

Thank you for your interest in the CELTA courses run by TeacherTraining.it

CELTA stands for **C**ertificate in **E**nglish **L**anguage **T**eaching to **A**dults, and is the most widely recognised initial qualification in the world for Teachers of English.

I hope this information pack will answer any questions you might have on CELTA, but please don't hesitate to contact me if you require any additional information or advice. I will be happy to help.

The easiest way to contact me is via email, as I check emails daily (yes, even when I'm on holiday!)

info@teachertraining.it

I very much look forward to working with you on a CELTA course in the near future!

Morgan Cox

Director

www.teachertraining.it

1. What is CELTA?

CELTA is the University of Cambridge Certificate in English Language Teaching to Adults, one of the world's foremost initial qualifications for people who wish to become professional teachers of English to speakers of other languages. It is accepted throughout the world by organisations that employ English language Teachers.

2. So what's "the TEFL" then?

Before it was revised and updated in 1996, the Cambridge CELTA was called CTEFLA, although many people called it (and some still do!) "the TEFL certificate". Back then it was pretty much the only certificate around, so to call it "the TEFL" was understandable. The word "TEFL", despite being considered outdated and replaced by the more politically correct ELT (English Language Teaching), has successfully stuck around and is still being used by many people. So when people talk of "the TEFL certificate", you need to clarify whether they mean CELTA or something else (see box below).

Warning: Be careful about organisations offering "TEFL certificates". There are now hundreds of these, many of them are online or very short courses done over a weekend. They are not the same thing as the University of Cambridge CELTA.

3. What's the correct pronunciation of "CELTA"?

The "c" is pronounced "s" (like "certificate").

4. Why should I do the CELTA?

Although it is sadly true that there are still organisations that will employ unqualified people to teach English, all reputable language schools usually only employ suitably qualified teachers. The Cambridge CELTA is by far the most widely known and recognised initial teaching qualification. The course will give you a solid and practical grounding in how to teach English to speakers of other languages. No, it isn't enough to "be English" or "speak English" to be able to teach it!

5. Is the CELTA only for native speakers of English?

Absolutely not. English does not have to be your first or mother tongue. However, please note that you will need to "have an awareness of language and a competence in both written and spoken English which will enable you to undertake the course and prepare for teaching a range of levels". In other words, your English clearly needs to be of a high standard! This will be checked and discussed at the application stage. There is also a test you can take on the website. Check this out if you are a non native speaker.

6. What sort of people do the course?

Candidates come from all walks of life. On each course there is typically a range of nationalities and ages. Some candidates are recent university graduates, but others are already qualified as teachers of other subjects or are professionals in other fields looking for a change of career or a career break. Others still may have been teaching English for a number of years without a qualification and feel it's time they got one.

CELTA caters for all of these needs, and having a good mix of people with different backgrounds and experience makes the course all the more interesting and rewarding for everyone.

7. Will CELTA be too easy for me if I've been teaching for 8 years?

No. I've been training candidates on CELTA courses since 1998 and I've never encountered anyone who described CELTA as easy, regardless of prior experience. Although experienced teachers will probably know more terminology and be more confident in front of a class of students than candidates with no prior teaching experience, that isn't all there is to a CELTA course!

The planning and teaching techniques taught (and practised) on a CELTA course can be a real eye-opener to some experienced teachers, particularly if they have never or only rarely been observed and given feedback. Many experienced candidates find they have to some unlearning before they can make real progress.

8. What's the course like?

Hard work, but fun and highly practical. By the end of the course you will be able to say, "I can do X, Y and Z" as opposed to, "I know a lot of theory about X,Y and Z". The course is 120 contact hours with tutors, plus at least 50 hours for reading, research, assignment and lesson preparation. You will also observe experienced teachers for a total of 6 hours, and write 4 assignments. You will be very busy indeed!

9. How are course participants evaluated? Is there an exam?

No, there is no final exam. You will be evaluated on your ability to plan and teach lessons. Evaluation is ongoing. During the course you will plan and teach real students for a total of 6 hours, at two (sometimes three) distinct levels. You will also produce four written assignments

which relate to practical aspects of learning and teaching. As has already been stated, this is a very practical course

10. What does the course cover?

CELTA courses are designed to help participants develop familiarity with the principles of effective teaching and a range of practical skills for teaching English to adult learners. In general, you will learn how to manage a class of students, how to analyse and approach English grammar for teaching purposes, how to prepare a lesson and a series of lessons, how to evaluate teaching materials, how to use teaching aids (including audiovisual aids and computers), and how to evaluate your own performance and that of others.

There are 5 core components:

1. Learners and teachers and the teaching and learning context;
2. Language analysis and awareness;
3. Language skills: reading, listening, speaking and writing;
4. Planning and resources;
5. Developing teaching skills and professionalism

The CELTA Syllabus and Assessment Guidelines (20 pages) can be downloaded from the University of Cambridge website www.cambridgeesol.org/teaching If you go to the www.TeacherTraining.it website you will find this and other downloadable information.

