



CELTA at Live Language



www.live-language.com/celta

Learn to teach English all over the world!

Why CELTA?

The CELTA (The Certificate in English Language Teaching to Adults), administered by Cambridge Assessment English is an internationally recognised qualification. It is the industry standard for teaching English to adults. The CELTA is your passport to jobs abroad as well as in the UK.

What is the difference between TEFL and CELTA?

You may have seen many different TEFL courses advertised online. TEFL is actually an acronym for 'Teaching English as a Foreign Language' so it is essentially the name of the industry. There is a wide range of qualifications you can take to teach English, these can range from short weekend courses to much longer ones. CELTA (now known as

Certificate in Teaching English to Speakers of Other Languages) is the most prestigious of all TEFL program options. Although many people decide to do a shorter TEFL course to 'dip their toe in', many employers ask for teachers have the CELTA qualification as a prerequisite to be hired.

What can I do with the CELTA?

There is no doubt that CELTA can open doors to new adventures. With the CELTA, the world really is your oyster! All the English teachers at our centre Live Language have the CELTA qualification as a minimum requirement. They have also worked in countries such as Japan, Korea, the United

Arab Emirates, Italy, Vietnam, China and France to name a few! From our experience having the CELTA does ensure better pay and better working conditions in comparison to certificates provided by shorter weekend TEFL courses.

What our teachers have to say about the CELTA course



I'd recommend the CELTA course to anyone, especially if you have a sense of adventure. I can't think of any better way to give yourself the opportunity to see the world and improve your career prospects at the same time. If you want, you can quite simply move to another country, on a short-term or long-term basis. It's really up to you.

Allison Steven



I look back at my time in Spain and realise how lucky I was to have had such a great opportunity to live and teach in a fantastic country. I also had the time to travel and experience the culture, meet friends for life and improve my level of Spanish. Everyday working abroad was exciting and was a great way to practise and develop my teaching skills. Thanks to completing the CELTA, I can look forward to new adventures in the future.

Jane Adams

Teaching English in the UK and abroad

Our teachers and their experience of doing the CELTA



Rachael

The CELTA was a challenging and rewarding educational experience. It helped me develop my understanding of teaching theory and practice. It gave me the opportunity to live and work abroad, and to enjoy many a plate of pasta!



Stacey

Doing the CELTA gives you access to opportunities in English speaking countries too! Since completing mine in 2013, I've been able to work in language schools in Glasgow and Galway, Ireland. I've met some of my best friends in the staff room and have been able to see the cities I know and love from totally different perspectives. Working with people of every age, and from almost every continent is an amazing experience and I've loved being able to see people's progress. One of the highlights of this job is definitely the access to different cultures, both at home and abroad. I'm currently using my holidays to research where I'd like to work next!



Callum

I took my CELTA in 2011. I planned to use it for summer work, but as I enjoyed teaching so much it has become a career focus. The great thing about teaching TEFL is that you're never bored – it's engaging and challenging, and there's always room to develop your skills further. Completing the CELTA has allowed me to work both abroad and in the UK – it has opened doors for me and I can't recommend it enough!



David

Doing the CELTA in 2008 has enabled me to travel and work around both Catalonia and Scotland, experiencing different cultures while pursuing a career in education. The colleagues I have worked with have become firm friends and the whole experience has helped developed me as a person.

Who can take the CELTA course?

One of the more unique aspects of the CELTA course is the wide range of ages and backgrounds that make up our trainee groups. Some of our trainees have recently graduated from university (some of whom have studied languages and some who have not). Some trainees have recently retired and others are looking for a career change. In addition to this, many teachers working in a different context such as primary and high school education and are looking to do further training to acquire skills to help them assist pupils who do not speak English as their first language.

If you decide to study the CELTA with us, you will:



2018 Summer group

- Have a ratio of one tutor to a maximum of six candidates
- Be tutored by highly skilled, creative and experienced tutors
- Observe a variety of different teaching styles and methods
- Get support from our friendly staff
- Have access to a range of resources such as books in our CELTA library, photocopying facilities, WiFi etc.
- Have access to our café which is open for snacks and lunch every day.



