

NZLC CELTA Course 2019

Information Pack and Application Tasks

What is CELTA?

CELTA (Cambridge Certificate in Teaching English to Speakers of Other Languages) is an international recognized teacher training course that will give you the qualification you need to teach English as a second language in English and non-English speaking countries.

CELTA courses are run at Cambridge English Teaching Awards approved centres worldwide. Certificates are awarded by Cambridge English Language Assessment. Course tutors are experienced English language teachers who have taught in a wide range of professional situations and are accredited CELTA trainers. All courses are externally moderated by Cambridge English, ensuring that standards are maintained.

Who is CELTA for?

CELTA is just what you're looking for if you are:

- ✓ Looking for a career change
- ✓ Planning on moving or travelling overseas, eager to meet and know people from all walks of life
- ✓ Interested in gaining an internationally recognized teaching qualification
- ✓ Passionate about getting practical knowledge, hands-on teaching experience and essential classroom confidence
- ✓ A recent graduate with little or no teaching experience
- ✓ A teacher of other subjects wanting to retrain as an English language teacher

Why study CELTA at NZLC?

- ✓ NZLC offers a unique 5-week course instead of the more commonly seen 4-week course
- One integrated and supported study day per week, allowing more time to research written assignments and plan lessons
- Less pressure/ reduced stress. Greater enjoyment of the whole experience
- ✓ Over 95% passing rate
- ✓ Over 80% of our graduates find employment in ELT after completing the course
- ✓ A reputable NZQA Category 1 Language School with over 500 students from 25 different countries
- ✓ Winner of the ST Star Award English School in the Southern Hemisphere 4 years in a row!
- ✓ The largest language school in New Zealand with lots of teaching opportunities available
- ✓ In-course and post-course employment support, including job workshops, Q&A session on how to get your first teaching job delivered by NZLC's Academic Department, job placement support etc.
- ✓ Be trained by our internationally experienced tutors who have undergone a rigorous selection and training process that is monitored by Cambridge.
- ✓ Perfect location right next to the vibrant Viaduct harbour, surrounded by the water and minutes away from Britomart transport station and ferry terminal.

Who can apply for CELTA?

CELTA is suitable for native speakers of English, but is also open to non-native speakers who have native speaker competence in both spoken and written English.

Applicants must fulfil the following requirements:

- ✓ be aged 18 +
- ✓ be a native English speaker or have an equivalent level in English (C1+ to C2 or Advanced CAE 'A' or 'B' grade or IELTS 7.5)
- ✓ meet the academic Requirement (University Entrance (UE) or equivalent)
- ✓ have the potential to develop the necessary skills to become effective teachers and to complete successfully the written assignments and the assessment of practice teaching

Who will train me?

Bruno Balducci is the main course tutor of our CELTA course. He is a qualified Cambridge CELTA trainer with DELTA qualification and has a wealth of international teaching Experience. He is passionate about working in a multi-cultural environment where students are constantly learning about each other, about their backgrounds and their personal experience, and about other countries. He also finds great satisfaction in helping them to cope with the challenges of an English-speaking environment.



Equal Opportunities

NZLC is an Equal Opportunities employer and training centre. We welcome applications from all adults regardless of age, race, gender, physical ability or sexual orientation.

What are the career possibilities with CELTA?

Most English speaking countries and non-English speaking countries are very keen to employ Cambridge CELTA trained teachers. CELTA ensures that you have a globally recognised qualification that is accepted as a standard in most parts of the world. Additionally, because of the shortage of teachers with the CELTA, you will be able to be far more selective about where you choose to work and to command better terms and conditions. The CELTA qualification also gives you access to a range of further study options as your career develops – after a few years of practice you can take the Cambridge Diploma in Teaching English to Speakers of Other Languages (Delta). This course will help you move into academic management, teacher training or materials development, for example.

What is the basic CELTA course content?

