

## CELTA - Certificate in Teaching English as a Foreign Language to Adults

The Language Company, Baden runs two part-time 12-week CELTA courses every year from January to April and from September to November. This is the only part-time course on offer in Switzerland and is run by the some of the most experienced and popular local EFL trainers. The course happens within a real language school environment giving it an authenticity appreciated by trainees. The TLC CELTA course takes place over some 144 contact hours (which is more than the minimum required by Cambridge) and the part-time format makes for optimal learning. As a result this course is very popular and interested teachers need to apply well in advance.

From 2011, you can also choose to do a 5-week intensive CELTA from May to June. The extra week makes for more effective, lower-stress course than the usual 1-month version.

CELTA is a qualification which is administered by Cambridge ESOL and offers an internationally-recognised basic entry into EFL teaching. It can be seen as a first step for teachers who want to make a career in ELT. The TLC The course is highly practical in nature.



UNIVERSITY of CAMBRIDGE  
ESOL Examinations

Authorised Centre

### Course Fees: CHF 4 200.-

Applicants are charged CHF 200 to cover the costs of the pre-course approval process. This is billed when we receive the pre-course task. This sum is deducted from the course fee of successful applicants.

**The tutors**, led by John Potts, are a team of highly-qualified and experienced tutors who have many years' experience of running a wide variety of EFL teacher training courses. The team includes Sandra Ondraschek, Helen Brügger as well as the internal TLC EFL trainer, Nancie Gantenbein. The 12-week course is staffed by three tutors, sharing the methodological input and the teaching practice supervision. The 5-week course has 2 tutors.

**The trainees** must be over 18 years of age. They may be people already teaching EFL but without qualifications; people who would like to teach EFL but have neither qualifications nor experience; teachers of other subjects who would like to move into ELT. Both native and non-native speakers of English are accepted, but it must be stressed that a very thorough command of the language is required (whether as a native or a non-native).

**Your skills:** In addition to a very good command of both written and spoken English (whether as a native or non-native speaker), you should also have basic computer skills such as the ability to search the internet, to download and save documents, to send e-mails, and to use a word-processing application such as Word. You do not have to have a laptop/portable computer, and you are not required to bring one to input or TP.

Applicants are usually expected to have reached an A-level standard of education (= High School graduation, Matura, Bacc, etc), but admission is based on the pre-course task and interview and is at the tutors' discretion.

### What to expect

**Participants:** There is a maximum of 12 participants on each course.

**Input sessions:** These take place on Friday afternoons, and on some Saturday mornings and afternoons. See the timetable for details and dates. The input is in workshop format, and you are expected to participate and contribute.

**Preparation for teaching practice (TP):** You receive tutor guidance before you actually prepare the lesson, and further comments after you have written the lesson plan. Each TP is followed by a feedback session, led by your TP tutor and with contributions from the other members of your TP group.

**Teaching practice:** This is with real students, at two levels - elementary and upper-intermediate. It takes place on Friday mornings. You are required to complete six hours (60 minute hours, not 'lessons') of TP at two different levels by the end of the course: you are assigned to either the pre-int or the upper-int class, and will swap levels at the midpoint of the course.

You will teach 10 lessons during the 12 weeks of the course. You will be working closely together in TP groups of six trainees, where the whole emphasis is on co-operation, and mutual support and helpful criticism. TP is a very important part of the course.

**Observation of experienced teachers:** the Cambridge ESOL regulations require you to observe a minimum of six hours of teaching by experienced EFL teachers. We will advise you on whom and where you can observe. Some can be done in-house at TLC. In order to maximise the benefit of the observation, you are given sets of guiding questions to help you to focus during the lesson.

**Written work:** in addition to the above, you are also required to complete four practically-oriented written assignments. In addition, you write a lesson plan for every lesson you teach, and write up your own analysis of the lesson afterwards.

**Reading and study time:** is on-going throughout the course. With each input session, you will be guided to the appropriate books, most of which you will find in our well-stocked library. You have access to the library at all times during the course. You will need to set aside time for TP preparation and self-assessment, reading and self-study, and for researching and writing the four assignments.

**Assessment:** is via continuous assessment by your tutors, and not by an examination or one practical test. The assessment areas and the relevant criteria are laid out in detail in the Syllabus document. The course - that is, the centre, the tutors and the trainees - is visited by an external assessor from another CELTA centre so as to ensure that standards and requirements are being met.

**Certificates** are awarded to successful candidates after the course has finished and the results approved by the external assessor. 'Pass' is the most widely-given award, and trainees who have performed significantly above average may be awarded a 'B pass', or, in the case of an overall excellent performance, an 'A pass'. The results are final, and no discussion can be entered into. TLC issues each candidate with a personal assessment of their progress, ability and potential, which can serve as a useful reference.

**Attendance:** The CELTA is a course-based award and 100% attendance is expected. Absence from the course may jeopardise your chances of successfully meeting the assessment criteria so please check the dates before you apply. Course days are Fridays and some Saturdays. Please contact us if you have a problem with any of the dates as the Course Director, John Potts, may be able to make an exception in certain cases.

### Pre-Interview task

There are two parts to this task: Part One is a language awareness & analysis task; Part Two is an extended writing task. The purposes of the tasks are: to form part of the selection process, and to give you an idea of the nature of some aspects of a CELTA course. We are not looking for perfection in your completed answers, by the way.

Please download the Pre-Interview task (PDF document), complete the tasks and send it to:

Marlies Barraco  
CELTA Pre-Interview Task  
TLC-The Language Company  
Bahnhofstrasse 44  
5400 Baden

**Make sure you complete the online application form as well.**

### Entry deadlines

For the January - April course, the registration deadline is the end of September.

For the May Intensive CELTA, the deadline is the end of January.

For the August - November course, the deadline is the end of May.

Please don't leave your application to the last minute as they will be dealt with on a first come, first served basis.

**About TLC:** The Language Company is a teacher-owned school which was formed in 1994 through a management buyout of ABB Sprachschule. We have 60 people on our staff and teach 11 languages to about 1800 students in our schools in Baden, Olten and Birr as well as in-company in NW Switzerland. Our trainers teach their mother tongue, and are qualified and experienced in training adults.