All candidates must:

- Be at least 20 years old by the start of the course.
- Be educated to a level that would be eligible for university entry.
- Be committed to 100% attendance and be able to work to tight deadlines.
- Possess the necessary skills to complete the written assignments and teaching practice assessments during the course.

Non-native speakers of English must be able to prove that they are a competent users of the English language (written and spoken) in order to teach students of a range of different levels. If English is not your native language, you will be asked to provide proof of your English level (IELTS 8.0 or equivalent).

What does the course involve?



Face-to-Face Input Sessions: These sessions are intended to help raise the candidate's awareness of a range of approaches and techniques for teaching through tutor demonstrations, workshop style tasks, micro-teaching by candidates and group discussions. These sessions could be on anything from teaching reading to teaching vocabulary to teaching writing and much more.

Please note, when completing the blended course, working through online units, completing forum tasks and online tutorials replace the face-to-face input sessions.



Observations: As part of your course you will observe experienced teachers. You will see classes at a variety of levels. You will observe a total of six hours of lessons, though up to three hours may be filmed or given by your tutor. In addition to this, you will also carry out peer observations of other candidates. These observations will raise awareness of different methodologies, approaches and classroom management techniques which you can then trial in your own teaching practice.



Lesson planning sessions: There will be guidance for effective lesson planning and the chance to discuss ideas and lesson plans with your fellow candidates. There is a high level of lesson planning support offered by tutors during the first stage of the course. Although there is still support offered to candidates in the final stages of teaching practice, more autonomy and independent lesson planning is expected.



Teaching practice: Each candidate will undertake a total of six hours of teaching practice over the course. Your classes will be made up of adult volunteer students. There will be at least six students in each class and the level of the classes could range from Beginner to Advanced level. You will be teaching from the early days of the intensive course and in the face-to-face component of the online blended course.



Feedback sessions: Your tutor will also provide both oral and written feedback following each teaching practice covering the four areas above. He/she will assess the overall performance clearly highlighting areas of strengths and areas to work on for the next lesson.



During each teaching practice candidates are expected to fill out peer observation tasks and provide constructive oral criticism for each other in the group feedback sessions that follow the teaching practice. Candidates must be prepared to give and receive criticism in a constructive manner.

How will I be assessed?

You will be assessed through two methods – written assignments and ongoing continuous assessment of teaching practice. Candidates will be assessed on the five 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



Written Assignments

There is a total of four written assignments to be completed over the course period. Each one should be between 750-1,000 words in length. The written assignments cover the following areas:

- Focus on the learner
- Language related tasks
- Language skills related tasks
- Lessons from the classroom

You will draw on your observations and reading to complete these tasks. If your assignment does not meet the provided rubric requirements on first submission, you have the chance to resubmit. This is absolutely normal and candidates should not worry if this happens. If you resubmit your assignment and it still does not meet the rubric requirements, the assignment will be marked a fail. You can fail one assignment and still pass the course overall, provided that you have shown you have met all the requirements in the other areas of the course.

Course assessment

All parts of the course are internally and continuously assessed using a standardised criterion. In addition to this an officially-recognised Cambridge Assessment English assessor will visit during the course for the purpose of external moderation. Provisional grades given during the assessor's visit:

- Pass A
- Pass B
- **Pass (most candidates achieve this grade)**
- Fail

These results need to be externally verified and final grades and certificates are sent to the centre within four to eight weeks. A Pass shows trainees have satisfactorily met all course requirements and criteria. If a candidate has demonstrated higher than satisfactory skills in teaching, they will be awarded a 'Pass B' and those who demonstrate exceptional planning and teaching skills will be awarded a 'Pass A'. In addition to the grade, candidates will also receive a course report from their tutor the week after the course ends.