The core of the course is six hours of teaching practice. In this time, CELTA students teach a variety of lesson types to adult learners of English at two different levels. The supervised teaching practice is supported with guided lesson planning and personalised feedback on lessons. There are seminars or workshops each day, which include demonstration lessons, discussion of teaching principles and techniques, materials evaluation, and language analysis for teaching purposes. Students also observe six hours of teaching by experienced teachers and teacher trainers in language classes at the school or on DVD. In addition, students write four assignments (750 -1000 words each) on language teaching and learning. The course also includes teaching practice and an assessed lesson with pre-intermediate level students in the final week.

Sample course timetable (week 1)

The courses run for **20 days over 5 weeks** from 9.30am to 5.30pm, Monday to Thursday (except public holidays). As the course is very intensive, you will also need to allow time in the evenings, on Fridays and weekends for planning lessons and writing assignments.

TIME	MON	TUE	WED	THU
9.30 - 10.50	Introduction to the Course	Receptive Skills	Vocabulary Teaching	Presenting & Practising Language
11.10 - 12.30	Language Awareness	Skills Workshop	Phonology	Lesson Planning
1.30 – 2.00	Introduction to Teaching Practice	Observation Feedback	Teaching Practice Feedback	
2.15 – 3.00	Supervised Lesson Planning	Supervised Lesson Planning		
3.30 – 5.30	Lesson Observation	Teaching Practice		

How is the CELTA course assessed?

The course assessment is continuous; there is no final “exam.” The training centre will make the assessment procedure as transparent as possible. Students are able to ask their trainer at any point in the course how they are progressing and what they can do to improve. Students are made fully aware of the criteria for assessment throughout the course and are given tutorial sessions to focus on strengths and to identify areas in need of development.

How is the CELTA course graded?

The grades awarded are Pass, Pass B and Pass A and are based primarily on teaching ability and competence in lesson planning. About 20% or more of candidates are awarded Pass B, 5 % Pass A and 70% Pass.

The written assignments are also taken into account for the final grade. Award of the CELTA requires meeting Cambridge criteria for the ability to teach adult learners of English. On very rare occasions, students can fail the course if they do not meet the standards. In this case they will not be certified. If any student is at risk of failing they are offered additional tutor time and support.

At NZLC we make every effort to be explicit and clear about the grading system. Each lesson is graded with tutor comments explaining the grade and how, if it is appropriate, the grade could be improved for the next lesson. During the course you will have ongoing oral and written feedback and two individual tutorials with your tutor who will explain how you are progressing and support you. A certificate, issued by Cambridge ESOL, is sent out approximately six weeks after the end of the course.

When are the 2019 NZLC CELTA planned course dates?

- 18 March - 18 April 2019
- 27 May - 27 June 2019
- 9 September - 10 October 2019
- 18 November - 19 December 2019

*There are no lessons on public holidays and weekends.

Enrolment is restricted to a maximum and a minimum size, so we recommend submitting your application as soon as possible. On rare occasions NZLC Auckland may cancel a course if the minimum number is not met. This decision will be made 8 weeks before the start of the course. NZLC will notify applicants and you will be entitled to a full refund of any fees paid to NZLC.

Applicants are advised to apply more than two months before the start date to give themselves time to prepare for the course

How much does the course cost?

Total of NZ \$3,400 (or NZ \$3,300 with early bird discount) including GST, including:

- Enrolment Fee: \$250
- Material Fee: \$100
- Cambridge ESOL Fee: \$300
- Tuition Fee: \$2750 (or \$2650 with early bird discount)

Course participants are not normally eligible for student loans but any enquiries should be directed to the appropriate authority.

Early bird special: Receive a \$100 discount if you book (and pay the \$500 deposit) 7 weeks before the start date.

What accommodation is available in the area?

The school can arrange homestay accommodation (half board: \$290 per week, plus accommodation arrangement fee \$250) and can advise course participants about hostel or hotel accommodation.

