full-Time, Part-Time and Online Courses

Anglo-Continental Teacher Training Centre provides full-time, part-time and online (blended learning) CELTA Courses.

Your Course

The courses concentrate on methodology and practice rather than theory. They also show participants how they can extend their skills, experience and effectiveness after completion of the course.

Instruction covers:

- Learners and teachers and the teaching and learning context
- Language analysis and awareness
- Language skills : reading, listening, speaking and writing
- Planning and resources for different teaching contexts
- Developing teaching skills and professionalism

Methods of instruction include:

- Intensive sessions of EFL methodology
- Observation of lessons taught by experienced teachers
- Teaching practice under the supervision of Anglo-Continental teacher-trainers
- Detailed analysis and discussion of individual performance
- Reading and writing assignments and private study

Assessment

- Continuous assessment of professional performance both in and out of the classroom to meet required criteria
- Successful completion of written work set during the course

Employment

Anglo-Continental regards the Cambridge Course as an important source of trained teachers, and whenever possible offers subsequent employment to successful participants.



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Notes

A Entry Requirements

Course participants are required:

- to be at least 18 years old on the date of commencement of the course
- to have a standard of education which would allow entry to Higher Education in the country where they were educated, typically this would be a minimum of 2 'A' levels or equivalent
- to have competence in English, both written and spoken, that enables them to follow the course and complete all the assessed elements successfully
- to have an appropriate basic awareness of English language terms and concepts.

An interview with a Course Tutor will be necessary prior to acceptance. These Courses are very popular and often become fully booked very quickly, therefore, if you have a preferred date for your Course it is advisable for you to apply well in advance.

All participants must provide proof of identity and nationality (passport or birth certificate) at the start of the course. This includes British nationals.

B Additional Note

The full-time University of Cambridge CELTA course is highly intensive in nature and some people may find it challenging. Experience has shown

that additional factors outside the course, such as bereavement, sickness in the family or other personal problems strongly disadvantage participants and cannot be taken into consideration by tutors in the overall assessment.

The part-time University of Cambridge CELTA course requires a commitment to background reading, assignments and lesson-planning.

Any disability which may affect teaching performance, such as poor hearing, MUST be mentioned at interview, as must any medical conditions which may affect your participation or that of your colleagues.

Cambridge Certificate in English Language Teaching to Adults (CELTA) 2012

| Course | C-1.40 | C-1.40P | C-1.40I |
|---|---|--|--|
| Course type | Full-Time | Part-Time | Online |
| Course content | 120 hours of instruction, observation and teaching practice Monday to Friday 08.45 - 17.00 hours plus 60 hours of home study lesson planning and assignment writing plus 6 hours lessons observation | 120 hours of instruction, observation and teaching practice on Wednesdays and Thursdays 16.30 - 20.30 hours plus 60 hours of home study lesson planning and assignment writing plus 6 hours lessons observation | 120 hours of instruction, observation and teaching practice online (blended learning) plus 60 hours of home study lesson planning and assignment writing plus 6 hours lessons observation |
| Entry requirements | See note A on page 6 | See note A on page 6 | See note A on page 6 |
| Class size | Maximum 10 | Maximum 10 | Maximum 10 |
| Minimum age | 18 | 18 | 18 |
| Course duration (weeks) | 4 | 16 | 16 |
| Additional note | See note B on page 6 | See note B on page 6 | See note B on page 6 |
| Course fees | Pounds sterling | Pounds sterling | Pounds sterling |
| Course fees including University of Cambridge assessment fee and VAT | 1230 | 1230 | 1230 |
| Homestay accommodation fees - single room (Pounds sterling) | | | |
| For the first week | | 155 | |
| Each additional week | | 105 | |
| High season supplement (24 June to 12 August - per week) | | 30 | |

Course fees include...

Administrative services

- Enrolment fee
- Pre-training assessment
- Student card

Education

- All tuition
- Teaching materials
- Ring binder
- Detailed reports are prepared by the course tutors and issued to all participants with their final results.
- Certificate of Studies (subject to satisfactory completion)
- The Cambridge CELTA is awarded on the basis of the assessment. Participants' assessments are validated by an external assessor appointed by the University of Cambridge. There is no written or practical examination. Certificates are issued to successful candidates by Cambridge approximately one month after completion of the course.

Internet access

Wireless internet access is available on campus.

Homestay accommodation fees include...

