

INTO 

 UNIVERSITY OF
GLOUCESTERSHIRE



Develop your English
language teaching in a
university environment



CAMBRIDGE ENGLISH
Language Assessment
Part of the University of Cambridge

CELTA courses in Cheltenham 2016-2017

Study TEFL in Cheltenham and gain a professional
qualification in English language teaching

ENGLISHUK 
member

 **BRITISH
COUNCIL**



▼ Small group sizes



Excellent reputation for teaching and support

CELTA Courses in Teaching English as a Foreign Language (TEFL)

INTO University of Gloucestershire is a British Council accredited centre, which offers high-quality courses for adults in English as a Foreign Language (EFL) and the Teaching of English as a Foreign Language (TEFL). We run face to face and online courses leading to the Cambridge CELTA qualification, taught by a highly experienced team of trainers.

The courses

The Cambridge CELTA is an internationally recognised pre-service qualification. The course is designed for those with little or no experience of English language teaching, or for those who have some experience but no formal qualification. We run five-week intensive face to face courses and thirteen-week online courses with no more than 12 candidates on a course. The small group size means that we are able to support everyone fully.

The trainers

Our training team is made up of qualified and highly experienced teachers and trainers in EFL and TEFL. The team includes CELTA Assessors for Cambridge English Language Assessment and academic managers within the centre. All our trainers have experience of teaching overseas and in the UK. All of the team are employed by the centre on a long term basis.

Entry requirements

If you are interested in taking this course, you should:

- be at least 18 years old before the start of the course
- have a formal qualification/standard of education which would allow entry to higher education in your country
- have an awareness of language and a competence in English, both written and spoken, that enables you to undertake the course.

In addition, we must satisfy ourselves that:

- the course is suitable for you in terms of experience, background and career plans
- that you are able to attend/participate in the whole course.

Offering programmes to teachers and students since the mid 1980s



▼ Park campus



Wireless internet throughout

INTO Centre

Located in the heart of the Park campus, INTO University of Gloucestershire combines modern learning facilities with experienced and qualified teachers and trainers offering high levels of personal attention.

About the Centre

INTO University of Gloucestershire is based at the heart of the University's Park campus. Set in landscaped parkland with a lake and tennis court, there's plenty of outdoor space in which to relax.

As an INTO student you benefit from being part of a busy international centre, studying and teaching in well equipped teaching rooms (with smart boards, PCs and projectors) with wifi. You have full access to the university's facilities including Moodle (the university's Virtual Learning Environment), computers, TEFL and EFL library resources and areas to buy food and drinks. Parking is available on campus

Cheltenham's lively and cosmopolitan town centre is a 15-minute walk away, or there's a discounted bus service between the campus and the town centre to help you get about.

Benefits of studying with us

Studying at INTO gives you the opportunity to be in a real English language teaching environment on a university campus at a centre accredited by Cambridge English Language Assessment, The British Council and English UK.

You are taught by a qualified team of trainers with many years teaching and training experience, all employed by the centre.

We give high levels of support to all our CELTA course participants, not just in the timetabled tutorials, but on a daily basis. This helps everyone achieve their full potential.

Student Support team

Our Student Support team deals with every aspect of the admissions process from enquiry to booking and from arrival to departure. Members of the team are the people you will hear from initially. They handle enquiries, applications, interview arrangements and fee payment.

Accommodation

If you need somewhere to stay during the course, there is an INTO Accommodation Officer who can arrange accommodation for you. This can be a specially selected homestay host in Cheltenham on a half board or self-catering basis. As this is an intensive course, we recommend your accommodation is within a short travelling distance of the Centre.

Location

Cheltenham is a safe town in the centre of the Cotswolds, an area of outstanding beauty and countryside. It is a lively, elegant town famous for its beautiful buildings and parks, internationally renowned festivals, its racecourse and surrounding countryside. It has excellent facilities including theatres, art galleries, museums, restaurants, bars and many shops.

Watch INTO University of Gloucestershire's welcome video: www.myin.to/INTOglo



Learn in the heart of
the University campus

CELTA courses

The CELTA will develop your English language teaching skills, and upon successful completion you will gain a globally recognised qualification.

What is the CELTA course?

The CELTA course will:

- teach you the principles of effective teaching
- provide a range of practical skills for teaching
- give you hands-on experience
- build your confidence.

Who should apply for the CELTA course?

The CELTA course is suitable for you if you:

- are starting a career in English Language Teaching
- have been teaching English language, but don't have a formal qualification
- are looking to have a career break or change
- want to teach ESOL in further, adult or community education in England and Wales.
- Want to offer home tuition to international students

What will I study?