Enrolment Procedure

Step 1 – Complete application tasks

Complete the application tasks on p7-11 and email it to training@nzlc.ac.nz or send it to the Teacher Training Department at NZLC Auckland. NZLC Auckland is happy to accept copies of completed application tasks from other Cambridge CELTA centres.

Step 2 – Interview

If your application task meets the required standard, we will send you a pre-interview task and arrange for an interview at the school. If you are not in the area and are unable to come to Auckland, we can arrange a Skype interview.

While acceptance onto the course does not guarantee a pass grade, the interview process is designed to ensure that only applicants likely to succeed on the course are accepted. For applicants whose knowledge of English may be inadequate for the CELTA course, NZLC offers the TESOL course and the option to obtain a teaching certificate by sitting the Cambridge Teaching Knowledge Test (TKT).

Step 3 – Enrol

- Download and fill out the [NZLC Enrolment form](#)
- Send the enrolment form to: akenrol@nzlc.ac.nz
- NZLC will send an offer letter which outlines the chosen fees and services requested by the student. If NZLC has any doubts or questions about the enrolment, NZLC staff will communicate in advance before sending the offer letter(s). The first day information can be found on the offer letter.

Step 4 – Payment and Flight Details

A deposit of \$500 is required to secure a place. The balance of \$2900 (or 2800 with early bird discount) is due 4 weeks before the course starts. Failure to pay the fees may mean that applicants forfeit a place. It may be possible for applicants to transfer their application to a future course, but only if their place on a course can be filled.

Payment Options: Telegraphic Transfer, Bank Draft, Cash, EFTPOS or Credit Card (Visa or Master).

ACCOMMODATION PLACEMENT (if requested to NZLC):

Please note that the processing of an application for homestay/city accommodation **will not begin until we have received the fees and the flight details** with your arrival and departure date. Please send this information at a minimum of 4 weeks prior to the course start date to akenrol@nzlc.ac.nz

Step 5 – Pre Course tasks

Once a deposit of \$500 is paid, NZLC will send you the pre-course task which students need to complete before course commencement.

Step 6 – Confirmation

Once NZLC receives the full payment and subject to meeting all other entry criteria, the NZLC Enrolment Department will send a receipt of payment and a COE (Confirmation of Enrolment), stating the student's name, date of birth, period of study, course type and accommodation period. These documents can be used when applying for a visa.

NZLC CANCELLATION, WITHDRAWAL, CHANGES AND REFUND/PENALTY POLICIES

4 weeks or more before course/service commencement:

Enrolment Fee	No Refund
Accommodation Arrangement Fee	<ul style="list-style-type: none"> • After Accommodation Confirmation released: No Refund • After accommodation placement service has started but before the Accommodation Confirmation is released: 50% Refund • No arrangement started: 100% Refund
Accommodation Fees	100% Refund
Tuition	100% Refund
Airport transfer/Insurance	100% Refund
All other arrangement fees incurred	No Refund

Less than 4 weeks before course/service commencement:

Enrolment Fee	No Refund
Accommodation Arrangement Fee	No Refund
Accommodation Fees	<ul style="list-style-type: none"> • Homestay before the Homestay Confirmation letter released: <ul style="list-style-type: none"> - With 2 – 4 weeks' notice: No penalty - Less than 2 weeks' notice: 1 week penalty • Homestay after the Homestay Confirmation letter released: 1 week penalty • NZLC City Accommodation refund conditions: refer to each accommodation provider's conditions. If there is any doubt that the arrival time will change from the original scheduled arrival date, NZLC should be contacted immediately so the accommodation arrangement process can be delayed. Otherwise there may be a re-arrangement fee plus a penalty depending on the booking situation and provider.
Tuition	100% Refund
Airport transfer/Insurance	<ul style="list-style-type: none"> • At least 2 working days' notice prior to arrival: 100% Refund • Less than 2 working days' notice prior to arrival: 50% Refund • Less than 24 working hours' notice prior to arrival: No Refund • Student did not arrive with provided flight details (No Show): No Refund. To schedule a new pick-up time, re-arrangement fee will be at 50% of the original arrangement fee.
All other arrangement fees incurred	No Refund

