

# Language College Ireland

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Recognised by the Dept. of Education & Science as a school for teaching English to foreign students.



Language College Ireland is pleased to offer a TEFL course of the highest quality, designed and directed by Tony Penston, author of *A Concise Grammar for English Language Teachers* and *A History of Ireland for Learners of English*. In our completely renovated premises you can be assured of our best attention and you will find everything required for learning how to teach competently and with confidence and enjoyment.

## ACELS CERTIFICATE IN ELT (CELT)

The Advisory Council for English Language Schools (ACELS) under the auspices of the Department of Education & Science controls standards in EFL (English as a Foreign Language) schools in Ireland. See FAQ's on the next page for information regarding this Certificate and applicant requirements.

### COURSE AIM

This 120-hour course is designed to provide full competence in teaching at all levels for the initial or revising English language teacher.

### REQUIREMENTS

Please see FAQ's 5-7 on the next page. Preliminary assessment applies in all cases.

### CONTENT

- **Methods of Teaching/Learning** – Communication and 'Immersion Principles'.
- **Grammar and Vocabulary** – what to know and what and how to teach.
- **Class Management** – how to conduct an enjoyable learning experience. Eliciting, praising, encouraging. Pairs, groups. Correcting. Know your students, know yourself.
- **Lesson Planning** – prepare well for confidence and success.
- **The 4 Skills** – listening, speaking, reading and writing. How do we teach them?
- **Materials Evaluation** – compare coursebooks, resource books, websites...
- **Activities** – games, songs, role-play, projects. Adapt and make your own activities.
- **The Whiteboard; Visual Aids** – neat writing, 'stick man drawing', cards, photos, realia.
- **International English Examinations** – know the range and how to prepare candidates.
- **Pronunciation** – basic phonetics, accents, drilling, identifying and correcting errors.
- **Cultural differences, business English, teaching one-to-one, designing a sequence of lessons, teaching children/teenagers, learner autonomy, history of English ...**
- **Class observation** – 6 hours minimum.
- **Teaching practice** – 6 hours minimum.

### ASSESSMENT

Mainly continuous (see FAQ's).

### FACILITATORS

Tony Penston (Course Director), M.Phil, Dip TESOL. Speciality: methodology, grammar, phonetics, lesson planning, visual aids.

Miriam McGovern, H.Dip in Ed, M.A., Dip TEFLA. Speciality: cultural issues, teaching immigrants, teaching teenagers.

Sandra Reid, BSc, CELT. Speciality: class management, learner autonomy, vocabulary, EFL examinations, coursebook evaluation.

Orla O'Shea, BA, CELT. Speciality: language games, reading and listening skills, role-play, using songs, building rapport.

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## FREQUENTLY ASKED QUESTIONS

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### 1. What is TEFL?

TEFL is an abbreviation for *Teaching English as a Foreign Language*. It is not an organization or approval body. It is similar to TESL (... *as a Second Language* - preferred in USA) or TESOL (... *to Speakers of Other Languages* - a more neutral term) or lately, and gaining in popularity, ELT, *English Language Teaching*.

### 2. Can any school award a TEFL certificate?

Yes. Any school can offer its own TEFL Certificate. The value of the certificate would be determined by the length of the course, the reputation of the school and the qualifications and experience of the trainers. (But please see requirements for working in a recognised language school in Ireland - point 4 below.)

### 3. Is Language College Ireland approved by the Dept. of Ed. & Sc.?

Yes, ACELS is the quality assurance agency of the Dept. of Ed. & Sc. for English Language Teaching, and we are approved by them as a year-round school for teaching English to foreign learners. See [www.acels.ie](http://www.acels.ie)

**We are also quality marked** by them to run teacher training courses leading to the award of the ACELS CELT (Certificate in English Language Teaching - TEFL).

### 4. Where is the Certificate recognised?

Since 2005 the ACELS CELT (plus minimum Level 7 qualification) is required for teaching in Dept. of Ed. & Sc. recognised language schools in Ireland. The Certificate is also widely recognised abroad and is equivalent to the Cambridge CELTA.