Completing your CELTA - Your Two Options

Intensive CELTA

The Intensive CELTA course is made up of 120+ hours and is very demanding. It requires a lot of time, motivation and energy. You are expected not only to attend the face-to-face contact hours but also to use your own time e.g. evenings and weekends for reading, lesson planning and written assignments. These tasks are time-

consuming and trainees must be aware that it will take up the majority of their time, leaving little for other commitments. It is highly recommended to be free of work commitments during the full-time CELTA course. You will be in the centre from 9am to 5pm each day of the course.

Online Blended CELTA

The Online Blended CELTA is over 10 weeks, but still involves 120+ hours. The majority of the course is completed online but you come to Live Language to complete the teaching practice component of the course. In the 10-week option, you will come to the centre for 2 weeks (Monday to Friday). You will need to be in the centre from about 10am to 6pm on the days when you are doing teaching practice.

During the online component, you will work through online units and complete

the accompanying weekly tasks. There are 6 ClassLive (virtual classroom sessions) which usually take place on a Wednesday evening. In addition to this, there are four written assignments to complete which are spaced out during the course.

Although there is more flexibility when doing the blended CELTA course in terms of when you work through the units for the week, it is still a very intensive course and would be extremely difficult for someone working full-time.



A day in the life of a CELTA trainee

Face-to-Face Course

Morning



7.00am Wake up

8.45am Arrive at the centre

9.00am - 10.30am Input Session 1

During break (10.30 - 11am) - Get a quick coffee then photocopy, print or prepare class resources

11am-12 midday Input Session 2

12 midday – 1pm Supervised Lesson Planning

Afternoon



1pm - 2pm Lunch

During lunch - A quick 15-minute lunch, then any last-minute printing or preparing for my class in the afternoon. Afterwards, set up the classroom for the afternoon's lessons and take it in turns to rehearse tricky parts of our lessons.

2.00-4.15pm Teaching practice (Either teaching for 45 mins or observing peers teach.)

4.15-4.45pm - Break (Brief pause -Time for another quick coffee)

4.45-5.30pm Group feedback

Feedback session, where we reflect as a group on the strengths and weaknesses of each class.

Evening



5.30pm Leave the centre

6.15pm Arrive home

7.30pm Prepare an upcoming lesson (this would usually take between 3-4 hours per lesson). Work on any upcoming assignments (the time needed for these varied, but I would say an average of 4hrs).

11.30pm Finish for the day, finally!

A day in the life of a CELTA trainee

Blended Online Course

Morning

6.00am Woke and looked over my lesson plan

7.00am Had breakfast and travelled to Live Language

8.30am Prepared photocopies of lesson materials in the office

9am-12 noon Discussed the day's lesson with my tutor. Made any suggested changes to lesson plan if necessary. Discussed the following day's lesson plan with my tutor during supported lesson planning. Started to prepare ideas and materials, researching necessary grammar, vocabulary etc.

Afternoon

12 noon Lunch

12.30 Went to classroom and had a final look over my lesson plan

1.00-2.30pm Teaching practice (45 minutes per trainee)

2.30-2.45pm Break

2.45-4.15pm Teaching practice (45 minutes per trainee)

4.15-5.15pm Completed self reflection form on lesson, followed by teaching practice feedback from my tutor and discussion/feedback from my partner.

Evening

5.15 -5.30pm Updated portfolio (CELTA 5) and uploaded TP documentation to Fronter.

5.30pm Left centre and travelled home.

6.00-7.00pm Break and dinner

7.00pm-11.00pm Lesson planning and material preparation for the following day, plus general study and work on assignments as necessary

Top tips

for the face-to-face course

Uyen's top 3 tips that helped her to get through a month of INTENSIVE training



#1 Assignments are more straight-forward than you think.

Read and understand the assignments' requirements thoroughly before writing and always use the checklists before submitting. If the assignment focuses on the learners, think from your students' perspective. If the assignment focuses on you, reflect upon your learning progress throughout the course. Don't overcomplicate it and you're grand.

