

/ˈkæmbəl/
The Campbell Institute



CELTA

INFORMATION FOR CELTA CANDIDATES



The CELTA course (The Certificate in English Language Teaching to Adults) is a practical, hands-on teaching qualification. It is administered by Cambridge University ESOL and is the minimum teaching qualification for many language schools worldwide. The CELTA course provides candidates with a mix of hands-on teaching experience, teaching methodology and practical classroom techniques. It is an initial teaching qualification, so no previous teaching experience is required to undertake the course. CELTA is also popular with teachers who have some initial experience in NZ or overseas, but lack a formal teaching qualification.

CELTA is an internationally-recognised course with clearly defined assessment standards and a set syllabus. This is an important safeguard for both you as a candidate and also for employers, as a pass on the CELTA course is highly regarded throughout the world and continues to stand for quality and innovation in language teaching.

Applicants must:

- be 18 years or over at the start of the course (generally recommended that candidates should be aged 20 or over).
- 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 (non-native speaker level - C2 or high C1 on the CEFR or 7.5 IELTS).
- have the potential to develop the necessary skills to become effective teachers and to complete successfully the written assignments and the assessment of teaching practice.

CELTA course dates

2017

- **Part-time: 10 week course 18 February – 27 April 2017 (no class on 15 April – Easter)**
- **Intensive: 4 week course 13 November – 08 December 2017**
N.B. this course is very intensive. You will need to allow time in the evenings, on Fridays and in the weekend to complete course-related work

Course hours

- Fulltime on-site hours – Monday to Friday 9.00am – 5.00pm
- Part-time on-site hours – Tuesday and Thursday evenings 5.45 – 8.45pm and Saturdays 9.00am – 4.00pm

The fulltime CELTA is offered as either a 4-week or 5-week intensive course (120+ hours onsite). CELTA is a highly intensive course which will require most of your time and energy during this month. Do not try to do any other work during this time. It is important to keep outside commitments to an absolute minimum. As well as the onsite hours, you will need to spend every weekday evening and the weekends doing course related work (reading, lesson preparation and assignments). The level of planning for assessed teaching is detailed and time-consuming as it gives you the tools to analyse language and structure different types of lessons. Many candidates comment that the course takes over their lives for the month. They also generally say that the course is challenging, but highly motivating and useful.

Due to work or other commitments you may opt for the part-time option. This 10-week course is held on Tuesday and Thursday evenings (Teaching Practice, feedback and lesson preparation) and all day on Saturdays (input sessions). It may also be preferable for people who appreciate having

more time to process new information. This option still requires a high level of commitment in terms of time and effort. As a guide you can expect to do at least another 10 hours of self-study per week, outside scheduled course hours, on lesson preparation, reading and assignments.

Course components

The CELTA syllabus and assessment: The CELTA course is assessed in two ways. One by written assignments and the other by ongoing assessment of teaching practice. The assessment relates to five syllabus areas:

- 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

Input sessions: These will provide you with many practical ideas for classroom teaching. Sessions include tutor demonstrations of teaching techniques and procedures to assist you in planning your lessons. Input will be interactive, so be prepared to get involved and learn through experiencing techniques and discussing ideas.

Teaching practice: English language students will come to The Campbell Institute to participate in English lessons. These students will be interviewed and tested before the commencement of the course and then split into two level groups. Each group will be made up of 10-15 adult students (over 16 years of age) from a variety of different countries. You will be part of a group of trainees (up to 6 trainees per group) who will be responsible for teaching them. An important part of the course will be coordinating with other teaching practice peers.

Over the course you must complete 6 hours of assessed teaching. Your teaching practice must be at two different levels (E.g. elementary and intermediate level students). After each assessed teaching slot, trainees will be provided with both oral and written feedback on their teaching. Each lesson will be assessed as being “Above standard for this stage of the course” or “To standard for this stage of the course” or “Not to standard for this stage of the course”. An important part of being a developing teacher is to reflect on your teaching. Self-evaluation of your own lessons forms an important part of the course assessment. CELTA will help you to become more reflective and focus on the areas of your teaching which need further development.

Observations: During the course you will have the opportunity to observe experienced teachers. You must observe 6 hours in total (3 hours may be from filmed lessons or tutor demo). This is a very useful part of the course as it allows you to see a variety of teaching styles, techniques and approaches, as well as a variety of student levels and classroom situations.

Assignments: During the course each candidate needs to submit 4 assignments each of which is to be of 750-1,000 words. These assignments are practical in nature and help you synthesise principles and practice from your teaching and learning. Each assignment will receive a pass or fail grade. If an assignment receives a fail grade on first submission, you will be able to resubmit that assignment once again. It is possible to fail one assignment and still pass the course, provided that the assessment criteria have been demonstrated elsewhere in your coursework.

