

**Truro  
and  
Penwith  
College**

Community Learning &  
Workforce Development

Trinity Certificate in Teaching English to Speakers  
of Other Languages (CertTESOL) & PTLLS

Level 5

# **CertTESOL** Initial Application Pack

2010 / 2011



**Truro and Penwith College**  
Community Learning and Workforce Development  
Haven House | Quay Street | Truro | TR1 2UY  
T: 01872 261151  
E: [community@truro-penwith.ac.uk](mailto:community@truro-penwith.ac.uk)



## Course Information

- **Become qualified to teach English anywhere in the world**
- **7 week intensive course programme**
- **Flexible part time daytime and evening courses**
- **Accredited by Trinity College London**

The Trinity CertTESOL course at Truro & Penwith College is designed for those who have little or no experience of teaching English in the contemporary ESOL classroom and who would like to take initial training as teachers of ESOL.

The course will equip you with the basic skills and knowledge needed to take up posts as ESOL teachers in a variety of settings.

By incorporating the Level 5 PTLLS (Preparing to Teach in the Lifelong Learning Sector) qualification into the CertTESOL programme, you will be given initial preparation for teaching ESOL in the state sector in the UK, in addition to your qualification to teach ESOL globally.

### Admission onto the course

In order to be accepted onto the CertTESOL course, you must satisfy the eligibility criteria below. In addition, you will need to complete the course application form and, if invited, attend a selection interview.

Truro & Penwith College will seek to interview as many suitable applicants as possible. The interview dates are provided with the course dates at the end of this application pack.

The interview will last no longer than 30 minutes and will seek to build on your responses from the application form. You will not be expected to have detailed subject knowledge of ESOL but the interviewers will be looking for an aptitude for teaching, a willingness to work in a dynamic teacher training environment and a commitment and availability to complete the volume of work required for the course to a high standard.

### Eligibility Requirements

**Minimum Age:** In line with Trinity College London regulations, trainees must be at least 18 years old on the first day of the course in order to be eligible for consideration.

**Educational background:** In order to be considered for this Level 5 course it is expected that applicants will already have the qualifications required to enter higher education either in the UK or in the applicants' home country.

If you do not have these qualifications you would have to demonstrate a significant potential to be considered for the course.

All qualifications must be evidenced with original certificates.

**Competence in spoken and written English:** Applicants of all nationalities are welcome to apply for the course. Those who have acquired English as a second language will be expected to show a “near native” level of English in order to be considered for the course.

**Willingness to work cooperatively as a member of the whole training group:** CertTESOL courses are a dynamic teacher training environment. Trainees are required to produce a high standard of work which requires the ability to work well with other students. A significant part of the course assessment requires the student group to engage in collective constructive feedback and reflection. In order to be accepted on the course you will need to show the potential to work well in group situations.

**Potential for combined study:** We deliver the CertTESOL programme in a number of formats including part time daytime, evening, weekend and intensive courses. Regardless of the course type, we would not normally accept applicants who are undertaking any other substantial form of study. The requirements of the CertTESOL course are highly demanding, even when delivered on a part-time basis and will require trainees to do an extensive amount of work outside the classroom.

### Delivery of the course

We run five courses a year on a part-time and full-time basis. The course provides 140 hours of class based delivery, plus you are expected to complete a significant amount of work outside the classroom. You should be prepared to do at least 60 hours of work outside the classroom. This will include a certain amount of teaching practice in addition to background reading and assignments.

The part-time daytime course runs for approximately 3 months, the part-time evening/weekend course for 5 months and the full time course takes 7 weeks to complete.

The CertTESOL course will be assessed through continuous assessment, formal marking of written work, written and verbal commentary on practical work and through written tests.

Trainees will be required to complete 6 hours of observed teaching practice. Other tasks include interviewing a student to assess their teaching needs and developing and teaching a short course to address those needs.

The course provides a thorough introduction to contemporary TESOL teaching methodology and practice. Trainees will learn about English grammar, vocabulary and pronunciation and how to teach these language skills in the classroom.

## Course Detail

**The course comprises five units which are fully integrated throughout the programme. Trainees must successfully pass all units in order to achieve the qualification.**

### Unit 1: Teaching Skills

Unit 1 comprises 55% of the course and is the major component of the CertTESOL course.

In order to pass Unit 1 successfully, trainees will be assessed on their satisfactory completion of a Teaching Practice Journal and through completing 4 hours of guided observations. During the course you will complete 6 hours of assessed teaching practice and engage in an in-depth process of reflection and feedback.