The CELTA course follows the Cambridge syllabus and includes the following 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.

Course requirements

You are required to:

- attend/participate in the whole course
- practise teaching classes of adult learners (16+) at a minimum of two levels for a total of six hours

- observe experienced teachers teaching classes of adult learners for a total of six hours
- maintain and submit an assessment file (portfolio) of all course work including all written assignments and materials related to teaching.

Assignments vary in length and style, but no assignment is more than 1,000 words. We give full support and guidance before you submit any written work and we give oral and written feedback, as well as discussing the assessment fully in the progress tutorials. Any written assignment which fails to meet the specified assessment criteria can be resubmitted once. We give detailed criteria for these assignments at the beginning of the course and we refer to the course criteria throughout the course and tutorials.

Certificates and grades of award

The certificate is awarded to those who meet the course requirements and whose performance consistently meets, or exceeds, the criteria in both assessment areas.

A **Pass** is awarded to students who meet the criteria overall in the teaching practice and in the written assignments.

A **Pass B** is awarded to students who meet the criteria overall in the written assignments and demonstrate a level of achievement significantly higher than that required in relation to classroom teaching skills.

A **Pass A** is awarded to students who meet the criteria overall in the written assignments and demonstrate a level of achievement significantly higher than that required in relation to: planning for effective teaching; classroom teaching skills; and awareness of teaching and learning processes.

Fail is awarded to students who fail to meet criteria in some or all assessed components.

Results and certificates are issued by Cambridge (via the Centre) approximately one month after completion of the course.

Course assessment and moderation

Assessment is continuous and integrated. Continuous means that assessment takes place throughout the course, and integrated means that each assessed component contributes to the overall grade. Any one assessed component can cover a number of topics and objectives in the syllabus. In addition, each course is externally moderated by a CELTA assessor who visits the Centre for one day of the course, examines a sample of assessment files and observes teaching practice.

There are two components of assessment. These are teaching practice and written assignments.

1) Teaching practice

By the end of the six hours of assessed teaching practice, you should have demonstrated successful achievement of all teaching practice criteria. With a maximum of 12 candidates, you have more time to prepare fully for teaching practice enabling you to reflect and respond to feedback.

2) Written assignments

There are four written assignments in total. These focus on different aspects of the course as below:

- one assignment (which is divided into sections) involves work on the language system of English
- one assignment involves reflection on classroom teaching and the identification of action points
- two assignments explore aspects of the teaching and learning of English at adult level through a focus on an analysis of learning/teaching materials.

CELTA Face to Face

The Face to Face course is suitable for those who prefer to study during the day and are able to study for a 5 week block.

Course structure

We run a five-week intensive course which consists of approximately 120 contact hours, generally between 9.30am and 5pm. Input sessions on methodology, language awareness and phonology take place in the morning as do classroom observation of experienced teaching staff and tutorials. Assessed teaching practice takes place in the afternoon as do peer observation, teaching practice feedback and teaching practice guidance.

In addition to the syllabus overview outlined above, the extended length of the course allows the timetable to include input sessions on more specialised areas of teaching as well as offering live classroom observation and three individual tutorials.

Areas of learning specialisation include: Young Learners; Business English; Beginners and Advanced Learners; Monolingual classes; Examination classes; and using IT in the classroom.

Teaching practice

Teaching practice (TP) takes place at two levels: Pre-Intermediate and Upper Intermediate. TP begins on day three of the course and is structured in the following way: TP groups are assigned a level and given TP points and materials. These are discussed with the observing tutor the day prior to teaching (TP guidance).

At the beginning of the course, TP points are considerably more detailed to provide you with the necessary support. However as the course progresses, TP points are less detailed. Everyone teaches a range of lesson types (grammar, vocabulary, listening etc) and lengths (from 20-45 minutes).

You are given written and oral feedback on all lessons and are expected to give oral feedback on your peers' lessons using a range of observation tasks provided by the tutors.

Tutorials

In addition to on-going support, we give one-to-one tutorials. Cambridge only requires centres to offer one tutorial, but we find it helpful to offer three.

These take place at the end of weeks two, three and four. Tutorials are to discuss progress and highlight areas to work on as well as to offer any support or advice that you may need.

"Cheltenham is a really great environment to go back to university. I really enjoyed the atmosphere of the campus and classroom. Learning was fun and engaging and all the staff were really friendly. Teaching foreign learners in the classroom was great and the support from our tutors really helped build-up our confidence. The campus and facilities at INTO are also first-class."

Sam, CELTA student

CELTA Online

In addition to offering CELTA courses at our INTO Centre, we also offer the option to undertake the course online.