#2 Teamwork is key.

Your assigned teaching group will be your comfort zone for an entire month of an intensive course, so don't be shy about developing new friendships. Everyone is there to support and help each other to get through, so communication is very important. If you're nervous before teaching, run through your lessons with your friends and kindly ask for feedback. This works wonders!

*Don't forget about your tutors because they're part of the team as well.

#3 Lesson planning is important but don't overdo it.

Once you've completed the lesson plan, move on to practising. It's important that you recognize your areas to work on in order to improve your skill set gradually over the course of the 8 lessons. You can spend hours on planning, which is important for theory, but practice makes perfect.

F.A.Q.

about the online blended

1. Do you think it's feasible to be working full-time for the 10 weeks of the course?

Realistically, no. I've only been able to manage because I have background with the MSc and 3 months of teaching in summer, so most of the unit content wasn't new to me and I could work through it quite quickly, I just had no idea how to transfer that knowledge into practice or where to start with planning a lesson. For a completely new teacher, working full-time just isn't feasible, because of the sheer amount of information you have to absorb and then put into practice is just huge. I would recommend trying to clear most of your schedule, or work at most 20 hours a week. For me it just wasn't an option to reduce my hours.

2. Roughly, how long did you spend working through the online units each week?

It would normally take around 1.5 hours per unit, sometimes longer depending on the unit. Based on approx 5 units a week, I'd say anywhere between 5-8 hours a week, which I would mostly do at the weekend.

3. How long did you tend to spend preparing for and then posting on forums?

I would maybe spend 1-2 hours on forum tasks in total each week. Some were quicker and were looking more for opinion, but for the tasks that had us design activities etc, I would often spend a while brainstorming (maybe 30-45 mins) before writing everything up.

4. Roughly, how long did you spend preparing for the written assignments?

I think I'd maybe spend anywhere between 6-10 hours on the assignments - usually an hour or so planning (bullet-pointing, reading for references etc) and then 1-2 hours per evening on the run up writing it all up.

5. How did you tend to prepare group forum tasks? Using Skype? Email?

Normally by email but on some occasions I arranged Skype calls as it makes it a little bit easier to go through everyone's thoughts. It would depend on the complexity of the task really.

Why Live Language?

Professional

Live Language is a professional and friendly language school.

Accessible

We are located to the west of Glasgow city centre and is easily accessible by public transport.

Quality

We have been a CELTA centre since November 2016 and have helped many trainees achieve their CELTA qualification since then.

Meet the Head of Training

Heather has worked at Live Language since 2011 and has been the in-house CELTA Trainer since 2017. Before working with Live Language in Glasgow, Heather taught English in Germany and China. She has experienced of teaching a wide range of classes including General English, IELTS and Cambridge Suite exams. After taking her DipTESOL qualification, Heather became more involved in teacher training including delivering British Council IELTS Teacher Training workshops around the U.K. Heather currently works as the M.C.T (Main Course Tutor) on face-to-face course and as the Online Course Tutor (O.C.T) and T.P Tutor on the blended CELTA course. Heather has been joined by co-tutors on previous courses from the U.K, Germany and Italy. She believes doing the CELTA is a challenging but worthwhile experience and loves being able to guide and support her trainees to achieve their goal.



If you any questions about the CELTA, then please email Heather (heather.whytock@live-language.com)

TESTIMONIALS

We are very proud of our CELTA courses at Live Language and our confident that our previous candidates have found doing their CELTA with us a rewarding experience. But don't take our word for it, have a look at what some of them have to say below

“ I would highly recommend Live Language for the CELTA course. I did the blended option which I found great for combining with working life. You can work through the modules at your own pace online, although it is a lot of work! The teaching practice is intensive but hugely rewarding. The tutors were incredibly supportive and offered helpful feedback every day, so you could see what you had to work on and what progress you had made. The school offers good facilities for lesson preparation, such as access to computers, printers, photocopiers etc. Overall it was a fantastic experience in a friendly and professional environment!!