Assignment topic areas are: Focus on the learner, Language-related tasks, Skills assignment and Lessons from the classroom.

Assessment

All aspects of the course (teaching practice and written assignments) are internally and continuously assessed. An external assessor approved by Cambridge ESOL will visit every CELTA course. The role of the assessor is to moderate the course. The final certificate is issued by Cambridge.

The CELTA is a pass/fail course. Final grades are: Pass A, Pass B, Pass and Fail. The certificate at Pass level is awarded to candidates who meet the course requirements and whose performance meets the criteria in all components. Those whose classroom teaching skills reach a level significantly higher than pass-level criteria are awarded Pass B; those whose classroom teaching skills and planning skills are exceptional, are awarded Pass A. Candidates will receive a course report with a provisional grade within two weeks of completing the course. Candidates can use these course reports when applying for work.

Support

Each CELTA course must be staffed by two CELTA tutors (or more if there are more than 12 candidates). This provides a high staff/trainee ratio which allows a very good level of support and individual attention on the course.

Job Opportunities

There are nearly 300 CELTA centres worldwide. CELTA stands for quality and innovation in language teaching, so these centres are a good starting point in your search for a job.

During the course we have two sessions which help you to look for a job after the course. These sessions give you tips on where to look for jobs and how to go about finding the best job. The Campbell Institute has strong links with language schools and agencies nationally and internationally. We forward on job vacancies to our alumni.

If you are looking for work overseas, it's important to check whether you need a degree. Once you have a CELTA qualification, there are many opportunities overseas. A useful website for researching international opportunities is: www.transitionsabroad.com In New Zealand work can be seasonal. Many teachers start out as relief teachers or on short term contracts. The busy periods are January, July/August, Sept onwards.

Why study at The Campbell Institute?

Trainers at The Campbell Institute can provide you with:

- a wealth of teaching and training experience and expertise in all aspects of English language teaching
- creative and fun input sessions
- motivating demonstrations of classroom teaching
- helpful feedback on your teaching
- encouragement as you develop as a teacher
- one-to-one tutorial support

The Campbell Institute has:

- a convenient location in central Wellington
- a supportive environment for developing teachers
- creative and motivated teachers for you to observe

How do I apply for the course?

1. Complete the application form
2. Attach a photo with your application
3. Complete the pre-interview task
4. Attach an up-to-date CV

(all documents are available through our website www.campbell.ac.nz/courses/celta)

Selection

Once these documents are assessed, applicants are selected for an interview at The Campbell Institute (or via skype if the applicant lives outside the greater Wellington region). These interviews are scheduled during office hours. Small group interviews are usually conducted. The interview includes a short written test, a peer teaching task, discussion and further exchange of information about the content and demands of this intensive course. Applicants are assessed on their suitability to complete a CELTA course successfully. Applicants need to have strong written and verbal communication skills and demonstrate an aptitude for language analysis. The decision to accept candidates lies with the Head of Teacher Training and is final. The number of places on each course is limited to 12. Applications and selection are continuous, and are processed in the order they arrive at our centre. Don't miss out by applying late! Depending on the number of applicants there may be a waiting list.

Course Preparation

Candidates need to complete **The CELTA Pre-Course Task** before the course starts. This will be supplied by the centre. This is a self-study document. Once it has been completed we can give you feedback and send you an answer booklet. Please bring it along to your CELTA input sessions.

Candidates also need to purchase a **set text**: Scrivener, J. (2011). *Learning Teaching*. Macmillan. (\$80) The centre also recommends that candidates purchase a grammar book. **Recommended texts**: Swan, M. *Practical English Usage*. Oxford. (\$70) or Leech, et al. *An A-Z of English Grammar and Usage*. Longman. (\$55)

Please note these prices may be subject to change.

Payment and Fees

Course fees are NZ\$3285 (2017). The course fees include GST, a Cambridge assessment fee and course materials. If you are offered a place on a course, you need to pay a deposit of \$500 within a week of the offer being made to secure your place. This deposit is non-refundable. **N.B.** Course participants are not usually eligible for student loans due to the length of the course, but any enquiries should be directed to the appropriate authority.

Refunds

Received fees are refundable according to the following schedule:

- 60% refund if withdrawal is between 14 and 20 working days before the start of the course
- 40% refund if withdrawal is between 7 and 13 working days before the start of the course
- 20% refund if the withdrawal is between 1 and 6 working days before the start of the course

**The Campbell Institute reserves the right to cancel courses due to insufficient numbers, in which case 100% of received fees will be refunded or transferred to another course.*

More Information

The Campbell Institute holds regular CELTA information evenings. See www.campbell.ac.nz for details.

Please contact Guy Walker at ADOS@campbell.ac.nz for any further information.