Course structure

The online course runs for 13 weeks and consists of approximately 100 hours of online study and 20 hours face to face in the centre.

The 13 weeks includes an online orientation course which helps you become familiar with the Virtual Learning Environment and also introduces you to the key themes related to the learning and teaching of English.

Studying online involves working through multimedia materials, doing interactive tasks, discussing topics with other course participants and your tutor in forums, and collaborating with other course participants in a virtual classroom. Please note that the materials require participants to be online and cannot be downloaded or worked on off-line. This is for security and to allow progress monitoring.

Teaching practice, feedback, supervised lesson planning and live observation all take place in the Centre.

Teaching practice

Teaching practice has a group format with each candidate teaching for a total of six hours. When you are not teaching, you will observe your colleagues teach (peer observation). Candidates will continue to interact with the online environment during the teaching practice phases. The teaching practice takes place two evenings a week from approximately 6pm to 9pm and starts in the third week of the course.

The timetable allows time for guidance from tutors, preparation and reflection before your next teaching practice session.

Benefits of the online course

The online course offers you:

- flexibility - fit the online materials around your professional and personal commitments
- fewer travel expenses - save time and money by completing components at home instead of travelling to the Centre
- the opportunity to reflect and develop - access online material for a year after the start of your course

Careers and employability

The CELTA course will provide you with a formal qualification for your career in teaching English as a foreign language.

Careers services

Although INTO University of Gloucestershire doesn't act as a recruitment agency, we do regularly receive correspondence regarding job opportunities overseas. As part of the Centre's commitment to training at pre-service level, summer work may also be available at the Centre. There is a careers' talk at the end of the course and candidates are able to use the University's careers management service.

We also offer support and advice after the course including references and CV support.

"After many years of teaching and with numerous qualifications to my name, I have to say that the CELTA course in Cheltenham was the most interesting period of study that I have ever had. The course tutors were brilliant, extremely knowledgeable and inspirational. The course content was excellent and it has been an invaluable qualification for my teaching career."

Rhi, CELTA student



Apply online at:
www.glos.ac.uk/courses/professional/tfling/pages/teaching-english-as-a-foreign-language.aspx



Group or individual interview

How to apply

An easy application process to follow from anywhere in the world.

Application procedure

If you are interested in applying for one of our CELTA courses, please contact us by telephone, email or post and we will send you an application form. Alternatively you can download an application form from our website:

www.glos.ac.uk/courses/professional/tfling/pages/teaching-english-as-a-foreign-language.aspx

Please note that unfortunately we are unable to accept CVs.

Interview session and offer

When we receive your application, we will invite you to attend a group or individual interview session. At the session we will give a brief introduction to the course, ask you to complete a language awareness task and ask you to do a short teaching practice session on an item of your choice. This could be about anything, but should ideally be something practical and something you have experience of (cake making, origami etc). You can decide what you want to do before and prepare this before you come.

After the interview session we will consider your application. We will let you know the decision by email within 48 hours and by post within four working days. If we offer you a place, we will ask you to let us know if you intend to accept the offer by a certain date. We will also ask you to pay a non-refundable deposit (which is part of the course fee).

When we offer you a place on a course, the offer is not related to a specific course. However, if you apply for a course more than six months in advance we will ask you to sign a statement before the course starts stating that your circumstances have not changed since the interview session. If you are unable to attend an interview because you are abroad, we will send you an extended written task and arrange to interview you over the telephone.

Course dates and fees 2016-2017

Code	Course dates	Mode	Tuition price
CE0/01/16	Mon 11 Apr 2016-Fri 15 Jul 2016	Part time (online)	£1,250
CE/02/16	Mon 5 June 2016 -Fri 7 July 2016	Full time	£1,250
CE/03/16	Mon 26 Sep 2016-Fri 28 Oct 2016	Full time	£1,250
CE/01/17	Mon 9 Jan 2017-Fri 11 Feb 2017	Full time	£1,250
CE/02/17	Mon 24 April 2017-Fri 21 July 2017	Part time (online)	£1,250
CE/03/17	Mon 5 June 2017-Fri 7 July 2017	Full time	£1,250
CE/04/17	Mon 25 Sept 2017-Fri 27 Oct 2017	Full time	£1,250



Successful applicants receive an offer letter



Gain your CELTA at INTO University of Gloucestershire

Want to find out more?

If you would like to find out more about our CELTA courses, please visit our website:
www.glos.ac.uk/courses/professional/tfling/pages/teaching-english-as-a-foreign-language.aspx

You can also contact the Centre via email or phone, using the details below.

Enquiries and applications

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www.glos.ac.uk/study/international/pages/into-centre.aspx

INTO

Through innovative partnerships with leading universities, we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.