### 5. Who can do the ACELS Course?

Applicants must be least 19 years old, have 1) good general knowledge, 2) good learning skills, 3) competence in English and, most importantly, 4) good personal interactive skills. \*NB: although you may be awarded the ACELS CELT, unless you have a level 7 qualification (primary degree - see [www.nqai.ie](http://www.nqai.ie) or [www.hetac.ie](http://www.hetac.ie)) you will not be eligible to teach in a recognised language school in Ireland.

### 6. My degree was not awarded by an Irish institution. Is that acceptable?

Please have it validated by NQAI ([www.nqai.ie](http://www.nqai.ie)) to enable us to award your certificate.

### 7. Can people whose first language is not English do the course?

If your first language is not English you should have a level of English equivalent to C1 on the Council of Europe Scale. You will need formal documentation to prove this. Please contact us regarding your qualifications.

### 8. Is there teaching practice with real foreign students?

Of course. But don't worry, we let you get to know your students (usually small groups) and we suggest and provide the core materials to use. You will teach 6 hours in various sessions with guidance. You will receive individual guidance before and helpful feedback after each session.

### **9. Will we observe classes?**

Of course. You will observe at least 6 hours of classes, some on video but mostly live classes with experienced teachers.

### **10. What is the main strength of your course?**

We keep it as practical and as interesting as possible. From day one we lend you a popular ELT coursebook and a teacher's grammar book. Before teaching foreign learners you will be helped to plan part of a lesson for teaching to your peers - this lesson is not marked so you won't suffer any anxiety! And you will get personal help with the planning of all your other lessons too. Yes, our course is very special - you and your future employer will be glad to know that! Oh, there's also free coffee and biscuits!

### **11. How big are the classes?**

Maximum number of participants is 12. The average is 9. Small classes promote a friendly atmosphere, encourage discussion and enable personal attention.

### **12. Is photocopying for all course work included free of charge?**

Of course.

### **13. Do I need any materials for the course?**

Compulsory material comprises an A4 notepad plus a ringbinder and separators for notes and handouts. You must keep your notes neat and in separate sections for each module of the course. You should also purchase *The Practice of English Language Teaching* by Jeremy Harmer. No further purchases are required, however we do send you a comprehensive list of popular ELT books when you enrol and we recommend a browse in the bookshops listed therein. You may of course borrow from our library.

Also on enrolment, we send you our specially compiled 20-page grammar booklet to help you with the basics of English structure. Another unique aspect of our course!

### **14. Is full attendance required?**

Every minute of your time during this course is a learning experience so we do insist on full attendance. To be eligible for the award 90% attendance is required for the theory section, 100% for class observation and teaching practice.

### **15. What about the exam?**

The assessment of your knowledge of English language (grammar, vocabulary and pronunciation) is done mainly by a written exam and counts for approximately 8% of your marks. However, the exam is 'open book' type, and we actually let you know most of the questions in advance! You can repeat any section you fail (fee €30).

### **16. What is the continuous assessment?**

Lesson planning, teaching practice, short essays, learner interview, portfolio.

### **17. Is that it?**

Well, there is the pre-course written task to send in with your application, then some pre-course grammar work to bring you up to speed on the nuts and bolts.

### **Any more questions?**

Please email Tony at [tefl@languagecollegeireland.com](mailto:tefl@languagecollegeireland.com) or phone (01)2865627.



# TEFL EMPLOYMENT PROSPECTS



## Qualified for where?

The ACELS Certificate plus minimum level 7 qualification entitles you to teach in any recognised English language school in Ireland. Abroad the stipulations vary from country to country and from school to school, e.g. in Greece a university degree is stipulated, but in other countries a good TEFL cert alone suffices, with the right personality and work ethic. There are many people on the job market with qualifications ranging from introductory 20 hour certificates to masters degrees. The average TEFL cert. hours internationally would seem to be about 100.

Many graduates of our courses have found work in Spain, Italy, Poland, Korea, China.

