



## Cambridge Teacher Training Courses in Auckland, New Zealand

### CELTA Course information

The CELTA (Cambridge Certificate in English Language Teaching to Adults) is an initial training course in teaching English as a foreign language designed for those with little or no previous teaching experience. It is also suitable for people who have already taught English but have no formal teaching qualifications and teachers of other subjects who wish to retrain as English language teachers. Although designed for native speakers of English, it is also open to non-native speakers who have native speaker competence in both spoken and written English.

CELTA courses are run at Cambridge University approved centres worldwide all year round. Certificates are awarded by UCLES (University of Cambridge Local Examinations Syndicate). UCLES approves all aspects of the course including the course programme, the trainers, and facilities. CELTA is an internationally recognised qualification and has British Council approval. It is the foundation qualification for employment in most recognised language schools. Course tutors are experienced English language teachers who have taught in a wide range of professional situations and are accredited CELTA trainers. All courses are externally moderated by UCLES, ensuring that rigorous standards are maintained.

### Entry criteria

Candidates suited to this course have:

- reached the age of 20 years
- done some university study, or have academic qualifications sufficient for university entrance
- a competence in English, both written and spoken, that enables them to follow the course and complete all the assessed elements successfully
- knowledge of at least one other language, and/or have studied linguistics (analysis of languages), and/or experience of learning another language in a class, and/or have traveled to a non-English speaking country.

#### **Equal Opportunities**

*The Auckland Center is an Equal Opportunities employer and training centre. We welcome applications from all adults regardless of age, race, gender, physical ability or sexual orientation.*

### CELTA Course content

The core of the course is six hours of teaching practice. In this time, trainee teachers teach a variety of lesson types to adult learners of English at two different levels. The supervised teaching practice is supported with guided lesson planning and personalised feedback on lessons. There are two seminars or workshops each day, which include demonstration lessons, discussion of teaching principles and techniques, materials evaluation, and language analysis for teaching purposes. Trainee teachers also observe six hours of experienced teachers and teacher trainers in language classes at the school. In addition, candidates write four assignments on topics involving language teaching and learning.

## Course length

The CELTA course is an intensive course that runs for **four weeks**. The normal working day is from 08.30 to 4:00 Monday to Friday but this may be extended, occasionally, to include observations and tutorials. The course is very intensive and, in addition to the above, trainees need to keep some evenings and weekends free to plan classes and write assignments.

## International recognition

The CELTA certificate offered at the Auckland Center is internationally recognised, the CELTA candidates in Auckland receive the same internationally recognised Cambridge University CELTA certificate as they would at any other centre in the world. Courses may vary from centre to centre but each CELTA centre, trainer and course is externally assessed by Cambridge University to the same high international standard.

## About the Trainers

The Center in Auckland has a core staff of 7 tutors. The tutors have worked internationally and bring a wide range of key experience, qualifications and knowledge to the course. All CELTA trainers undergo a rigorous selection and training process that is monitored by Cambridge University. To further enhance quality the Center invests in occasionally recruiting top trainers from other centers around the globe to work at the Auckland Center. To ensure that the trainers are up to date with methodology the Center also encourages the CELTA tutors to work abroad each year on the international circuit.

## Employment prospects

At a regional and national level demand may fluctuate but globally and overall there has been a sustained high demand for English language teachers. CELTA certification is the best choice to enhance your employability. The course includes workshops dedicated to helping you find the kind of work that you want. As a recognised teacher training centre we also advertise teaching positions for other schools, although we cannot act as a recruitment agency.

## CELTA Course assessment

The course assessment is both continuous and integrated. There is no final “exam.” The training centre works hard to make the assessment procedure as transparent as possible. Candidates are able to ask their trainer at any point in the course how they are progressing and what they can do to improve. Candidates are made fully aware of the criteria for assessment throughout the course and are given one-to-one counselling to focus on strengths and to identify areas in need of development.

All teaching practice records and assignments are submitted in a portfolio at the end of the course for final assessment.

Trainees are expected to demonstrate competence in the following areas, in both their teaching practice and assignments:

- Language awareness, including aspects of vocabulary, grammar, phonology and a consideration of how language is used to express different meanings.
- Classroom techniques to manage a language class effectively.
- Effective lesson planning for adult learners including timetabling.
- Awareness of teaching and learning styles and the different contexts in which English is taught.
- Evaluation of materials available for teaching.
- Professional development and the ability to evaluate strengths and weaknesses in their teaching.

## Grading

The grades awarded are Pass, Pass 'B' and Pass 'A' and are based primarily on teaching ability and competence in lesson planning. The written assignments are also taken into account for the final grade. Award of the CELTA requires meeting Cambridge criteria for the ability to teach adult learners of English and, on very rare occasions, candidates can fail the course and not be certified.