Single room

From the Sunday before course commencement to the Sunday after its completion

Meals

Breakfast and evening meal Monday to Friday; breakfast, a light lunch and evening meal on Saturday and Sunday (lunch from Monday to Friday may be purchased in the self-service restaurant at the school).

Online Course Entry Dates 2012

| |
|----------|
| MAR 5 |
|----------|

Part-time Course Entry Dates 2012

| | |
|-----------|-----------|
| FEB 22 | SEP 26 |
|-----------|-----------|

Full-time Course Entry Dates 2012

| | | | | | | | | | | | |
|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|----------|----------|----------|
| JAN 9 | FEB - | MAR 5 | APR - | MAY 8 | JUN - | JUL - | AUG 13 | SEP 17 | OCT - | NOV 5 | DEC - |
|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|----------|----------|----------|



CELTA Online (Blended Learning) Courses

How does the CELTA Course Online work?

It is based on the part-time model. However, instead of coming into the centre premises to do both input sessions and to do your teaching practice, you will do the input sessions online, working through multimedia materials, doing interactive tasks, discussing topics with other course participants and your tutor in forums and collaborating with other course participants in a virtual classroom. Teaching practice, feedback, supervised lesson planning and live observation will require coming into the centre once a week. Please note that the materials require participants to be online and cannot be downloaded or worked on off-line. This is for security and to allow progress monitoring.

How will the online component of the course be structured?

As a course participant, you will work with an orientation module and 30 units of online, interactive material based on the syllabus areas. Forum and "Live room" (virtual real-time classroom) tasks are integrated throughout the course. This means that although the number of times you need to come into the centre is reduced, there are still appointments (virtual or real) that you need to attend. Course participants work independently or collaboratively depending on the task with tutor support, evaluation and comment.

How will the Teaching Practice (TP) be structured?

Teaching practice will have a group format with each candidate teaching for a total of 6 hours. When you are not teaching, you will watch your colleagues teach (peer observation). Candidates will continue to interact with the online environment during the teaching practice phases.

How much work will there be on the course?

CELTA courses are very intensive whichever way you complete them. On face-to-face courses there are 120 contact hours or more spent at the centre. However, trainees often spend at least this amount of time again reviewing input, preparing lessons and writing assignments. When considering the time necessary to complete the online course please be aware of this significant additional time on top of completing online units, observing live classes and attending the face to face components.



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TKT



Additional Information

- 97% Pass Rate

- 29% A or B Grade

- for a sample timetable please visit our website at www.anglo-continental.com

What are the benefits of doing the CELTA Online course as opposed to the part-time face-to-face course?

It gives you - the course participant - more flexibility in terms of when you complete the online component. Although the units have to be completed in order and there will be virtual classroom appointments and discussion forums to follow, there is flexibility in when you work with the online material which will help you to fit these around professional and personal commitments.

As there are fewer face-to-face sessions, you will not need to come into centre as much, saving you travel time and expense. This will be especially beneficial to those who live further away from the centre.

Another advantage of the CELTA Course Online will be the increased amount of time and support away from the centre for reflection and development. The online materials will provide an excellent resource that you can come back to at a future point. Course participants will have access to the online materials post-course (a year from the start of the course).

What do I need to have in terms of hardware and software?

[Click here to download detailed specifications.](#)

How long does the course last?

16 weeks including an online orientation course lasting 6 hours. This latter short course will orientate you to the Virtual Learning Environment and will also get you thinking about aspects related to the learning and teaching of English.

Who will be my tutors?

For each course there are an Online Course Tutor (OCT) and local Teaching Practice Tutors (TPTs). The Online Course Tutor will be guiding you through the online material but will also have input into the practical side. Whilst the TPT will be observing your teaching practice, giving you feedback and helping with lesson planning, they will also be feeding in and referring to theory. The TPTs and the OCT work in close co-operation to ensure a strong link between theory and practice. Depending on how the course is run, your OCT may also be a TPT.

How will I communicate with my online tutor?

Whilst working through the online units, you will have contact with your OCT through the forum and the Liveroom tasks. However, the Virtual Learning Environment we will be using offers several means of communicating with your tutor directly. You will have at least one tutorial with the OCT to discuss your progress. Depending on how the course is set up this may be face-to-face, by phone or virtually in the Liveroom.

Will I meet the other course participants?

You will work with all the other course participants online and in the virtual classroom and will meet them face-to-face when you come in for the "introduction to teaching practice" session. During face-to-face teaching practice, you will work most closely with your own teaching practice group.

