

# Teacher Training

# 2019

CELTA Courses - Certificate in English Language Teaching to Adults





# Welcome to Anglo-Con

The **Anglo-Continental Educational Group** is one of the world's best known English language teaching organisations. It is accredited by the British Council and is a member of English UK. Anglo-Continental is also regularly inspected by the Independent Schools Inspectorate (ISI).

Anglo-Continental is an approved Training Centre for the University of Cambridge Certificate in English Language Teaching to Adults (CELTA). Full-time and part-time CELTA 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.

With its careful selection process, Anglo-Continental works hard to maintain its CELTA pass rate of 98%.

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.

Professionals who want to learn more about teaching English can visit the Southern Regional Teachers' Association website [www.srtassociation.com](http://www.srtassociation.com)



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## Meet the Team

### The Anglo-Continental Teacher Training Team



**Guido Schillig**  
**Managing Director**

"I have had the privilege of providing Teacher Training Courses longer than any other centre in Bournemouth."



**Jill Manwaring**  
**Teacher Trainer**

"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 Trainer**

"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**

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



**Ursula Hawke**  
**Teacher Trainer**

"My areas of interest are phonology, developing classroom activities and using technology, including the Interactive White Board."



# 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 application form on page 9 and return it to Anglo-Continental.

### 2019 Fee (inclusive of VAT):

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'.



 **CAMBRIDGE ENGLISH**  
Language Assessment  
Authorized Centre



### Taster Days 2019

|                         |                       |                    |                       |                           |
|-------------------------|-----------------------|--------------------|-----------------------|---------------------------|
| January<br>21<br>Monday | March<br>25<br>Monday | May<br>3<br>Friday | August<br>2<br>Friday | September<br>30<br>Monday |
|-------------------------|-----------------------|--------------------|-----------------------|---------------------------|



# CELTA

## Full-Time and Part-Time Courses

The Anglo-Continental Teacher Training Centre provides full-time and part-time 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.



Authorised Centre



### 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 external factors of a personal nature such as illness or family issues can strongly disadvantage participants.

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) 2019

| Course number   | CT-1.40   | CT-1.40P   |
|---|---|--|
| <b>Course type</b>  | <b>Full-Time</b>  | <b>Part-Time</b>   |
| <b>Course content</b>   | <b>120 hours</b> of instruction, observation and teaching practice Monday to Friday 08.30 - 17.00 hours<br><b>plus</b><br><b>60 hours</b> of home study lesson planning and assignment writing<br><b>plus</b><br><b>6 hours</b> of lesson observation | <b>120 hours</b> of instruction, observation and teaching practice on one afternoon and evening per week<br><b>plus</b><br><b>60 hours</b> of home study lesson planning and assignment writing<br><b>plus</b><br><b>6 hours</b> of lesson observation |
| <b>Entry requirements</b>   | See note A on page 6  | See note A on page 6   |
| <b>Class size</b>   | Maximum 15  | Maximum 15   |
| <b>Teaching practice group size</b>   | Maximum 6   | Maximum 6  |
| <b>Minimum age</b>  | 18  | 18   |
| <b>Course duration (weeks)</b>  | 4   | 16   |
| <b>Additional note</b>  | See note B on page 6  | See note B on page 6   |
| Pounds sterling (inclusive of VAT)  |   |  |
| <b>Course fees including University of Cambridge assessment fee and VAT</b> | 1430  |  |
| <b>Standard homestay accommodation fees - single room</b> (Pounds sterling) |   |  |
| <b>4 weeks</b>  | 564   |  |
| <b>High season supplement</b><br>(16 June to 11 August - per week)          | 37  |  |

## Course fees include...

### Administrative services

- Enrolment fee
- Pre-training assessment
- Student card

### Education

- All tuition
- Teaching materials
- Notebook
- 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 tutors' assessment. Final 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.

## Standard 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 Student Centre).

## Part-time Course Entry Dates 2019\*

|               |              |
|---------------|--------------|
| February<br>6 | October<br>2 |
|---------------|--------------|

## Full-time Course Entry Dates 2019\*

|              |                |            |             |          |           |           |             |                |              |               |               |
|--------------|----------------|------------|-------------|----------|-----------|-----------|-------------|----------------|--------------|---------------|---------------|
| January<br>- | February<br>25 | March<br>- | April<br>29 | May<br>- | June<br>3 | July<br>- | August<br>- | September<br>2 | October<br>- | November<br>4 | December<br>- |
|--------------|----------------|------------|-------------|----------|-----------|-----------|-------------|----------------|--------------|---------------|---------------|

\*Closing date for applications: 4 weeks' in advance of the course entry date.