In addition to the teaching practice, there are 12 other teaching sessions focusing on different elements of Unit 1, these include: Contemporary approaches and methodology, Lesson Planning (x2), Classroom Resources (x3) – including the use of computers, the internet and CALL, Guided Observations, Classroom Management, Global English, Methods of Assessment and Working in TESOL.

On the course all trainees are given detailed guidance on all the elements required for the teaching practice journal. You will be continually assessed during your teaching practice and will receive extensive feedback from your tutor and peers after every teaching practice session.

Contemporary TESOL approaches and methodology will be discussed throughout the course, particularly during lesson planning sessions and during the feedback sessions following teaching practice. In addition you will be given a pre-course task to research and prepare a presentation on a particular contemporary teaching methodology or approach.

### Unit 2: Language Awareness

Unit 2 comprises 22% of the course and includes the key grammar, language and structure input that will be vital for the trainees to learn and use in their teaching on the course and in their professional teaching.

The course will provide specific class teaching sessions in the following areas: Vocabulary (x2), Tenses (x2), Phonology (x3), Word Classes, Connected Text (x3), Speaking & Listening, Phrasal Verbs & Relative Clauses, Error Correction and Questions.

The teaching sessions will be dedicated to the analysis and teaching of key grammatical and language areas in line with the CertTESOL requirements. In addition to class based study, trainees will be expected to complete extensive background reading to develop their knowledge prior to each teaching session.

The aim of the teaching sessions is to both, develop your knowledge and to prepare you for teaching those topics in the classroom.

In addition to the teaching sessions, throughout teaching practice feedback the course tutors will provide guidance and tips on how to teach grammar, language and structure effectively in the ESOL classroom.

In order to pass Unit 2, you will be given a formal language awareness written exam near the end of the course to test your knowledge of all the areas required for Unit 2. Trainees will need to achieve a score of at least 70% in the exam.

### Unit 3: Learner Profile

For Unit 3, trainees are expected to complete a learner profile. In order to complete the learner profile trainees will need to interview an ESOL student and, following an analysis of the needs and motivation of their learner, develop and deliver a short course of study to help develop their language skills.

Trainees will be expected to spend at least 16 hours outside the timetabled hours of the course compiling the requirements of the learner profile.

Working with the ESOL team and the ESOL students at the college, you will be allocated an ESOL student to work with in order to complete your learner profile. You will be able to select another ESOL student either from the college or elsewhere to work with if you wish, subject to approval by their CertTESOL tutor.

You will be provided with detailed guidance of the assessment criteria of the learner profile.

### Unit 4: Materials Assignment

In order to successfully complete the materials assignment, trainees will reflect on, and evaluate, 2 sets of teaching resources that they have used during their assessed teaching practice.

You will produce a written rationale and evaluation of 2 pieces of material and this will provide the basis for an assessment interview with an external moderator from Trinity College London.

Trainees are required to complete their analysis for their materials assignment outside the timetabled hours for the course. You will be expected to spend approximately 15 hours outside the timetabled hours of the course compiling the requirements of the materials assignment.

During the course you will be given extensive guidance on the required content for the materials assignment and you will be given the opportunity to rehearse for the assessment interview.

The external moderator visit will be scheduled for the last week of the course after all the input sessions have been completed.

All work for the course must be completed by the time of the moderator visit.

## Unit 5: Unknown Language

During the course you will be given 4, 1 hour teaching sessions in an unknown language.

You will be required to complete a reflective journal to evaluate the unknown language lessons. The aim of this part of the course is to consider the experience of learning an unknown language and how that may impact on your teaching of ESOL.

You will be assessed through successful completion of a reflective journal for each of the 4 unknown language lessons and you will be provided with detailed guidance on the requirements of this journal.

## Assessment & Accreditation

Trainees are continually assessed at every stage of the course.

Successful completion of the teaching practice journal forms the practical assessment of your teaching skills. However, you are required to pass all units of the course in order to achieve the qualification. The assessment activities for each unit have been outlined above in the course details.

You will be assessed in line with the assessment criteria provided in the course documentation when you start the course.

Whilst it is the teaching skills that are central to the CertTESOL qualification, all aspects of performance and work undertaken on the course are taken into consideration, including the trainee's punctuality, professionalism, quality of written work, ability to be sensitive to group dynamics, and overall potential as a member of staff in an ESOL context.

Trainees are informed of their progress during the course through written and oral feedback and will be given extensive guidance on how they need to improve their performance, where required.

Trainees may not miss more than 3 days of the course in order to satisfactorily complete the qualification.

Any trainee who does not meet the minimum attendance requirement, or who is unlikely to be employable in an ESOL context, may be asked to withdraw from the course.

This would only be done in line with Truro & Penwith College and Trinity College London procedures and trainees will be given an oral and written explanation of any such decision. Trainees will be able to appeal any decisions in line with college procedures.