When does the course start and end?

The orientation module will open on 5 March 2012 and the last TP will be on 19 June 2012. However, course participants will have access to the material for a year from the start of the course.

How many course participants are there?

There will be a maximum of 10 course participants and these will be divided into 2 groups of 5 for TP.

Will the course entry requirements for trainees be any different than they are for the existing face-to-face course?

No, they will be exactly the same.



General information

Anglo-Continental Equal Opportunities Policy

Courses provided by Anglo-Continental are based on the principle of open and equal opportunities for all, irrespective of gender, marital status, sexual orientation, creed, colour, race, ethnic origin, age or disability.

The principle is promoted in all aspects of course provision including:

- statements of eligibility for entry on all courses that are based solely on academically relevant criteria
- the methods of recruitment, selection and training of all those working for or on behalf of Anglo-Continental

Review procedures ensure that all aspects of the provision of courses are, and remain, non-discriminatory.

School and national holidays

Anglo-Continental schools are closed:

24 December 2011 to
2 January 2012 for 1 week

22 December 2012 to
6 January 2013 for 2 weeks

Anglo-Continental schools are also closed on official national holidays declared by the British Government. Those scheduled for 2012 are: 6 April, 9 April, 7 May, 4 June, 5 June and 27 August.

If your entry date coincides with an official holiday, your accommodation will still be reserved for you from the Sunday before your course commences, and we would advise you to plan to arrive on that day. Your course will begin with the entry test on the next working day following the holiday.

No compensation, fee reductions, refunds, credit, additional lessons or extension of the course can be given for days when the school is closed because of official holidays.

Language and Methodology of English Teaching Plus Optional Teaching Knowledge Test (TKT/CLIL) Modules

If you are a non-native teacher of English whose level of English is not equivalent to that of an educated native speaker, you may be interested in our summer teachers' courses which enable you to learn new ideas and develop your own English language skills. The course also gives you the opportunity to take modules of the Cambridge Teaching Knowledge Test (TKT). If you would like further details about these courses, please contact us or visit the website at www.anglo-continental.com

Aviation English Teachers

Anglo-Continental Aviation English Division offers Teaching Methodology Courses for Aviation English Teachers in line with ICAO language proficiency requirements. If you would like further details about these courses, please contact us or visit the website at www.aviation-english-division.com

Postgraduate Diploma in Aviation Language Teaching and Assessment

To be introduced in 2012 and offered in partnership with Plymouth University, this formal professional qualification aims to provide continuing professional development opportunities related to teaching in the field of Aviation Language. The programme consists of four modules:

- Aviation Language within the Aviation Industry
- Aviation Language Teaching Methodology
- Aviation Language Course Design
- Formal Rating and Assessment in Aviation Language

For further details please contact us.

Professionals who want to learn more about teaching English, can visit the Southern Regional Teachers' Association website
www.srtassociation.com

Detach here

TEFL Taster Days Registration

Please complete sections 1, 2 and 8

Cambridge Certificate in English Language Teaching to Adults (CELTA)

Please complete sections 1, 3, 4, 5, 6, 7 and 8

Section 1
Personal Data

(Please complete in BLOCK CAPITALS)

 Mr Mrs Miss Other Please mark X

Surname

Forename(s)

Date of birth

Mother tongue

Nationality

Passport number (if a visa is required)

Home Address

House number/name

Road

Town and postcode

Country

Contact Numbers

Home telephone

Mobile

Fax

Email

Skype

 Please tick the box if you would like to receive information from the Southern Regional Teachers' Association (SRTA)
Section 2
Taster Day Dates

I wish to register for a TEFL Taster Day. My preferred date and second choice are indicated below.

| | | | |
|--------|--------------|------|--------------------------|
| Monday | 20 February | 2012 | <input type="checkbox"/> |
| Friday | 13 April | 2012 | <input type="checkbox"/> |
| Monday | 11 June | 2012 | <input type="checkbox"/> |
| Friday | 20 July | 2012 | <input type="checkbox"/> |
| Monday | 10 September | 2012 | <input type="checkbox"/> |
| Friday | 23 November | 2012 | <input type="checkbox"/> |

Section 3
CELTA Course Dates

I wish to apply for the Cambridge CELTA Course. Please indicate your preferred course and second option.