# 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 is closed:

22 December 2018 to 6 January 2019 for 2 weeks.

21 December 2019 to 5 January 2020 for 2 weeks.

Anglo-Continental is also closed on official national holidays declared by the British Government. Those scheduled for 2019 are: 1 January, 19 April, 22 April, 6 May, 27 May and 26 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.

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

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 courses for teachers 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](http://www.anglo-continental.com)

## Aviation English Teachers

Anglo-Continental Aviation English Division offers a Teaching Methodology Course for Aviation English Teachers in line with ICAO language proficiency requirements. If you would like further details about this course, please contact us or visit the website at: [www.aviation-english-division.com](http://www.aviation-english-division.com)

# Testimonials



### Luke

I was very impressed by how practical the course was and being able to get up and teach from day one really increased my confidence right from the start. The tutors were very supportive and were always there to give you new ideas. The feedback sessions were an excellent way to help us plan and improve the next lessons. Overall an incredibly intensive month, but one

that really equips you with the skills needed to go into a real classroom!



### Leyda

My four-week CELTA was an excellent course and I learnt a tremendous amount. It was a very intensive four-week period, yet highly enjoyable too and the tutors and fellow trainees, all working as a team, helped me to overcome moments of self-doubt.

It was a very interactive and participatory course and I was encouraged to be creative, which in turn built my confidence in the classroom. Overall it was a steep, but rewarding learning experience and it provides you with great foundations to build on as a teacher of English.



### Sue

Once I had decided to qualify to teach English, I found the CELTA course to be the most widely-recognised credential, especially for travelling abroad to work. I wanted to immerse myself in study and teaching practice, so I chose the four-week full-time course. It was every bit as challenging and rewarding as I had been told. I knew Anglo-Continental to be the

largest language school in the region, with an established and trusted reputation among students and teachers. From my first enquiries onwards, I found Anglo to be friendly, professional and supportive. As trainees, we built up our skills very quickly, and much was asked of us in terms of effort, time and thoroughness. Our tutors gave constantly, too; be it through input sessions, teaching which we observed, or useful and effective comments on our own development. It was the best course for me, in the best place, providing teaching tools I can use immediately.



### Nigel

Returning to part-time education was for me an extremely daunting prospect. However, I found the course tutors extremely supportive and understanding of the difficulties I would and did encounter. The biggest surprise was the support so freely offered by my fellow students, it was an amazing experience. The course itself, was less pressured because it took place over four months rather than 4 weeks, thereby enabling students to really absorb the ideas and put into practice what they had been taught the day before. Assignments were well spaced out and the feedback from the tutors was both invaluable and excellent. The teaching practice was also extremely valuable and the feedback discussions after teaching from both the tutors and fellow students were positive, constructive and very encouraging. I would thoroughly recommend that anyone considering doing a CELTA course should consider the part-time course at Anglo-Continental.



# Application form 2019



Detach here

## TEFL Taster Days Registration

Please complete sections 1 and 2

### Section 1

#### Personal Data

(Please complete in BLOCK CAPITALS)

Mr  Mrs  Miss  Other  Please mark

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 | 21 January   | 2019 | <input type="checkbox"/> |
| Monday | 25 March     | 2019 | <input type="checkbox"/> |
| Friday | 03 May       | 2019 | <input type="checkbox"/> |
| Friday | 02 August    | 2019 | <input type="checkbox"/> |
| Monday | 30 September | 2019 | <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

**C2** Monday 25 February 2019 - Friday 22 March 2019

**C3** Monday 29 April 2019 - Friday 24 May 2019

**C4** Monday 03 June 2019 - Friday 28 June 2019

**C5** Monday 02 September 2019 - Friday 27 September 2019

**C7** Monday 04 November 2019 - Friday 29 November 2019

#### Part-Time Course?

**C1** Wednesday 06 February 2019 - Thursday 23 May 2019

**C6** Wednesday 02 October 2019 - Thursday 30 January 2020

### Section 4 - CELTA COURSE

#### Education

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

Subject and year

'A' levels (or equivalent)

Subjects and year

Further or Higher Educational Qualifications

Other languages spoken (please indicate level of proficiency)

Detach here

(Continue overleaf)



## Section 4 Continued - CELTA COURSE

### Teaching Experience

(Continue on a separate sheet if required)

Present Post (with starting date)

Principal or Previous Posts (with dates)

Experience of TEFL (with dates)

Other TEFL courses attended (with dates)

## 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?

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

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 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

I consent to the processing of my personal data in accordance with the Privacy Policy, and would like to receive the latest news, offers and information from Anglo-Continental

# Conditions of application 2019

## 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 application 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.