After course/service commencement:

Enrolment Fee	No Refund
Accommodation Arrangement Fee	No Refund
Accommodation Fees	<p>Homestay:</p> <ul style="list-style-type: none"> • At least 2 working days' notice: 100% refund less any other fees incurred • Less than 2 weeks' notice: No Refund <p>NZLC City Accommodation: refer to each accommodation provider's conditions</p>
Tuition	<ul style="list-style-type: none"> • Courses less than 5 weeks: Students who withdraw within the first 2 days of the course will be entitled to a refund of 50% on the tuition fees. • Courses of 5 weeks or more but less than 3 months: Students who withdraw within the first 5 days of the course will be entitled to a refund of 75% of the tuition fees. • Courses of 3 months or more (International students only): Students who withdraw within the first 10 working days of the course (the course/s listed in each NZLC Enrolment Form) will be entitled to a full refund of the total tuition fee, less a deduction of costs incurred by NZLC, up to a maximum of 25% of the fees paid. • Courses of 3 months or more (domestic students only): Students who withdraw within the first 8 days of the course (the course/s listed in each NZLC Enrolment Form) will be entitled to a full refund of the total tuition fee, less a deduction the lesser of 10 percent of the fees paid or \$500.
Airport transfer/Insurance	No Refund (the return airport transfer fee is refundable)
All other arrangement fees incurred	No Refund

CELTA Application Tasks

Please complete the application tasks and return it to NZLC Auckland as soon as possible either by post or by email. Once it has been received, we can contact you about an interview.

NZLC Auckland Teacher Training Department
Level 2, 104 Customs St West, Auckland 1010, New Zealand
Ph: (+64 9) 303 – 1962 E-mail: training@nzlc.ac.nz

First name		Family name	
Course start date	1 st choice		2 nd choice
How did you hear about the NZLC Auckland CELTA course? Please include details			
Date of birth			
Gender			
Nationality			
Mother tongue			
Email address			
Current address			
Telephone number	Home: Mobile:		
Interests/hobbies			

Education and qualifications

Secondary/high school and higher education

School/college/university	Qualification and grades obtained	Dates

Languages

Knowledge of other languages please include level of proficiency and any qualifications obtained
If English is not your first language please indicate level of proficiency and any qualifications obtained

Work Experience

Experience in teaching English as a foreign language please give details of schools/institutions, dates and levels taught <i>(Please note that this is not a requirement for the CELTA course)</i>

Other work experience please include names of company and dates

Please use a separate sheet or attach a CV if you need more space

Do you have any medical conditions or learning difficulties that may affect your ability to complete the course?
If yes, please give details.

Referees

Name	Name
Position	Position
Contact email/phone number	Contact email/phone number

Teaching Ideas

Briefly describe an occasion when you had a successful or unsuccessful learning experience. Comment on why.	
Describe some ways in which you could ensure your learners stay motivated in class.	

<p>Briefly outline your reason(s) for wanting to do the CELTA Course and your future plans.</p>	
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Language Analysis

What is the difference in meaning between the following? How could you help clarify this for learners?

<p>she's curious and she's nosey</p>	
<p>he's been to Australia and he's gone to Australia</p>	
<p>When he arrived we made dinner and when he arrived we had made dinner</p>	
<p>she's slim and she's thin</p>	

Writing Task

You need to complete a piece of writing answering the following 3 questions. It should be **handwritten** and either scanned and e-mailed as an attachment or posted to the Centre.

250 words

Describe the skills you hope to develop on the CELTA course.

What do you expect to be your strengths on the course and what might you find difficult?

Why do you think you are suited to English language teaching?

I understand and accept the NZLC CELTA information and enrolment procedure.

Name: _____

Signature: _____

Date: _____