Provisional grades are awarded at the end of the course. A certificate, issued by UCLES, is sent out six weeks after the end of the course and includes a personalised report written by the tutors. The report focuses on the teacher's strengths and areas to develop beyond the course.

At the Auckland Center they make every effort to be explicit and clear about the grading system. Each lesson is graded with tutor comments explaining the grade and how if it is appropriate the grade could be improved for the next lesson. Twice during the course you will have an individual tutorial with your tutor who will explain how you are progressing and support you. If any candidate is at risk of failing they are offered additional tutor time and support.

## Enrolment procedure

1. If you believe you cover the minimum requirements to be considered as a candidate for the CELTA course **email** our **CELTA Programmes Coordinator** and ask for the application package that includes the enrolment form and the pre-interview task.

### **Javier Mora**

CELTA Programmes Coordinator

StudyGlobal

[jmora@studyglobal.com](mailto:jmora@studyglobal.com)

2. Prospective trainees must complete the **pre-Interview task**, fill in the **enrolment form** and return them to the CELTA Programmes Coordinator including an updated copy of their **CV** at least 6 - 8 weeks prior the course starting date. These documents can be **emailed** to him.
3. Applicants who have satisfactorily completed the pre-interview task will be invited to attend an interview shortly after this date at the school or on the telephone (at your own cost) if you are overseas.
4. Successful applicants will receive an offer of a place on the course of their choice immediately, if there is a place available.
5. After receiving a payment request from StudyGlobal, **the deposit** must be paid **within 7 days** of the place being offered in order to secure your place. On receipt of your deposit the CELTA tutors will send you a pre-course task, answer key, and reading list to help you prepare further.
6. **The balance is due 28 days, at the latest, before the course starts.**
7. There is at least one tutor for each group of six trainee teachers and the demand for vacancies on these courses is very high. Applicants are **advised to apply at least two to three months** before the start of a course, although there are occasionally places available due to last-minute cancellations.

## CELTA - Dates 2006

2006 Dates
<ul style="list-style-type: none"><li>• 03 January – 27 January</li><li>• 03 April – 28 April</li><li>• 03 July - 28 July</li><li>• 27 November - 22 December</li></ul>

### Details

Intensive CELTA Auckland	
Days	Monday to Friday
Hours	10.00 – 18.00
Length of course	One month/20 days
Teaching practice hours	6
Observation of experienced teachers	Minimum 6 hours
Trainer to participant ratio	1 – 6 Maximum for teaching practice and lesson planning
Course cost	NZ\$2950

## CELTA Course Fees

The course fees are currently **NZ\$2,950** which includes the UCLES entrance fee for each candidate.

Upon acceptance onto a course, a **deposit** of **NZ\$500** is required to secure the place. Under exceptional circumstances this may be transferred to another course. The **balance** (NZ\$2,450) is due four weeks before the start of the course. Failure to pay the balance may result in the place being offered to someone else. Please read and sign the terms and conditions detailed in this pack.

## TESOL Course - Teaching English to Speakers of Other Languages

The **key features** of the TESOL Course are:

- The new Cambridge University **TKT** international **exam** is **included** in the course fee
- A course designed for **non native English speakers** interested in teaching English as a second language
- Teaching **practice** included
- Intensive **one month** course taught by highly experienced and qualified international teacher trainers
- There is 35 hours a week of contact time plus an additional 10 hours a week of self directed study
- All materials included in the price

**TESOL** is an intensive, **4 – week**, full time, **English Language Teaching Methodology Course**. The course is designed to give you a range of practical skills for use with groups and individuals in the language classroom. The course enables you to:

- Acquire essential knowledge and familiarity with the principles of effective teaching
- Acquire a range of practical skills for teaching English to adult learners
- Demonstrate your ability to apply your learning in a real teaching context
- Experienced teachers will be able to up grade their skills
- Develop your English Language ability through practice and use

In addition to the core teaching skills that you will learn, you will also gain:

- Confidence in the classroom and in front of groups of people – a great plus if you make presentations in your work
- Increased knowledge of available materials and resources
- The opportunity to observe and assess experienced teachers in the classroom
- Work with course participants from other countries

## **The Cambridge University Teachers Knowledge Test (TKT)**

We are proud to announce that candidates for the TESOL course will also sit the new **Cambridge University TKT** exam, which will give them an internationally recognised certificate. The exam fee is included in the course fee. Cambridge University which is famous for its native speaker qualifications such as the **CELTA (Certificate of English Language Teaching to Adults)** has now started **an exam for non native teachers**. The **TKT** exams can be taken around the world and for the first time offers teachers an internationally recognised standard.

