



International TESOL Training

Course Information

Welcome!

This course is being offered by Intercultural Training Associates. ITA is a TESOL training organisation that offers quality TESOL courses in Australia. The focus of this course is to equip multi-lingual English speakers to teach and tutor English. All teaching is done by qualified English Teachers. This is **not a Government recognised certificate** but it **does provide you with quality and professional training in TESOL.**

Past Students:

Past students who have graduated from this course are now working in Korea and Japan teaching English in private English Colleges, kindergartens and doing private tutoring. Others are running free English classes in their churches and universities.

Past students have written:

Fumiko from Japan:

Well I have around 25 students now as I told you before. Their ages are various so it's not easy for me to do lesson planning. The youngest is 8 years old and I also have a student who is in his early 40's. We use textbooks but if I use only them, my lesson will get boring for sure. So I try to use some realia and handmade cards with pictures on them, etc, to make my lessons more interesting and real-life related. Even though all the preparation for lessons is time-consuming, I'm sure it's worthwhile. I even draw pictures and cartoons to present new vocabulary! Now I can see how creative your teaching methods are! It was incredible to see your effective methodology of teaching. Especially, you don't make students feel intimidated. That's really the key to effective teaching I suppose.

Diane from Korea:

One of the biggest things I had from the TESOL course was confidence not just techniques to teach English. I did teach English in Brisbane so, I could teach English here, I taught English in English!! That was wonderful!! I'm always talking to myself I can do it, cause I did it in Brisbane!! Hope you enjoy your teaching and studying with wonderful teachers!!

Entry requirements:

- **Intermediate** Level English or above
- An English Proficiency Test will be conducted on Orientation Day prior to the commencement of each module.

At the completion of the course a statement of attendance is given.

About the course:

The course teaches skills in teaching speaking, reading, writing, and listening. Learning vocabulary in the area of English for Teachers is an important part of this course. Students will also learn how to teach English grammar. Teaching skills and designing lesson plans are part of this course.

Course Content

- How to Find Out what Students Need/How to Do English Tests
- How to Design a Syllabus and Lesson Plans
- How students Learn a Second Language, How to Teach (theory) and How Students Learn
- Teaching Speaking, Listening, Reading, Writing and Grammar
- English and Grammar for Teachers
- How to Teach (practical ideas)
- How to Manage a Classroom
- How to Teach Pronunciation
- Pronunciation practice for teachers
- How to Correct Errors
- How to do Evaluation and Assessment
- Using Technology and Resources in the Classroom
- Practice Teaching
- Reading at a Kindergarten

Course Dates

Mode 1: Tuesday Night course + 3 x weekend workshops

Semester 1: 18 February – 5 June

Workshop 1: 18 & 19 February

Workshop 2: 14 & 15 April

Workshop 3: 12 & 13 May

Semester 2: 28 July – 6 November

Workshop 1: 28 & 29 July

Workshop 2: 25 & 26 August

Workshop 3: 6 & 7 October

Mode 2: 7 week semi-intensive course (Mon, Wed and Fri 9:30am – 3:30pm)

Course 1

Orientation: Friday 20 April

Week 1 – 7: 23 April – 8 June

Assessment

Teachers will provide due dates and other details of the assessment during the course.

Assignments should not cause any difficulty to persons with intermediate English language skills or above.

Grades are assessed as either competent or not yet competent. Students who are not yet competent after an assessment activity will be given an opportunity to do the assessment again.

All assessment must be completed within the time frame of the course.

Please note: There will be a charge for any work still being marked after the graduation date. The charge will be the appropriate fee for teacher's time plus an administration cost of \$50.

Upgrade to Certificate IV in Teaching Conversational English 30664 QLD

In order to meet upgrade requirements you need to:

1. Successfully complete all of the course content and assessment of the International TESOL course. This includes 100% attendance. If a student is absent due to sickness, classes need to be made up and teaching practice hours completed.
2. Have an IELTS 5.5 or equivalent language score. If you do not have an IELTS score, you need to submit the following:
 - Any statement of attainment from courses you have done in Brisbane or other places which were conducted in English at upper-intermediate or above level or
 - Pass the ITA language IELTS 5.5, equivalence test and
 - Allow us to keep a photocopy of your visa status in Australia
3. If you have an IELTS score of 5.5 or equivalent then you will be eligible to attempt the upgrade to the Certificate IV. This involves attending a weekly TESOL mentoring group and 3 teaching practice sessions and successfully completing the additional assessment required by the Cert IV Teaching Conversational English 30664 QLD
4. You will need to complete the application process for the Cert IV Teaching Conversational English 30664 QLD



Student Information

Students must read this information before enrolling

Selection, enrolment and orientation procedures

Course Entry Requirements

1. Students must have **intermediate** level English or above.
2. Teaching staff will assess all students for English language proficiency at Orientation on Friday immediately before the each module commences.
3. Teaching staff will also assess all applicants to establish their suitability for teaching English.

Enrolment Process

- Enrolment applications will be considered in the order in which complete applications are received until all places are filled.
- **\$70 non-refundable deposit** must be paid with application. An enrolment application is not complete until the course fee has been paid.
- Student orientation will take place the Friday afternoon immediately before the commencement of each course.
- Balance of course fees must be paid on the afternoon of orientation after completing and passing the language proficiency test.
- Please bring English language proficiency tests such as ISLPR or IELTS if you have any.
- Course offerings are subject to student enrollments.

Fees and Charges

- **The course fee of \$2300 must be paid by the date of Orientation. Please note payment can be made in cash, cheque or money order (there are no bankcard facilities available.)**

Refund Policy

There is a \$70 non-refundable portion of the fee, to cover the costs of enrolment administration. The remaining portion of the fee may be refunded, as follows:

Before course starts	Full course fee less deposit
Up to module 4	Half of the course fee
Withdrawal after module 4	No refund

(Module 4 as per course outline received at Module 1)

Student support arrangements

Where a student finds difficulty with assignment preparation, some additional teacher/ tutor support in editing may be provided. However, students may need to seek help by paying external tutors.

Welfare and Guidance

Students who are having personal problems **relating to the course** should discuss these with the teachers. Students requiring counseling of a more general nature will be referred to welfare agencies, as these needs are beyond the teachers' responsibilities.

Appeals, Complaints and Grievances

Complaints and Grievances

Students who have a complaint or concern are encouraged to speak to teachers so that help can be provided. The following approach is recommended.

- Decide as clearly as you can just what your problem is;
- Work out what you need to say and who you are going to say it to;
- Talk to the person concerned, and see if the problem can be resolved;
- If the concern cannot be dealt with between you and the other person, ask another student or another teacher to help you find a resolution with the other party.

If you wish to make a formal complaint

Record the date and content of any attempts you have made to deal with the problem, and write a note to the Principal, Intercultural Training Associates. Tell the Principal your complaint and what you want to happen. Any of the teachers will pass your note on to the Principal.

Appeals

Any student being found 'Not Yet Competent' after an assessment will be given the opportunity to re-submit items or to be re-observed. If the result is still 'Not Yet Competent', any further assessment is at the discretion of the teacher.

A student formally awarded a 'Not Yet Competent' result, may appeal in writing to the Principal, Intercultural Training Associates, setting out the reasons why the result should be changed. The Principal will ask a qualified and independent person to consider the appeal.

Access and Equity

Intercultural Training Associates seeks to promote equity during its courses and the widest possible access to its programs. Discrimination, bullying and sexual harassment will not be tolerated in any class or workplace associated with this course.