Full-Time Course

| | | | | | |
|---------------------|------|---|---------------------|------|--------------------------|
| Monday 05 March | 2012 | - | Friday 30 March | 2012 | <input type="checkbox"/> |
| Tuesday 08 May | 2012 | - | Saturday 02 June | 2012 | <input type="checkbox"/> |
| Monday 13 August | 2012 | - | Friday 07 September | 2012 | <input type="checkbox"/> |
| Monday 17 September | 2012 | - | Friday 12 October | 2012 | <input type="checkbox"/> |
| Monday 05 November | 2012 | - | Friday 30 November | 2012 | <input type="checkbox"/> |

Part-Time Course

| | | | | | |
|------------------------|------|---|---------------------|------|--------------------------|
| Wednesday 22 February | 2012 | - | Thursday 14 June | 2012 | <input type="checkbox"/> |
| Wednesday 26 September | 2012 | - | Thursday 24 January | 2013 | <input type="checkbox"/> |

Online (Blended Learning) Course

| | | | | | |
|----------------|------|---|----------------|------|--------------------------|
| Monday 5 March | 2012 | - | Friday 22 June | 2012 | <input type="checkbox"/> |
|----------------|------|---|----------------|------|--------------------------|

Section 4 - CELTA COURSE
Education

'GCSE' OR 'O' levels (or equivalent)

Subject and year

Minimum 'A' levels (or equivalent) required

Subjects and year

Further or Higher Educational Qualifications

(Continue overleaf)

Detach here

Section 4 Continued - CELTA COURSE

Teaching Experience

(Continue on a separate sheet if required)

Present Post (with starting dates)

Principal or Previous Posts (with dates)

Experience of TEFL (with dates)

Other teaching experience (with dates)

Other TEFL courses attended (with dates)

Other languages spoken

Any other relevant information?

CELTA Applicants - Do you have any criminal record that could potentially affect your position as a person trusted with the teaching of adults and/or young people?

Yes

No

Section 6

CELTA Pre-Interview Task

(Please complete on a separate sheet - max. 80 words per answer)

This task is designed to help you think about some of the qualities required of an English language teacher, and therefore help you to decide whether this career suits you.

1. How would you like learners to perceive you?
2. Assuming that adult learners of English are motivated, what steps would you take to maintain that motivation during a course?
3. Think of a learning experience that you have had (it may be a foreign language, but it could equally be learning to drive, using a computer and so on). Describe one or two things that you enjoyed and one or two things that you didn't enjoy about the experience.
4. Describe what you think would be your strengths as an English language teacher and any areas that you feel you may find difficult.

Section 5

Other Information

Is your spoken and written English, that of a well educated native speaker?

Yes

No

CELTA Applicants - Are you seeking subsequent employment in TEFL?

Yes

No

If so, when do you expect to be available?

Full-time CELTA Applicants -

Do you require assistance in arranging family accommodation?

Yes

No

How did you learn about the Anglo-Continental Course?

Do you have any medical condition(s) which could affect your participation in the course?

Yes

No

Section 7

Present Employer (If not employed, please give details of an academic referee whom the Course Director may consult).

Name

Position

Address

Postcode

Telephone number

Section 8

Signature

I confirm that in applying for the course, I have read and accepted the Conditions of Application.

Signature

Date

Application

Anglo-Continental Training Courses for the Cambridge CELTA are provided in accordance with these conditions and specifications issued by the Anglo-Continental Teacher Training Centre.

The criteria for admission to the CELTA courses are as specified by the University of Cambridge, supplemented by any policy or restrictions imposed by the school. An enrolment does not become valid until it has been confirmed in writing by Anglo-Continental.

Anglo-Continental reserves the right to cancel or withhold acceptance of an application, at its discretion, if incorrect information is supplied by or on behalf of the applicant, or if such action is deemed necessary in the interests of the applicant or Anglo-Continental.

Fees

When an application is accepted by Anglo-Continental, an invoice including Value Added Tax (VAT), if applicable, is presented together with provisional confirmation of the application. The total fees or a non-refundable deposit of £100 is payable on the participant's acceptance for the course.

Only when the total fees or deposit have been received will a place be reserved. Payment of the total fees must be made not later than 28 days prior to the commencement of the course. If acceptance is confirmed less than 28 days before the course commencement date, the full fees become payable immediately. Cheques should be made payable to "Anglo-Continental".

Anglo-Continental reserves the right to make fee adjustments at any time prior to receipt of payment as a result of changes in the rate of VAT or other factors beyond its control.