### **An Overview of TKT**

TKT tests professional knowledge about the teaching of English to speakers of other languages. It should be noted that TKT tests teaching knowledge rather than teaching ability and that language proficiency, e.g. listening, speaking and extended writing, are not tested.

TKT can be taken at any stage in a teacher's career and offers candidates a step in their professional development and enables them to move on to higher-level teaching qualifications and access professional support materials such as journals about English language teaching (ELT).

### **The TKT Exam format and syllabus areas**

TKT consists of three free-standing modules each testing different areas of teaching knowledge. There are 80 questions in each module.

The three modules are:

- Language and background to language learning and teaching
- Lesson planning and use of resources for language teaching
- Managing the teaching and learning process

## **Who is the TESOL course for?**

TESOL participants are non native English speakers that are either practising or aspiring to become English language teachers in their home countries. Participants have come from a range of backgrounds. Some participants have just finished university; some from the business world and some have already been teaching but want to upgrade their skills.

## TESOL Course Entry Requirements:

Participants should have **at least** an IELTS score between 5.0 and 5.5 (General or Academic), Cambridge First Certificate (FCE) 'A', 'B' or 'C' pass, or TOEFL 500 – 530 paper based test / 170 -200 computer based.

Participants without IELTS, FCE, or TOEFL, should have a 'good intermediate' level of spoken English fluency, they will be sent a test to complete in order to prove their level.

## TESOL Course Syllabus Areas:

### 1. Language Skills Development

Through the demonstration and participation of model lessons **TESOL** candidates will develop their own linguistic skills. All the topics for the demonstration lessons are taken from English language teaching contexts, for example different learning styles or methodology for staging skills lessons. Input includes:

- Developing fluency in spoken English
- Developing listening, reading and writing skills
- Expanding vocabulary with particular reference to educational contexts
- Building confidence in using English

### 2. Language Awareness

- Language for describing language
- Tense names and aspect. Using Timelines
- Methods for presenting grammar to students
- Understanding and teaching conditionals
- Correction techniques for writing and speaking

### 3. Classroom Lesson Observation

Participants have the opportunity to watch experienced teachers with 'real' students. Participants are given observation tasks, which form the basis of later discussion on the teaching techniques, and methodology. There is also video lesson observation.

### 4. Classroom Management

These sessions are designed to ensure that you can manage groups of people, with motivating and useful tasks.

The syllabus includes:

- Task design
- lesson planning
- Effective monitoring and minimising open class report back
- Dealing with mixed levels and problem students
- Classroom language and the role of the teaching voice

### 5. Materials and Task Evaluation

The syllabus areas include:

- Evaluating published materials
- Guidelines for creating materials
- CALL

## 6. Methodology in Action

Discussions, readings and input include the following areas:

- Understanding the learner and the learning context
- Working with input test
- Task based learning approaches to lessons
- How to test in order to teach
- Using the Total Physical Response method

## 7. Teaching Practice Internship

Participants will teach for **a total of 3 hours to 'real' students**. Trained observers will observe these lessons. Participants will receive:

- Group oral feedback
- Tutor oral feedback
- A written summary of the lesson with developmental points

### About the TESOL trainers:

The TESOL trainers have worked internationally and bring a wide range of key experience, qualifications and knowledge to the course. All TESOL trainers undergo a rigorous selection and training process. To further enhance quality the Training Center invests in recruiting top trainers from other centres around the globe to work at the Center. To ensure that the trainers are up to date with methodology the Teacher Training Department also encourages the TESOL tutors to work abroad each year on the international training/teaching circuit.

### Grading and Assessment on the TESOL Course

After fully completion of the TESOL course and having taken the TKT test, you will be awarded with the following things.

- The Cambridge TKT exam gives you a final independent qualification, the **TKT Certificate from Cambridge University**.
- At the end of the TESOL you will receive a **Certificate in TESOL** from the Training Center in Auckland **and a report**. The report is the most important thing for you because it is what your future employers will require; it will be an invaluable tool in gaining employment. The TESOL report contains comments on the following areas:

#### Professional Development

The areas commented on in this area include:

- Punctuality in attendance and submission of work
- Attitude to work and colleagues
- Willingness to participate in the course and to support others

#### Written Work

The areas commented on in this area include:

- Quality of presentation
- Demonstration of theory into practice and an understanding of the input sessions
- Accurate use of language

### Teaching Practice

The areas commented on in this area include:

- Your ability to transfer the theory into teaching practice
- Your ability to write comprehensive and logical plans
- Your ability to perform a range of classroom management functions
- Your ability to teach a variety of different activities

### Portfolio

The areas commented on in this area include:

