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CELTA

PROSPECTUS

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Welcome to Learning



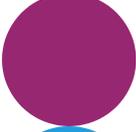
CAMBRIDGE
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Cambridge Assessment
English

Authorised Exam Centre

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THE CAMBRIDGE SCHOOL CELTA COURSE

WHY CELTA?

What is the CELTA/TEFL?

The CELTA (Certificate in English Language Teaching to Adults) is an initial qualification for people who want to teach English as a Foreign Language (TEFL). It is awarded by Cambridge English Language Assessment (a subdivision of Cambridge University) and is aimed at people with little or no experience of teaching English as a Foreign Language. It is usually done intensively over four or five weeks.

Why choose the CELTA as your teaching qualification?

- The Cambridge CELTA is the most prestigious and well-known qualification in the world for people starting out in the profession.
- It is moderated by the University of Cambridge (English Language Assessment) to ensure that the quality of the courses is always excellent.
- The course has a very strong practical slant. This means that you will have plenty of opportunities to actually practise teaching real students.

Why is it better to do a 5-week course?

The Cambridge School CELTA courses are all five weeks long whereas most other CELTA courses last only four weeks. So, why choose a five-week course?

- On a five-week course, you have more time to assimilate what you have been taught in the input sessions and to put the ideas you learn on the course into practice.
- Four-week courses can be extremely stressful, which can adversely affect your performance on the course. In fact, many four-week centres warn prospective applicants about this danger before accepting them on the course. The five-week course is less stressful. It's still hard work, though!
- The extra week can be crucial for candidates who are borderline pass/fail candidates or who are potentially pass B or pass A candidates.

Why do the course in Spain?

- Courses in Spain are cheaper than most in the UK or in the USA. This is because Spain has a cheaper cost of living than many other countries.
- It's also a country where there is a lot of demand for English teachers so once you've finished the course, you're already well-situated geographically to look for work.
- It's also a great country to live in for a while: the people, the climate, the culture, all those things that attract tourists here year after year are some of the reasons why you might like to consider living in Spain.

Why do the course at Cambridge School Granollers?

- [Cambridge School, Granollers](#) is, of course, an approved CELTA course centre.
- We are the only centre in Catalonia to offer the less intensive five-week option and one of the few in the world.

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- We have an outstanding pass rate – to date 100% of trainees who have completed the course have passed and obtained their CELTA qualification.
 - Our main school is situated 20 kilometres outside Barcelona in an attractive Catalan market town, far enough away from the distractions of the big city to allow you to devote all your time to the course in the week, but close enough to Barcelona to visit easily at weekends.
 - All [Cambridge School trainers](#) are official CELTA trainers approved by the University of Cambridge (English Language Assessment). In addition to this, Cambridge School selects trainers who have many years of experience and who are popular with trainees.
 - Cambridge School, Granollers is a very big school with excellent facilities and resources. We have air-conditioned rooms, a well-stocked resource library and computers and overhead projector in every classroom.
 - We provide careers advice and [help you find work](#) after the course. In fact, we are such a big school that we are often able to offer trainees work ourselves.
 - Our teacher training centre is situated right in the centre of the town so we are surrounded by bars and restaurants where you can eat cheaply and well.
 - Cambridge School is able to offer the CELTA course more cheaply than most or all other centres in Spain without compromising on quality.
 - Homestay accommodation costs in Granollers are at least 100€ lower than in cities such as Madrid or Barcelona.

TEFL Health Warning – Will your course be recognised by employers?

Sometimes people talk about the 'TEFL'. In fact this acronym stands for 'Teaching English as a Foreign Language' so it isn't in itself a qualification. Any school can set up their own 'TEFL' course. The important thing to check before you sign up for a 'TEFL' course is which official body awards the certificate and if the certificate is internationally recognised. Be careful, though! Any organisation can set up its own 'awarding body', design a shield and make itself sound and look 'official', and any school can say that its qualification is recognised when maybe it isn't.

The CELTA is awarded by a body which is known and respected all over the world and which you have almost certainly heard of yourself - the University of Cambridge. The CELTA is the qualification that employers ask for most frequently. Go to the job offers page on websites such as TEFL.com and check for yourself.

THE COURSE

Course content and assessment

The course consists of 4 main elements:

- ➔ *Input sessions* - These are led by a trainer but are usually collaborative workshops rather than lectures. There are six main units of learning:
 - › Language awareness.
 - › The learner, the teacher and the teaching/learning context.
 - › Planning for effective teaching of adult learners of English.
 - › Classroom management and teaching skills for teaching English to adults.
 - › Resources and materials for teaching English to adults.
 - › Professional development for teachers of English to adults.

- ➔ *Teaching Practice* - You will teach for a total of six hours, working with classes at two levels of ability. You start off teaching for short periods of, for example, thirty minutes and gradually build up to longer lessons of sixty minutes.