The number of places on teacher training courses is strictly limited. In the event of cancellation by the participant between the date of acceptance and the date of course commencement, no refund of fees can be made.

No refunds can be given in the event of withdrawal from the course after its commencement, or for late arrival, early depart-

ure, or failure to make use of any of the facilities or activities of the course.

Attendance and Participation

Course participants are expected to attend the entire course. They cannot be considered for the award if they attend less than 80% of the course, fail to complete their teaching practice, or written assignments. Failure to attend may lead to withdrawal of the facilities of the course, and in such circumstances no refund of fees will be given.

Accommodation

The fee for the first week in homestay accommodation includes a non-refundable administration charge to cover the cost of selection, reservation and administration.

Any request to change or leave accommodation, either separately or in conjunction with the curtailment of a course, must be made to Anglo-Continental at least two weeks before the date of the proposed move and approved before the change is made. Failing this, accommodation fees are payable in lieu of notice. Accommodation fees continue to be payable for any periods of absence during the course.

Photographs and film

During our courses, we sometimes take photographs and film footage, some of which may be incorporated into future publicity material. If you do not wish to appear in any promotional publications, please advise us in writing before the start of your course.

Liability and insurance

Anglo-Continental, its Representatives and staff will not be liable for any loss, damage, illness or injury to persons or property however caused, except where such liability is imposed by statute. It is the student's responsibility to take out personal insurance against all such risks, including inability to attend or continue a course and for the payment of medical expenses.

Force majeure

It shall be a fundamental condition of the contract between the student and Anglo-

Continental or its Representatives that neither Anglo-Continental nor its Representatives shall be in any way liable to the student in the event of any service contracted to be supplied by them becoming impossible to supply by reason of industrial dispute or other cause outside their control.

Data protection

To ensure that your course at Anglo-Continental meets your requirements we and, if appropriate, the Anglo-Continental Representative in your own country will need to use the information you provide (such as your personal data and details of any special requirements) in order to process your enrolment.

We must pass your information on to those involved in providing you with services relating to your stay at Anglo-Continental, such as your reservation of accommodation and transfer services. The information may also be provided, if required, to security or credit-checking organisations, customs and the UK Border Agency as required by UK law.

Please note that where your information is held by an Anglo-Continental Representative, it will be subject to your Representative's own data protection policy and their country's national law.

Validity of conditions

These Conditions of application are valid from 1 January 2012 and are subject to English law. The English language version is legally binding in all cases.

Anglo-Continental reserves the right to waive or adjust the specifications of a course, which may include age limits, without prior notification.

Other Anglo-Continental Publications



Adult Prospectus



Professional Training Prospectus



Aviation Prospectus

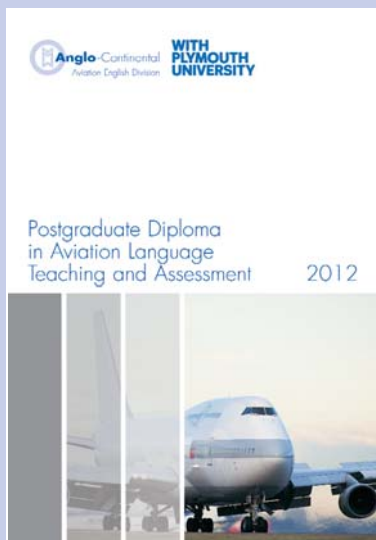
WITH PLYMOUTH UNIVERSITY



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ENGLISHUK
member

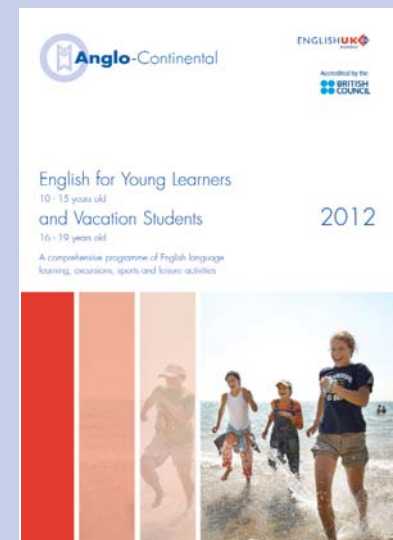
Member of
BUSINESS ENGLISH UK
for Professional Training



**To be introduced in 2012
Postgraduate Diploma in
Aviation Language Teaching
and Assessment**



Club 45+ Programme



**Prospectus for Young Learners
and Vacation Students**



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website www.anglo-continental.com