## Don't forget Homestay Tuition

If you would be prepared to teach and accommodate a student in your own home there are many opportunities for this kind of work. The ACELS Certificate is not required for this teaching, nor is a degree. We can facilitate you on the course with more one-on-one teaching practice. Please contact us for more information. On enrolment we can furnish you with a list of homestay agencies.

## What are recruiters looking for?

Many schools abroad state the CELTA (Cambridge TEFL) or equivalent as their certification requirement. The ACELS CELT is certainly equivalent. However, remember that schools are looking for teachers with good personality, clear voice, reliability and good teaching skills!

## The extent of the demand

Some TEFL training institutes may, as an enticement towards enrolment, imply that highly-paid jobs are instantly available worldwide. Needless to say this should be taken with a pinch of salt. Nevertheless in late September and to a lesser extent in early January there is usually a strong demand from overseas for the winter terms (in the southern hemisphere the terms may be different).

In Ireland the demand is highest in July and early August, when there is often a shortage of supply. In winter, however, it is not easy to secure full-time tefl work, and during the economic downturn this may be more noticeable, but the silver lining is that now more than ever people realise how important it is to learn English. Cuts in the number of resource teachers of EFL/ESL in state schools do not help, but the demand for home or school-based grinds may consequently rise.

## Assistance with jobsearch

Recruiting schools everywhere choose the internet for advertising. Go to [www.tefl.com](http://www.tefl.com), [www.tefl.net](http://www.tefl.net) etc, and see the current situation (more websites on list given when you enrol).

Regarding jobs in Ireland the advice is always the same: send a well-presented CV and follow up politely and often. Be prepared to work part-time and awkward hours if and when called. Ignore statements about school groups employing trainees from their own TEFL courses – schools want *the best* teachers they can get, and we aim to help you get into that top bracket (indeed we have been criticised for insisting on getting the very best from our trainees, and we make no apologies for this).

We do offer assistance with jobsearch free of charge by keeping in contact by email during and after the course, informing graduates of any news to their benefit. Please let us know of your requirements on enrolment, and keep in touch after the course.

Shortly after you book a course with us we will send you a comprehensive and regularly updated list of popular books, organisations and internet addresses for teachers and learners, with comments.

## Advice

Check out prospective employers abroad – some schools pay badly and/or late.

When you do take up a job, if the school generally keeps its part of the contract please honour yours also. A broken contract reflects on you and on us!

Take an interest in the people of the country. Study their culture and what you can of their language before going there.

If you have any doubt about doing our course, i.e. if you know you wouldn't like teaching but it might earn you some money, don't enrol just yet. Teaching is not just a matter of telling students to read and answer textbook questions. If your heart is not in it neither you nor your students will benefit. If you like teaching you will enjoy learning from your students as they learn from you.



## COMMENTS FROM PREVIOUS PARTICIPANTS

Hello!

*I found the pre-course work very helpful in terms of preparation.*

*The content covered in the first week was excellent as it allowed for an overview on what's involved in teaching, i.e. grammar, classroom behaviour, how to elicit, etc. The class observation in the first week was also very helpful.*

*Good help with preparation for teaching. Excellent feedback from trainers.  
(A.K., Bray)*

*The content of the course is excellent. Good delivery of the course. All of the trainers are experts in their subjects. Very enjoyable classes.*

*I got work in the summer in Bray and now I've just signed a contract to work in Korea!*

*(M.R., Wicklow)*

*The content of the course is very in-depth and a lot is covered in the time.*

*The lessons are given in a practical way, which helps with your lesson [teaching] practice.*

*I teach foreign teenagers (one at a time!) in my home, also giving them full board and taking them out, etc. This course was a great help for me.*

*I feel there could be less hand outs.  
(anon)*

*The course is very intensive and certainly good value for money. It is very thorough and I appreciate the material we are given.*

*Feedback from trainers after TP is very useful.*

*A lot of the material given during the course will be useful for us as teachers later.  
(L.S., Dundrum)*

*Very professional and interesting. Good variety of trainers, which gives you a different perspective on ways of teaching.*