- Portfolio presentation and organisation
- Ability to maintain good records

## A typical TESOL Day

Time	Title	Comment
8.00 – 9.00	Supervised Self study period	Course participants focus on study and preparation for the days input sessions
9.00 – 10.40	Input 1 – Introduction to Teaching Pronunciation	A hands on lesson introducing participant to the key terms of pronunciation and their meaning
11.00 – 12.15	Learner styles and their impact on task types	
12.15 – 1.15	Lunch	
1.15 – 3.15	TKT preparation – lesson planning theory and practice	Practical input focussed on Module 3 of the TKT exam
3.30 – 4.30	Active study groups	Course participants will complete work units from Module 2 of the TKT preparation course
Homework	Preparing lesson plans or assignments. Pre- reading for next days input	Please expect at least an hour a day of homework

**\*\*Please note the teaching internship/practice will take place in Week Four for the course. This will mean changes to the afternoon program**

## TESOL Course - Dates 2006

### 4 week Courses

- 04 January - 27 January  
TKT Exam all day 28 January
- 13 March – 07 April  
TKT Exam all day 13 May
- 18 April – 12 May  
TKT Exam all day 13 May
- 26 June – 21 July  
TKT Exam all day 22 July

- 04 September – 29 September  
TKT Exam all day 30 September

## TESOL Course Costs

**4-Week Course                    \$2300**

The price includes:

- Cambridge TKT examination fee
- All materials

*\*\*Minimum of 8 students required for the TESOL course*

## TESOL Course – Enrolment procedure

1. If you believe you cover the minimum requirements to be considered as a candidate for the TESOL Course **email** our **Programmes Coordinator** and ask for the application form. If you haven't taken the IELTS, FCE or TOEFL please, ask the Programmes Coordinator to also email you an English level test.

### **Javier Mora**

Programmes Coordinator  
StudyGlobal  
[jmora@studyglobal.com](mailto:jmora@studyglobal.com)

2. Prospective trainees must complete the **application form** and return it to the Programmes Coordinator including a **scanned copy** of their IELTS, FCE or TOEFL certificate proving their level of English. The applicants who haven't got the IELTS, FCE or TOEFL certificate will have to complete and email back to the Programmes Coordinator the **English test** that he will have previously emailed to them upon request.
3. The trainers in Auckland will assess the application, and will decide at their own discretion if a vacancy for the TESOL course will be offered to the candidate.
4. Successful applicants will receive an **offer of a place** on the course of their choice, if there is a place available.
5. The applicants with an offer of place will also receive a **payment request** from StudyGlobal; **the deposit** must be paid **within 7 days** of the place being offered in order to secure the place on the course.
6. **The balance** is due 28 days, at the latest, before the course starts.
7. The demand for vacancies on these courses is very high. Applicants are **advised to apply at least two to three months** before the start of the course, although there are occasionally places available due to last-minute cancellations.

## Accommodation

If required, the Teacher training Center can arrange **homestay** accommodation for the CELTA and TESOL candidates (NZ\$200 / week, plus a booking fee of NZ\$150, NZ\$35 per extra night - including single room, breakfast and dinner on weekdays, and three meals on weekends and public holidays)

Accommodation in **apartments** is also an option that the Training Center can provide, subject to availability. Prices for this option vary according to the time of the year, length of the stay and type of apartment requested.

## How to pay

All **payments** need to be done in New Zealand dollars via bank transfer, **free of charges**, into the StudyGlobal bank account in New Zealand

### **Bank Account details:**

**The National Bank of New Zealand Ltd.**

**Swift Code: NBNZ22**

**Telex: NZ30094**

**Swift Code: NBNZ22**

**Branch: Remuera - Auckland**

**Account Number: 06 0513 0225782 00**

**Beneficiary: StudyGlobal**

**Please, notice that we need to receive the total fee (deposit + balance).**

*Sometimes when transferring money from overseas, banks apply their charges for the operation and the money that we receive is less than the amount that is due for the course.*

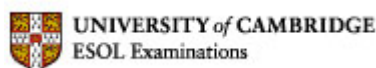
*In order to avoid this please, **add NZ\$25 extra with each transaction you make from overseas accounts into the StudyGlobal account in New Zealand.***

## The Training Center

The Auckland language Centre was established in 1984. They have offered teacher training courses since 1993. In addition they offer a range of teacher development workshops and courses for practising teachers around the country and continuous in-service training seminars.

The Centre is conveniently located near the heart of downtown Auckland, just two blocks from Queen Street. The Teacher Training Department has its own independent premises within the complex with four classrooms and a library exclusively for teachers in training. The school is well resourced and includes a spacious self-study centre with computer and Internet access.

Our partner School was **founded in 1984**  
and is **accredited by**



Cambridge accredited CELTA centre since 1993

Cambridge accredited TKT testing center since 2005

## For further information

### **Javier Mora**

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