

Celta

General Celta Details

01_ Objectives

To Develop Practical Awareness of ...

Learners

- Cultural and individual needs
- Approaches to learning difficulties & learner styles
- The motivation of adult learners

Language

- Linguistic form, function and meaning, including a knowledge of grammar and its terminology
- Appreciation of structure and function
- An understanding of the principles of selection and grading
- An introduction to how subject matter and context affects language
- The importance of phonology

Materials

- Course books and teachers' books and supplementary materials and provision of special interest materials
- Adapting authentic and non-authentic materials
- Teacher-made materials
- Reference works for both teachers and learners

To Develop Practical Abilities 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
- Giving appropriate instructions for group tasks
- Monitoring the progress of groups and individuals
- The ability to plan both individual lessons and a series of lessons appropriate to student needs, with a range of approaches and lesson types

Introduction and practice of new language

- The ability to select language and language areas appropriate to students' needs and level
- To introduce language clearly and efficiently to students
- To check learning and understanding at all stages of this process using appropriate techniques
- The ability to deal sensitively and effectively with student errors and gaps
- To devise and operate appropriate activities for written and oral practice in order to develop the accuracy, fluency and complexity of learner language
- To encourage and guide students towards noticing language in naturally occurring texts
- Developing the skills of Reading, Listening, Speaking and Writing
- The ability to develop the four skills using techniques which foster 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
- To use and adapt authentic and non-authentic materials appropriately

02_ Entry Requirements

There is no formal academic entry requirement for Cambridge CELTA course. However, the recommended minimum entry requirement is that candidates should have formal qualifications which would allow entry into higher. Cambridge regulations state that candidates must:

- Be at least 20 years old by the end of the course
- Have the potential to develop the necessary skills to become effective teachers
- Have a minimum of a high C1 level in English, both written and spoken, that enables them to follow the course and complete all the assessed elements successfully

CELTA Selection Procedure

Selection of candidates is based on the completion of the application form, pre-interview tasks and an interview, see enrolment section. Interviews are conducted at International House Seville, via Skype, or by telephone. Acceptance on the course is by no means automatic: a rigorous selection process is undertaken in the interest of candidates in order to ensure their suitability and a high degree of success on the course. Acceptance is at the discretion of the centre. For further information contact: Publications, UCLES, 1 Hills Road, Cambridge CB1 2EU Tel: (01223) 553311

03_ Aims and Assessment

- Provides initial training in English language teaching to Adults.
- Aims at laying a firm foundation on which a teacher can build with experience.
- Combines classroom methodology and a grounding in language and learning issues with guided and assessed teaching practice.
- Presents a view of the principles underlying language teaching and deals extensively with the analysis of English from a learner's perspective.

CELTA courses at International House Seville are full-time 4-week intensive courses of approximately 120 hours, of a very 'hands on' nature, complying fully with the UCLES guidelines and syllabus. You will be teaching from first day of the course. The CELTA demands a great deal of work, both during and after course hours, so you should not take on other work during this time. Assessment of the Cambridge CELTA course is continuous. Progress in practical teaching ability is of the greatest importance, but all aspects of performance and work done on the course are taken into consideration for the final grading, including the candidate's written work, professionalism, and suitability as a future member of staff in an ELT context. Candidates are constantly informed of their progress during the course by written commentary and oral feedback on their teaching practice and written assignments, and by tutorial. This may be formulated in terms of passing and failing. Candidates who successfully complete the CELTA course will receive the Cambridge Certificate. The grades possible are Pass A, Pass B, Pass, or "No Certificate Awarded". In addition, International House Teacher Training Centres issue a graded certificate-report. This report describes the candidate's performance in some detail and serves as a vital document to prospective employers. International House Seville Teacher Training and International House cannot enter into either discussion or correspondence concerning results or assessments. Should a candidate wish to lodge any form of complaint, the appropriate channels for doing so will be indicated to them.

04_ Terms and Conditions

CLIC INTERNATIONAL HOUSE – TERMS AND CONDITIONS

This Terms and Conditions document is required for all students to read, sign and submit to Clic International House prior to starting class.

PAYMENTS:

- To secure a place on the course, a deposit of 450 euros must be paid. The deposit is non-refundable but can be transferred to another course provided that a minimum of 4 weeks' notice is given.
- The balance of the course fees is due 4 weeks prior to the starting date. We cannot guarantee to hold your place on the course unless all fees are paid in full and on time 4 weeks before the course starts at the latest.
- Payment can be made by bank transfer direct to Clic or through our online payment provider Clic-Pay. Clic-Pay accepts payment by credit/debit card.
- It is the Student responsibility to cover all bank charges and exchange rate differences for payments.

CANCELLATIONS, CHANGES TO BOOKINGS, COURSE DEFERRALS AND REFUNDS:

Refunds apply only to the amount paid directly to Clic International House.

- If a student wishes to cancel, change or postpone a course, we require at least 4 weeks' notice in writing. In this case a full refund will be provided by Clic IH minus 450 € administration fee.

When the cancellation is made less than 4 weeks prior to the start of the course, no refund of course fees will be given. In the case of illness whilst attending the course or in the 4 weeks immediately preceding it, it is entirely at the discretion of the school as to whether the student can be deferred and offered a place on a future course. In the event of a candidate withdrawing from the course once it has started, Clic IH cannot refund fees or offer a place on a subsequent course without payment of further fees. Clic International House reserves the right to postpone or cancel any course due to insufficient student numbers or due to unforeseen circumstances. In this event the candidate will be given a full refund.

ACCOMMODATION:

Accommodation must be paid in full 4 weeks before the commencement of the course, and will not be refunded or part-refunded in the case of withdrawal from the course, or if any cancellation is made less than 4 weeks' before the course begins.

05_ After your Course

It has been estimated that more than one thousand million people in the world today speak, or are learning to speak English. The range of locations and situations in which English language teachers are in demand is enormous. During your course you will be given general information and guidance on where and how to apply for jobs.

Working with International House

The Human Resources department in IH London recruits more than 350 teachers and about 25 senior staff each year to work in IH affiliated schools. These schools, all of which are independently owned, are linked by standards of educational excellence and common terms and conditions governing the employment of teachers. IH is perhaps unique in the world of ELT in offering an international career structure to its staff. Most contracts with IH schools are for one year. Salaries are locally appropriate and usually payable in the local currency. Return air-fare, paid holidays and assistance with accommodation are offered on most one year (or longer) contracts outside the UK. For employment as a teacher in an IH school you must at least have successfully completed the Cambridge Certificate (CELTA), or an equivalent course. Other qualifications, such as a degree, may be necessary according to the legal requirements of a particular country. Further qualifications and experience may be demanded for specific jobs. For higher posts in ELT and ELT management, the DELTA is usually required.

06_ Recommended Reading

If you require further information or would like to recommend a book, please do not hesitate to contact us.