*The feedback after teaching practice is excellent.*

*More emphasis on the time needed to do the course would have helped.  
(anon)*

*Extremely thorough and concise notes on all elements within teaching. There was a great deal of information but it was all presented in logical sections and could easily be reviewed.*

*I found the phonetics section very difficult to grasp.*

*The input sessions were all excellent and very well presented.*

*The teaching practice was made easier by going through the lesson plan in advance with the trainer.*




*(C.L., Clondalkin)*


*I did a short TEFL course some years ago and I thought I knew everything. I knew nothing!*

*(D.O'L., Shankill)*



## SCHEDULE OF TEFL COURSES 2010

 <b>Full-time courses (4-week intensive course)</b>	 <b>February 8<sup>th</sup> – March 5<sup>th</sup></b>  <b>May 31<sup>st</sup> – June 25<sup>th</sup> *</b>  <b>September 13<sup>th</sup> – October 8<sup>th</sup></b>  <b>November 15<sup>th</sup> – December 10<sup>th</sup></b>
<b>Monday–Thursday 9.00–5.00 and Friday 9.00–1.30</b>	

 <b>Part-time courses (10-week course)</b>	 <b>March 23<sup>rd</sup> – May 27<sup>th</sup> (excl. Easter)</b>  <b>Sep 21<sup>st</sup> – Nov 25<sup>th</sup> (excl. Halloween)</b>
<b>Tuesday, Wednesday &amp; Thursday evenings 6.30–9.45 + 5 Saturdays 10.00-4.30**</b>	

**Course fee (all inclusive): €1,060**

LCI reserves the right to alter fees at any time.

\*Monday 7<sup>th</sup> is a bank holiday. Classes on Saturday 12<sup>th</sup> in lieu.

\*\*Saturdays in Spring Course: March 27<sup>th</sup>, April 17<sup>th</sup> & 24<sup>th</sup>, May 8<sup>th</sup> & 15<sup>th</sup>  
Easter week (5-9 April) is a holiday.

\*\*Saturdays in Autumn Course: Sep 25<sup>th</sup>, October 9<sup>th</sup> & 16<sup>th</sup>, November 6<sup>th</sup> & 13<sup>th</sup>.  
Mid-term break in week commencing 25<sup>th</sup> October.

***Note that these courses require extra time for assignments, lesson planning etc.  
We would advise you to organise your home study time efficiently for the duration.***

Pre-course language work, issued on enrolment, to be undertaken in advance of attendance.

### **TO ENROL:**

Please print out and fill in the forms on the next two pages, and post to us with cheque/p.o. for the deposit (€250). You may enrol personally, in fact we would be grateful for the opportunity of a short interview, but please phone (01)2865627 to let us know before calling in. We regret we do not accept credit card bookings. Our TEFL section is in our No. 14 premises (above Molloy's coffee shop).

# **APPLICATION FORM FOR ACELS CELT COURSE**

How did you hear about our course (if 'internet' it would be helpful if you could specify the website)?

Photo  
(optional)

Name: .....

Address: .....

.....

Phone number(s): .....

Time contactable (we usually conduct a phone and/or personal interview prior to acceptance):

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Email (enrolments are normally confirmed by email. If this is not suitable please mark this box ):

.....

Date of birth: .....

Occupation/skills: .....

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Educational qualifications. Degree holders must attach copy of award. Non-native speakers must attach copy of approved English examination certificate:

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Foreign languages (not essential): .....

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If you have any experience in teaching English language please detail: .....

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Start date of course:

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A booking deposit or the full fee must accompany this form. Please also include your pre-acceptance written task (form on the following page).

The deposit is €250. Please mark the envelope 'TEFL'.

The deposit is returned if your application is unacceptable or if the course is cancelled.

Full fees (the balance) should be remitted on the first day of the course.

*I accept conditions of registration for the above TEFL Course.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you for choosing our school for your TEFL course.*

Language College Ireland, 14 Quinsboro Road, Bray, Co. Wicklow