11. Why should I do the course at TeacherTraining.it?

As with all kinds of teaching and learning experiences, the single most important factor for successful CELTA courses is a team of experienced and approved tutors who have worked together for a number of years. This is precisely what we can offer. The TeacherTraining.it team started delivering full-time and part-time CELTA courses in Milan in 2003. Prior to that the tutors who make up the team had all worked at The British Council in Milan as teachers and teacher trainers for many years.

Course Director Morgan Cox was Head of Teacher Training at the British Council in Milan from 2000 to 2003, and has been a CELTA tutor since 1998. He is also an Assessor for CELTA and a DELTA tutor and Assessor.

In July 2006 we moved into our own purpose-built premises, very conveniently located near the two main railway stations in Milan (Centrale and Garibaldi)

Milan is of course a very busy and bustling city, with something for everyone: fashion, football, culture, food, and work! A great place to start your ELT career.

12. How many people are on each course?

All CELTA courses must have at least 2 approved tutors, and the maximum ratio of candidates to tutor is 6:1. Therefore there is a maximum of 12 candidates on each course with 2 tutors. We run courses with as few as 6 people and a maximum of 15 (with 3 tutors). Most courses average 10 candidates.

13. Will I be able to find work easily after the course?

Yes. There are more than 200 private language schools in Milan and the surrounding areas. Recruitment takes place all the year round, but October and January are the busiest. It is also worth contacting schools once you have been offered a place on a CELTA course.

Don't forget that the CELTA is recognised all over the world so you needn't limit yourself to Milan!

14. Can you help with accommodation?

Yes and no. We don't have an accommodations officer, but our website does provide a number of useful links which have been tried and tested successfully by previous candidates.

15. When are the courses?

Check out the website for specific dates. We normally run about 6 intensive courses and 2 part-time courses per year.

16. What's the difference between the intensive course and the part-time options?

The course content, amount of teaching practice, written assignments, lesson observations and overall number of hours are exactly the same. Clearly the 5-week course is pretty intensive, whereas on the part-time course you have more "breathing space" between lessons. Having said that, for some people the extra time means extra time to worry: on the intensive course you have no time (or energy) to worry. You will also be putting all of your time and energy into the CELTA course and nothing else.

So it's up to you to decide which format suits your learning style and your needs best. Either way it's a great learning experience.

17. How much is the course?

The course fee as of 2009 €1700. This includes all tuition and the Cambridge registration fee (currently 145 Euros). It is possible to pay in instalments. Discuss this with course Director Morgan Cox. The course fee may change in future, so please check the website for latest fee.

18. OK, how do I apply?

The first thing you need to do is fill in our application form. Download it from the website or ask me to send you one.

Please note that acceptance onto the course is not automatic, and that we can only accept those candidates who meet the entry requirements as set out by Cambridge ESOL*. Our application process is designed to allow both us and yourself the opportunity to decide whether this course is right for you.

*Specifically, applicants must:

- a) be at least 18. It is generally recommended that candidates should be aged 20 or over, but candidates aged between 18 and 20 can be accepted at the Centre's discretion
- b) have an awareness of language and a competence in both written and spoken English which will enable them to undertake the course and prepare for teaching a range of levels
- c) have the potential to develop the necessary skills to become effective teachers and to complete successfully the written assignments and the assessment of practice teaching.

In order to ascertain your suitability to do the course, we ask you to complete an application form and attend an interview. Although interviews are normally face-to-face, we can arrange telephone interviews in exceptional circumstances. Please check with me if you're unable to attend an interview.

Here is how the application process works:

1. Complete and return the application form by email or post
2. We will evaluate your application.
3. You will be contacted to arrange a suitable day and time for interview. Interviews typically last between 1 hour and 1.5 hours. Interviews may be conducted individually or in small groups.
4. At the end of the interview you will be told whether you have been accepted, and if so, you will be offered a place.

Please note that each course has a limited number of participants, and that places are offered on a first-come-first-served basis. In order to reserve a place on the course, you will need to pay a deposit of €500.

There are no formal deadlines for applications so you are advised to apply as early as possible to avoid disappointment.

You should also bear in mind that given the nature of the course and the limited number of places, if you accept a place after a successful interview, and pay a deposit, you are expected to complete the course and pay the entire course fee. Once you take a place we can't give it to someone else!

19. Is there anything I can do to prepare for the course?

Indeed there is! In the downloads section of the www.TeacherTraining.it website, you will find a "Pre-course task" and a "Pre-course task Key". We strongly recommend that you work through the pre-course task. It will give you some idea of what the course will cover, and allow you to identify some personal course aims. You can work on the pre-course task as little or as much as you like. Nobody is going to check whether you've done it. There is enough material for as much as 80 hours' work!

Nothing is carved in stone, so please do check the website for the most up-to-date information, particularly as far as dates and fees are concerned.