“ I did the blended online CELTA (10 weeks) and found the online materials and support from the tutors to be excellent. The two weeks of teaching practice were very intense but very rewarding. I received useful, actionable feedback, and feel I now have the tools to start teaching English and meet the needs of learners. All the staff at Live Language were extremely warm and welcoming and I wouldn't hesitate to recommend it.

“ Right from the start I felt welcomed and supported by everyone at Live Language. The quality of the teaching and feedback from all the tutors involved was of the highest quality and the opportunity to observe these ELT professionals in action was so valuable. I was amazed at how much I learned in such a short period of time. The learners in our classes were great fun to work with and to chat with over a coffee in the common room. I enjoyed my time at Live Language and getting the feel for the day to day routine of a language school. I would highly recommend this course.

“ Would definitely recommend Live Language for your CELTA. I did the 10-week blended online course as I was working full-time. The methodology gets taught through online modules which I could do in the evenings. Teaching Practice was VERY intense and challenging, but the feedback given by the course tutors and my peers helped put things into perspective and helped me improve in areas. The tutors were always approachable and friendly, and made sure you were comfortable. Even the other teachers based at Live Language took an interest in how you were getting on which was really reassuring.

You **MUST** be able to commit to the workload and clear your schedule as much as possible, because although it is online it is definitely still intensive!



Selection process

- 1 Download the application form from www.live-language.com/celta
- 2 Complete and application form and email it to Heather Whytock heather.whytock@live-language.com
- 3 We review your application and if all requirements are met as this stage, you are invited into the centre for a group interview (Skype interviews also possible).
- 4 At the interview, you will review the pre-interview task and find out more about what the course entails.
- 5 We will send out offers of places shortly after the group interview.
- 6 If you are successful, a non-refundable deposit of £300 is required to secure your place on the course.
- 7 You will be sent a pre-course task to complete in order to raise awareness of the content of the CELTA. It is also recommended that you buy at least one methodology and one grammar book to help you.
- 8 Payment of the remainder of the fees is due 4 weeks before the start of the course.
- 9 A week before the course begins, we will be in touch to provide you with information about the first day of the course.

Documents to send us

- an up-to-date CV
- passport-sized photo
- copies of educational certificates
- evidence of your English language level (if a non-native speaker)

Course dates & Prices

Intensive CELTA

Intensive courses	Final application deadline
Monday 13th January – Friday 7th February 2020	Monday 9th December 2019
Monday 2nd March – Friday 27th March 2020	Monday 24th February 2020
Monday 10th August- Friday 4th September 2020	Monday 6th July 2020
Monday 21st September – Friday 16th October 2020	Monday 17th August 2020
Monday 9th November – Friday 4th December 2020	Monday 5th October 2020

Online Blended CELTA

Blended Online courses	Teaching Practice (at centre)	Final application deadline
April 6th – 12th June 2020 (10 weeks)	Monday 18th May – Friday 22nd May AND Monday 1st June – Friday 5th June	Monday 2nd March 2020

How much does the CELTA cost?

The total course cost in 2020 is £1,300 for the intensive courses and £1,400 for the blended course (including the Cambridge licence fees). A non-refundable deposit of £300 is payable to secure your place on the course. Please note that if you withdraw after the course starts, the fees cannot be refunded.

Group Interview Dates

Friday 8th November 2019
Friday 6th December 2019
Friday 10th January 2020
Friday 28th February 2020
Friday 24th April 2020
Friday 19th June 2020
Friday 7th August 2020
Friday 2nd October 2020



The CELTA course is ideal for those who love travel, learning about new cultures and who want to embrace the challenge of teaching.

The CELTA at Live Language is a course and can open doors, which short, weekend TEFL courses can't.

For more information, please contact us.

Live Language Associates

10 Somerset Place, Glasgow, G3 7JT

www.live-language.com/celta

0141 221 0793

heather.whytock@live-language.com