- ➔ *Written Assignments*. You will be expected to complete four written assignments of between 750 and 1000 words on the following topics:
 - › Adult learners and their learning context.
 - › Language systems (e.g. grammar, vocabulary and pronunciation).
 - › Language skills (reading, writing, listening and speaking).
 - › Reflections on teaching.

- ➔ *Observation of experienced teachers* - This is a requirement of the course and a very useful part of the training process. Fortunately, at Cambridge School, we have an impressive team of very experienced teachers who are happy to let you watch their classes.

A typical day on the CELTA course

Time	
09:30 - 10:30	Input
10:30 - 11:00	Break
11:00 - 12:00	Input
12:00 - 13:00	Assisted lesson preparation
13:00 - 14:00	Lunch
14:00 - 16:15	Teaching Practice
16:15 - 16:30	Break
16:30 - 17:15	Teaching practice feedback

*Note that some days trainees need to stay a bit later in order to observe experienced teachers. The course takes place from Monday to Friday but depending on certain factors such as the number of trainees in each tutor group, whether or not a public holiday falls during the course etc., we are sometimes able to have Friday afternoons free.

Assessment and grading

There are no written examinations. CELTA course grades are based on continual assessment. You will receive marks for various components of the course throughout its duration. There are two official tutorials during the course in which your tutors will let you know how you are doing and will advise you which areas you need to work on. They will also give you regular feedback on a daily basis and will try to help you as much as they can. We want you to pass the course and to pass with a good grade.

An external assessor, moderates each course to check that the grades awarded are in line with the standards laid down by the University of Cambridge (English Language Assessment). There are two components of assessment:

- ➔ Teaching Practice - Assessment is based on your overall performance at the end of the six hours.
- ➔ Written Assignments.

To be awarded the Certificate, you must pass both components. There are three grades - Pass, Pass 'B' and Pass 'A'. Usually, about 75% of trainees get a 'pass', while about 22% can expect to get a 'pass B' and about 3% a 'pass A'.

Certificate and progress reports

Trainees who pass the course will be awarded the Cambridge University (English Language Assessment) 'Certificate in English Language Teaching to Adults (CELTA)'. They will also receive a report on their progress on the course, which they can show to prospective employers. This report details your strengths as a trainee and also mentions one or two areas that you need to focus on in the future.

Recommended Reading

We recommend that you buy at least two books:

- ➔ a grammar book (Either 'Grammar for English Language Teachers', written by Martin Parrott and published by Cambridge University Press) or 'Practical English Usage', written by Michael Swan and published by Oxford University Press).
- ➔ a methodology book (Either 'Learning Teaching', latest edition), written by Jim Scrivener and published by Heinemann or 'The Practice of English Language Teaching' (latest edition), written by Jeremy Harmer and published by Longman).

You should try to read the methodology book before the course starts. The grammar book is not really a book to be read from beginning to end. It is essentially a reference book. However, you might find it interesting to leaf through it before the course starts to get some idea of the kind of information it contains.

Below is a list of other books which would be useful to read but they are not essential reading. They will be available to read here at the centre.

TITLE	AUTHOR	PUBLISHER
A Course in Language Teaching	Penny Ur	Cambridge University Press
How to Teach Grammar	Scott Thornbury	Longman
How to Teach Vocabulary	Scott Thornbury	Longman
A Framework for Task-based Learning	Jane Willis	Longman
How Languages are Learned	Lightbown and Spada	Oxford University Press
Keep Talking	Friederike Klippel	Cambridge University Press
Writing	Tribble	Oxford University Press
Developing Reading Skills	Grellet	Cambridge University Press
Working With Words	Gairns and Redman	Cambridge University Press
How to Teach Pronunciation	Kelly	Longman
Techniques and Principles in Language Teaching	Larsen-Freeman	Oxford University Press
Teaching Listening Comprehension	Penny Ur	Cambridge University Press
Discover English (2nd Edition)	Bolitho and Tomlinson	Macmillan
Teaching Tenses	Aitken	Nelson
English Grammar in Use	Murphy	Cambridge University Press
Practical Techniques for Language Learning	Lewis and Hill	LTP

DATES AND PRICES

Course dates for 2018-19

COURSE REFERENCE CODE	START DATE	FINISH DATE	FULL TIME OR PART TIME
C4/2018	Monday 15th October 2018	Friday 16th November 2018	Full time (5 weeks)
C1/2019	Monday 11th February 2019	Friday 15th March 2019	Full time (5 weeks)
C2/2019	Monday 6 th May 2019	Friday 7 th June 2019	Full time (5 weeks)
C3/2019	Tuesday 25 th June 2019	Friday 25 th July 2019	Full time (5 weeks)

PRICE: 1.550 € (1.472€ with 5% discount)

Includes the Cambridge Exam registration fee.

