

Global Village Calgary - Teacher Training  
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# Cambridge CELTA

(Certificate in English Language Teaching to Adults)

Training Centre:  
Global Village Calgary



UNIVERSITY *of* CAMBRIDGE  
ESOL Examinations

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Authorised Centre for Teaching Awards

## Course Information 2018

Last updated: June 2018

## INTRODUCTION

GV Calgary (the Centre) is offering the University of Cambridge CELTA course as either a four week full-time course or twelve week part-time course.

Approved by TESL Canada, the CELTA is the most recognised qualification worldwide for entry into a career in teaching English to adults.

The course provides candidates with a practical grounding in teaching techniques through a combination of instruction, observation and teaching practice.

For more information visit:

**Cambridge University ESOL Examinations:** <http://www.cambridgeenglish.org/teaching-english/teaching-qualifications/celta/>

**TESL Canada:** [www.tesl.ca](http://www.tesl.ca)

**Global Village English Centres:** [www.gvenglish.com](http://www.gvenglish.com)

## THE COURSE

The course involves over 120 contact hours and includes 36+ hours of practicum, which includes observed and assessed teaching practice with English language students, observing experienced teachers and assisted lesson planning.

**The full-time courses** run Monday to Friday from 9.30 am to 5:30 pm.

**The part-time courses** run Tuesdays, Wednesdays and Thursdays from 5:30 – 9:15 pm plus two Saturday morning workshops 9:00am – 1:00pm.

In addition, trainees should expect to put in **a minimum of 80 hours** work beyond these times during the course – this will consist mainly of lesson-planning, reading and writing of assignments.

The course includes:

- Interactive and participative methodology sessions led by course tutors
- On-site supervised teaching practicum to two levels of multilingual classes
- Extensive lesson preparation support and post lesson feedback
- Observation of peers and experienced classroom teachers
- Four written assignments
- Significant support for ongoing professional and career development

## Sample timetable - full-time course

Although the schedule is slightly different on each of our courses, this is a typical day on one of our full-time courses.

Time	Session	Purpose / Aim
9:30 - 12:15	Two input sessions with a 15 min break	The inputs are designed to introduce the candidates to principles of language teaching, various teaching techniques and approaches, teaching of language skills and systems etc. The content is presented through workshop-style, hands-on learning with many demonstrations and opportunities to try things out.
12:15 - 1:15	Lunch	
1:15 - 3:15	Teaching Practice sessions	The trainees teach non-native learners of English in a realistic environment. Individual sessions vary in length from 30 to 60 minutes. Each session is monitored and assessed by one of the trainers, who writes a detailed feedback report for each candidate.
3:30 - 4:15	Feedback session	The trainees discuss the lessons that they taught earlier that day. The feedback session focuses on analyzing the strengths and areas for development for each trainee's session. Practical tips and demonstrations included in feedback are an important part of the learning process on CELTA.
4:15 - 5:15	Guided/Supported lesson planning	This is an integral session in the philosophy of CELTA because here the trainees discuss their upcoming teaching lessons with their trainers. Thus, they are provided sufficient support and feedback on their planning even before they step into the classroom to teach.

**CERTIFICATION & ACCREDITATION:**

Successful candidates will receive the UCLES Certificate in English Language Teaching to Adults, CELTA.

CELTA is accredited by the TESL Canada Federation at Level 1 certification. In order to receive this professional certification, successful CELTA candidates must submit a separate application with TESL Canada. Based on TESL Canada regulations and requirements, candidates **without an undergraduate degree will not be qualified** for the TESL Canada certification.

TESL Canada contact information:

TESL Canada, 408 – 4370 Dominion Street, Burnaby,  
B.C. V5G 4L7; Tel: 1-800-393-9199; email: admin@tesl.ca; website:  
www.tesl.ca.

**ENTRANCE REQUIREMENTS:**

To be accepted for the Cambridge CELTA course candidates will:

- Be 18 years of age or older by the end of the course (20 or over recommended by Cambridge Administration)
- Have a level of English both written and spoken that enables them to undertake the course (they do not need to be native speakers of English)
- Be educated to a level equivalent to allow access to Higher Education in their home country
- Need to complete the enclosed application form
- Need to complete a written pre-interview task at GV Calgary and attend an interview

GV Calgary is committed to the promotion of Equal Opportunities; it is accordingly against all forms of discrimination and aims to create those conditions, which ensure that students (and staff) are treated solely on the basis of their merits, abilities and potential.

GV Calgary has a published Equal Opportunities policy statement, including guidance on what students or staff should do if they feel they have been unfairly treated.

Non-native speakers interested in taking the CELTA course at GV Calgary must provide official results of one of the following English proficiency tests at the interview.