Trainees who complete the course successfully will be awarded the Trinity College London Level 5 Certificate in Teaching English as to Speakers of Other Languages (CertTESOL) & PTLLS.

## Resources

### Course books

The college provides a well resourced library of reference material that will meet all your requirements for the course and for further extended study.

To facilitate the teaching practice, we have course books covering all levels for your reference, as well as specialist texts to focus on particular areas with your students such as grammar, pronunciation and vocabulary.

We also have a large library of teacher training texts to help you research different teaching techniques, methods and approaches and to complete your background reading.

Haven House has an open access reference library and a limited loan facility.

In order to complete the course you will also need to buy the following course books:

Book Title	Author
The Practice of English Language Teaching Longman 0582297966	Harmer, J
Practical English Usage – 3 <sup>rd</sup> Edition OUP 0194420981	Swan, M
Rediscover Grammar Longman 0582002583	Crystal, D
About Language CUP 0521427207	Thornbury, S
Longman Dictionary of English Longman 1408215333	

You may wish to wait until you have been offered a place on the course before purchasing any of these books.

Once you have been offered a place you will be given a pre-course task to complete and a selection of background reading.

### Equipment

Teachers and trainees will have the use of the following equipment in some or all classrooms: whiteboard, OHP, cassette or CD player, TV and video or DVD player, computer with internet access and digital projector.

### IT facilities

Haven House has several IT suites that can be used for self-study or with students. Internet access is available. It is important that you book a computer in advance.

### Classroom booking

Classrooms are available to book for the one-to-one teaching practice sessions and interviews you will need to complete as part of the course.

### Stationery

You will need to provide your own stationery for the course including: a lever arch file, whiteboard markers and a whiteboard cleaning cloth.

All students at Truro & Penwith College will also be given a printing allowance. You will be provided with £1 of printing when you enrol on the course. In order to do any further printing on college computers or on photocopiers you will need to buy extra printing credits from the college. This process will be explained to you during the introductory day.

### Moodle

Once you are enrolled on the course you will be given the password to our online course materials, via the college digital campus external Moodle site. All of the course materials are available on this site, as well as sample lesson plans, background research information and lots more. Once you have registered, you can login to this site from any computer with internet access.

### Who to contact

- Room bookings can be made through Haven House Reception.
- Any equipment or photocopying queries should be directed to the Resources department (Mondays – Wednesdays) or Reception.
- IT queries should be directed to our IT tutors on the first floor.
- Computer bookings can be made through Reception

# TESOL Course Dates

The course is available to attend on either a day, evening/weekend or full-time intensive basis:

## 2010 – 2011

<b>Monday 20<sup>th</sup> June 2011 – Friday 5<sup>th</sup> August 2011</b>	<b>Summer Intensive Course</b> <ul style="list-style-type: none"> <li>• Monday to Friday</li> <li>• 9:00 – 16:00</li> </ul> Application deadline: Wednesday 1 <sup>st</sup> June 2011
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**Course Fees:** £900 (Tuition: £700 | Accreditation: £200)

Fee remission and funding may be available. Please call 01872 261151 for information. Course fees and dates may be subject to change.

## 2011 - 2012

<b>Tuesday 6<sup>th</sup> September 2011 – Friday 16<sup>th</sup> December 2011</b>	<b>Part time Daytime Course:</b> <ul style="list-style-type: none"> <li>• Tuesdays and Thursdays</li> <li>• 9:00 – 16:30</li> </ul> Application deadline: Monday 15 <sup>th</sup> August 2011
<b>Tuesday 10<sup>th</sup> January 2012 – Saturday 28<sup>th</sup> July 2012</b>	<b>Part time Evening and Weekend Course:</b> <ul style="list-style-type: none"> <li>• Tuesdays – 18:00 to 21:00 and</li> <li>• Saturdays - 9:30 to 13:30</li> </ul> Application deadline: Monday 12 <sup>th</sup> December 2012
<b>Tuesday 24<sup>th</sup> January 2012 – Friday 25<sup>th</sup> May 2012</b>	<b>Part time Daytime Course</b> <ul style="list-style-type: none"> <li>• Tuesdays and Thursdays</li> <li>• 9:00 – 16:30</li> </ul> Application deadline: Wednesday 4 <sup>th</sup> January 2012
<b>Monday 18<sup>th</sup> June 2012 – Friday 3<sup>rd</sup> August 2012</b>	<b>Summer Intensive Course</b> <ul style="list-style-type: none"> <li>• Monday to Friday</li> <li>• 9:00 – 16:30</li> </ul> Application deadline: Wednesday 30 <sup>th</sup> May 2012

**Course Fees:** To be confirmed