If you require a visa in order to study in the UK, we strongly recommend that you apply as early as possible for your course as the application procedure may take several weeks to complete. Before issuing a visa letter, Anglo-Continental must be in receipt of a deposit of £ 500 (deductible when you pay your fees) or the full amount of the fees due. Before assigning a Confirmation of Acceptance for Studies (CAS) the full amount of the fees will be due unless you are government sponsored.

Should your application for a visa be refused, we will refund any published fees paid by you (after deduction of an administration charge of £ 100) provided that you send us a copy of the letter of refusal before the intended start date of your course. Any additional charges for services provided by a third party (such as hotel accommodation, flat rental and courier services) are not covered by this guarantee.

Only when the total fees have been received will a place be reserved. Payment of the total fees must be made no later than 28 days prior to the commencement of the course otherwise Anglo-Continental reserve the right to cancel, without notice, the course, accommodation and all other services. If acceptance is confirmed less than 28 days before the course commencement date, the full fees become payable immediately.

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.

## Cancellation, postponement and withdrawal

The number of places on teacher training courses is strictly limited. A course is not transferable but may be cancelled and full course fees will be refunded (except bank charges), provided that written notice is received by Anglo-Continental not less than four weeks before the scheduled date of course commencement. In the absence of such notice, or if less than four weeks' notice is received no refund of fees can be made.

Participants who postpone within four weeks of course commencement will incur an administration charge of £50 per postponement.

No refunds can be given in the event of withdrawal from the course after its commencement, or for late arrival, early departure, or failure to make use of any of the facilities or activities of the course.

## Visas

If you require a visa, **it is your responsibility to ensure that you apply for the correct type of visa** to allow you to study at Anglo-Continental for the entire period of your course(s). You must ensure that all details on your confirmation documents (including the visa letter or the Confirmation of Acceptance for Studies) issued by Anglo-Continental are correct before you apply for your visa. Anglo-Continental cannot be held liable for any errors that occur during the visa application process. It is also your responsibility to continue to maintain the correct immigration status to study at Anglo-Continental for the duration of your course(s). Failure to do so may lead to termination of your studies without refund or compensation.

## 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 Agents 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 trainee and Anglo-Continental or its Agents that neither Anglo-Continental nor its Agents 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 Agent 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 Home Office as required by UK law.

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

## Validity of conditions

These Conditions of application are valid from 1 January 2019 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



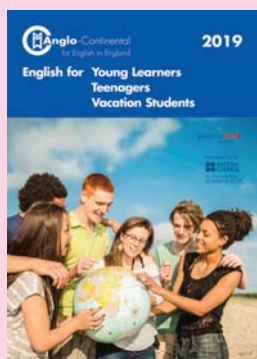
## Adult Prospectus

- General English Programme
- Academic Study Programme
- Examination Programme  
IELTS, TOEFL, Cambridge First Certificate and Cambridge Advanced Certificate
- Business and Specialised Programme  
English for Business, Finance, Management, Marketing and Sales, Medical English, Law and the Oil and Gas Industry
- Executive Programme  
Mini Groups, Mini Group plus English for Business and Specialised Programmes, Mini Group plus Individual Tuition and Intensive Individual Tuition
- Club 50+ Programme
- Teacher Training Programme  
Language and Methodology of English Teaching
- Professional and Technical Programme  
English for Health and Safety, Maritime Personnel, Engineering, Hospitality and Tourism, Air Force Personnel, Naval Personnel, Immigration and Security Officers, Army Personnel and Police Forces



## Aviation Prospectus (available online only)

- Test of English for Aviation Personnel (TEAP)
- Introduction to Aviation English Course
- English for Pilots and Air Traffic Controllers - ICAO Course 291
- Professional Training Course for Raters
- Teaching Methodology Course for Aviation English Teachers
- Aviation English Language Training Courses - English for Aeronautical Information Services (AIS), Air Navigation, Aviation Management, Aviation Security, Cabin Crew, Engineering in Aviation, Meteorology and Ground Personnel



## Prospectus for Young Learners, Teenagers and Vacation Students

- Young Learners and Teenagers Programme
- Vacation Programme

**69 years' experience in teaching English to the world!**



### Anglo-Continental

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