<b>TOEFL iBT</b>	80 overall with a minimum score of 20 in each area
<b>IELTS</b>	7.5 overall
<b>CLB</b>	Benchmark 9 in each area

**NB: A test score does not guarantee acceptance on the course. The centre representative(s) make the final decision regarding applicants' language skills and their suitability for the course.**

## RECOMMENDED MATERIALS:

Besides the core textbook, which is part of your course materials (J. Scrivener: Learning Teaching), we recommend that trainees get access to one or more of the following books:

- J. Scrivener: Teaching English Grammar, Macmillan, 2011
- R. Murphy: English Grammar in Use, CUP, 2005 (*available in several editions / print dates*)
- M. Parrott: Grammar for English Language Teachers, CUP, 2000
- J. Harmer: How to Teach English, Longman, 2007

If you want to purchase these materials, the best place to look for them is:

- [www.amazon.ca](http://www.amazon.ca) or [www.amazon.co.uk](http://www.amazon.co.uk)
- [www.chapters.ca](http://www.chapters.ca)

## COURSE FEES:

Application fee	\$ 30.00	Non refundable. Due with the submission of the course application. Note: This does not reserve or confirm a place for you in the course.
Course Acceptance fee	\$470.00	Required upon acceptance to the Course. Must be paid within one week of being notified in writing (i.e. by email from the Course Trainer) of acceptance to the Course in order to reserve your space in the Course. Non refundable within 28 days before the start of your course.
Course Balance fee	\$2,000.00	Covers all aspects of the Course and teaching material. It also includes the assessment fee levied by Cambridge. Full fees must be received by GV Calgary two weeks prior to the starting date of your course. Non refundable within 28 days before the start of your course.
<b>Total</b>	<b>\$ 2,500.00</b>	
All fees are in Canadian dollars (CAD) and are subject to change. Please read the terms and conditions of payment and refund below.		
Please note that payments must be made to <b>Global Village Calgary</b> .		

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## GV Calgary - Application for Cambridge CELTA Course

Title: \_\_\_\_\_ Family Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Nationality: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

First Language: \_\_\_\_\_ Other language(s) you're fluent in: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone 1: \_\_\_\_\_ Telephone 2: \_\_\_\_\_

Email: \_\_\_\_\_

**Course session you're applying for – indicate the preferred start date:**

1<sup>st</sup> choice:

2<sup>nd</sup> choice:

### Relevant Personal Information:

<b>Education:</b>	
<b>Present Occupation:</b>	
<b>English Language Teaching (ELT) training (if any):</b> <b>Name of course / date / place</b>	
<b>ELT Experience (if any):</b>	
<b>Related experience / transferable skills:</b>	



## TERMS & CONDITIONS:

1. The minimum number of candidates per course is five and the maximum is normally 12. Two designated trainers are assigned to the Course with up to 12 candidates. Cambridge allows for courses to run with up to 18 candidates. In the rare event, that a Course is run with 13 to 18 candidates, three designated trainers will be assigned to the Course. GV Calgary reserves the right to cancel a course if the minimum enrolment is not reached three weeks prior to any start date. It is recommended that candidates apply for their preferred course dates as far in advance as possible. In the event a course is cancelled, all money paid, except the \$30.00 CAD application fee, will be refunded or deferred to a future course.

2. If, following the interview and task, the candidate is accepted to the course, the candidate will be offered a course place in writing and, within one week, will need to forward the course acceptance and reservation fee of \$470.00 CAD to reserve his/her place.

Please note that the course acceptance fee will NOT be refundable within 28 days before the start of the course. However, where an accepted candidate HAS provided the Centre with a written request to postpone the course start date at least 28 days prior to the start of that course, the Centre will accede to the request if another candidate can take the space in the course. In the event that another candidate is not granted the space, the Centre reserves the right to request a new \$470.00 CAD course acceptance fee.

Where an accepted candidate HAS NOT provided the Centre with a written request to postpone the course start date at least 28 days prior to the start of that course, the Centre reserves the right to request a new \$470.00 CAD course acceptance fee.

3. The Course Balance Fee, in other words "full fees", for the Course must be received by GV Calgary two weeks prior to the starting date of your course. This is non refundable within 28 days before the start of your course. Where full course fees are not received 7 days in advance of the commencement of the course, GV Calgary reserves the right to offer the space to another candidate on the waiting list for the starting date of that course.

4. Exceptions will only apply to the above in the case of late applying candidates in the final week before the commencement of a course, space in the course permitting, and only at the discretion and with the approval of the designated trainer.

## PAYMENT OF COURSE FEES:

The Centre's standard terms of business require course fees to be paid in full no later than 14 days before the commencement of any course. Payments must be made to Global Village Calgary.

If, having embarked on a course, the candidate decides for any reason that they cannot, or do not wish to complete it, the Centre shall NOT be able to entertain any claims whatsoever from the candidate for a refund, in whole or part, of the course fees. Furthermore, if the candidate should decide to cancel their course-place within 14 days before the start of the course, the Centre similarly reserves the right to refuse to make any refund, unless the Centre is able to find a replacement candidate who is able to take up and pay in full for the place the candidate intends to give up.

## CERTIFICATE RECOGNITION

Please note that the Cambridge CELTA Certificate is recognized by TESL Canada. To meet requirements for TESL Canada professional certification, applicants **must also have an undergraduate degree.**

I have read and accept in full the terms and conditions set out above and hereby apply to attend the CAMBRIDGE CELTA course at GV Calgary.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_