HOW TO PAY BY BANK TRANSFER. Our bank details are:

Name of bank	Caixa d'Estalvis i Pensions de Barcelona
Address of bank	Pl. Maluquer I Salvador, 3-4 08401 Granollers (Spain)
Account holder	Cambridge Language School, SL
International bank account number (IBAN)	ES92 2100 0009 77 0201287352
Swic / BIC code	CAIXESBB (Some8mes banks ask for three more digits. If so, the digits are: xxx)

HOW TO PAY BY PAYPAL

Paypal is an online bank. In order to pay by Paypal, you first have to open an account with them (www.paypal.com). You should then let Cambridge School know how much money you want to pay (see second paragraph) and what email address you have given Paypal. Cambridge School will then bill Paypal for the quantity you wish to pay. Paypal will inform you that the bill has arrived and will ask you if you want to pay it. Once you have approved the payment, Paypal will transfer the money to the Cambridge School Paypal account.

Paypal levies bank charges on the recipient rather than the sender. The approximate cost to Cambridge School for receiving your payment is 50€ on a 1500€ payment. We therefore ask you to add 50€ to your full course fee (or balance if you have sent a deposit). When you arrive, we can sort out any money still owing, either to you or to Cambridge School. It is usually only a matter of a euro or two on either side.

NOTES ABOUT PAYMENT

- Cambridge School does not accept liability for any bank charges that may be incurred.
- Please do not pay anything until you have been interviewed, accepted and offered a place on a course.
- Once you have been offered a place on a course, you can either pay the whole course fee immediately or you can pay a deposit of 500€. In either case, your place will be reserved for you.
- If you choose to pay a deposit, you will need to pay the balance at least 14 days before the course starts otherwise you may lose your place.
- If you have to drop out of the course, you should notify us in writing as soon as possible. If we receive your written notification of withdrawal more than 14 days before the course is due to start, we will return all your payments including your deposit. However, if we receive this notification less than 14 days before the course is due to start, we will have to retain 500€ (i.e. the deposit) as compensation. The balance of the fee will be returned to you.



- If you withdraw from the course on or after the date that the course begins, we will retain the whole fee including the deposit. However, we may consider transferring your fee to a subsequent course should you request it.
- If there is not enough demand for a particular course, we may have to cancel the course. If this happens, we will, of course, return any payments that you may have sent to us.



ACCOMMODATION

Unless you live in the area, or have friends who you can stay with, you will probably need to make use of our accommodation service.

Homestay

Many of our homestay hosts are single people who have a spare room in their house or flat. Sometimes, but less often, they are families with children. In your room, you will have a bed, a wardrobe and a workspace (occasionally, the workspace is in another part of the home). You will have shared use of the bathroom and the kitchen.

The price is 395€ for the whole 5-week period. Your accommodation fee is paid directly to your host on the day you arrive. Your first night is the Friday night before the course begins and your last night is the Friday night that the course ends. If you would like to arrive even earlier or stay later, that might be possible, as long as you let us know in good time. Note that in August, many hosts go on holiday so if you want to stay for additional nights at the end of our June/July courses, it may be more difficult for us to arrange. The cost of additional nights is 20 euros per night. If, for any reason, you stay in your accommodation fewer nights than those allowed, we will be unable to make any refunds.

We ask you to leave a deposit of 100 euros with the Accommodation Officer. The deposit is returned at the end of the course providing that you have not been responsible for any breakages or damage in the accommodation.

We have a large portfolio of experienced accommodation hosts whose properties have been carefully inspected by Cambridge School to ensure a high quality of comfort and cleanliness. Our hosts always do their best to make your stay a pleasant one. Feedback reveals that trainees are nearly always extremely happy with their accommodation. However, should any problem arise during your stay, we will do our best to mediate between you and your host in order to resolve it.



ENROLMENT

Enrolment Procedure

Ideally you should:

- have a standard of education equivalent to that required for entry into higher education
- be aged 20 or over
- have a standard of English which will enable you to teach at a range of levels.

We may still accept you if you do not have formal qualifications at this level but can show that you would be likely to complete the course successfully. Equally, we may accept applicants aged between 18 and 20 if we feel that you will be able to cope with the demands of the course.

Selection Procedure

1. Download the [application form](#) fill in the required information and send it to teachertraining@cambridgeschool.com *
2. Download the [pre-interview task](#) and send it to teachertraining@cambridgeschool.com *
3. We will contact you to arrange an interview. Ideally, the interview would be face to face, but if this is not possible, we will arrange a Skype or telephone interview. During the interview, we will discuss part 2 of the pre-interview task. We will also explain to you what happens on the CELTA course.
4. We will let you know if you have been accepted for the course. If you have, we will send you a pre-course task which is designed to introduce you to some key issues related to language teaching and learning.
5. You send a deposit to reserve a place or you pay for the whole course.
6. We send you details of your accommodation (if you need accommodation).

* If you have difficulty in downloading these documents, contact us at teachertraining@cambridgeschool.com and we'll send them to you by email.

*If you want to do intensive summer course, we recommend that you apply as soon as possible for the course so that you have enough time to do the substantial pre-course reading.

TEACHER TRAINERS



Steve Norman (BA, ATC, CELTA, DELTA) is the **Director of Studies and Teacher Training for the Cambridge School Group** and oversees all our Cambridge CELTA and DELTA courses. Steve has over 25 years of experience in the world of ELT as a teacher, teacher trainer and academic manager. He has had a number of articles published in EFL magazines and has given seminars at conferences all over Spain. He has deep understanding of English grammar and is an expert on teaching methodology. Before coming to Spain, he was a secondary school teacher in the UK. In his free time he enjoys playing the keyboards and guitar and writing the annual Cambridge School pantomime.



Penny Doukarakos (Bsc Com, BA Lang, CELTA, DELTA) is **Assistant Director of Studies at Cambridge School and a CELTA and DELTA teacher trainer**. Australian-born and of Greek heritage, she joined our team in 2005 and has since excelled as a teacher of both young learners and adults and as a teacher trainer. Penny is especially interested in the field of testing students and, being fluent in seven languages herself, in working with advanced level learners. In her free time she takes a keen interest in the arts and avant-guard music and cinema.



Philippa Cairncross (CELTA, DELTA) has more than 15 years of experience as an English teacher, teacher trainer and school director. Born and raised in Argentina by British parents, she lived in the UK and Ibiza before joining Cambridge school in 2002. Philippa is a CELTA trainer and a strong believer in Communicative Methodology and the pivotal role of speaking practice in language acquisition. In her free time she likes horse-riding and long country walks.



Denise Thompson (MA Ed., CELTA, DELTA) has over 25 years of experience as a teacher, teacher trainer and has led CELTA courses in the USA, New Zealand and Spain. Originally from Liverpool, she started working at Cambridge School in 2003 and is a tutor on our CELTA and DELTA courses. She has a master's degree in education and has a wide range of interests including English grammar, reading and writing skills and teaching young learners. Denise enjoys spending time with her family and reading in her leisure time.



Rod Earncliffe (BSc Econ, CELTA, DELTA) has been a teacher and teacher trainer for more than 23 years and has worked in Britain, Ecuador and Saudi Arabia as well as Spain. He joined Cambridge School in 1999 and has specialised as a teacher of adult and professional learners as well as teacher training. Before moving into TEFL, Rod obtained a Geography degree and also worked as a Careers Officer. Rod is a CELTA trainer and senior teacher of in-company (Business English) and official exam preparation classes. When not at work, Rod is a keen walker, music fan and family man.



Noel Danaher (BA French/History, MA TESOL, CELTA, DELTA) has 25 years experience as a teacher in Ireland, the UK and Spain. Noel joined Cambridge School in 2004 and since then has specialised in teaching both older teenagers and adult learners. Noel completed the Delta in 2012 and is now a Celta trainer. In his free time he enjoys cinema, music, reading and playing badminton.



Anna Owsiany (MA ed. CELTA, DELTA) is the External Exams Coordinator at Cambridge School and both a CELTA and DELTA teacher trainer. Having obtained her master's degree in teaching English from Gdansk University, Poland, Anna moved to Oxford where she tried her hand at being a nursery assistant and worked as an administrator at Oxford University. Since 1997 she has been working in the field of English language teaching, including as teacher, examiner and teacher trainer.

Anna's interests in the field of ELT range from using translation in class to emotional and psychological factors affecting the learning process. In her free time, Anna enjoys classical music, long walks and video games.



Maria Wern (BA Lang, CELTA, DELTA) moved into the field of teaching in 2005 in Germany, when she realised life as a translator would be too monotonous. She joined Cambridge School in 2009, and has since taught a wide range of levels from one-year-olds to proficiency. Since 2012 she has been Assistant Head of the Young Learners Department and has been responsible for in-service teacher training and mentoring of teachers who are new to teaching children and teenagers. Maria is a

CELTA and DELTA teacher trainer and especially interested in the use of technology in the classroom and interference phenomena in language acquisition. In her free time she enjoys learning languages, music and photography.

Accommodations Officer



Enri Garcia places our CELTA trainees in homestays or local hotels and acts as a liaison between trainees and their hosts for the duration of their course. She is always happy to help trainees settle in and to answer any questions about Granollers and the local area. Enri has worked at Cambridge School since 2001 and is also responsible for placing Spanish students in English programmes in the UK and further afield. She divides her free time between her family and being the lead

singer of a rock 'n' roll group.



**Cambridge Assessment
English**

Authorised Exam Centre

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