



Head Office: Dunluice House, 82/83 Strand Road, Bray, Co. Wicklow  
Dublin School: 34/35 South William Street, Dublin 2  
T: +353 1 2845512 F: +353 1 2807525 E: info@atcireland.ie W: www.atclanguageschools.com

## **Preparatory Certificate in English Language Teaching to Secondary Level Students (State Qualified Teachers)**

Our short TEFL training programme for State Qualified Teachers is a 30-hour programme which can be taken full time over one week, or part-time over six weeks. This programme is specifically for State-qualified teachers and for those in their final year of teacher training college. The course is accredited by ACELS, a service of Quality & Qualifications Ireland (QQI) ([www.acels.ie](http://www.acels.ie) / [www.qqi.ie](http://www.qqi.ie)). Successful completion will qualify teachers to teach English as a foreign language to secondary level students in Ireland.

### **Objectives**

Our aim is to provide teachers with the opportunity to develop their own knowledge of the English language system, to gain an insight into the basic theory of second language acquisition and to look at methodologies and techniques for teaching English as a foreign language to secondary level students.

### **Methodology**

The course is practical and is delivered primarily through workshops, with input from our team of experienced trainers. During these workshops participants are encouraged to engage in discussion in order to share ideas and experiences and are given the opportunity to collaborate on tasks in order to create their own resources and put the theory into practice.

### **Course Modules:**

- An Introduction to Communicative Language Teaching
- Describing Language Levels
- Developing Language Awareness: English Grammar
- Developing Language Awareness: English Vocabulary
- Developing Students' Speaking Skills
- Developing Students' Reading Skills
- Developing Students' Listening Skills
- Lesson Planning for the Communicative Classroom
- Teaching Pronunciation
- Overview of the Junior Summer Sector
- Observation of Practising Teachers

*(Please note: You will receive a Course Timetable on day one).*



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### **Course Assessment:**

- Methodology (1 task)
- Grammar Analysis & Description (5 tasks)

### **Trainer Directed Study:**

This is a scheduled study period during which participants can access ATC's resources and facilities, in order to complete the assessed tasks. There will be a trainer on hand to offer assistance.

Please note that while we try to facilitate participants with the timely completion of all assessed tasks by scheduling some trainer-directed study time into the timetable, participants will need time at home in the evenings to ensure completion of all tasks.

### **Course Attendance and Participation Policy:**

Successful completion of the Preparatory Certificate for ELT Course requires participants to attend all input sessions on the course. Attendance at the Trainer Directed Study Sessions is not obligatory. However, we do recommend that course participants make use of these sessions in order to ensure timely completion of all assessed tasks.

If all sessions are not attended, the course will be deemed incomplete. Likewise, if a participant fails to complete all assessment tasks, the course will be deemed incomplete and the participant will not be put through for certification.

### **Certification:**

A certificate is issued by the Awarding Body (QQI ACELS) on successful completion of the course. The fee for this certificate is included in the course fees.

### **Post Course Requirement:**

#### *Supervised Teaching Component (STC)*

In your first summer school teaching position an assessed observation must be carried out by the Director of Studies/Principal or a senior teacher, using a STC Report Pro Forma, provided by ACELS. At this point, a copy of your Certificate and your STC Report will be sent back to ACELS, where you will be registered to teach English as a Foreign Language to secondary level students. You have three years to complete this Supervised Teaching Component. If you fail to do so within this timeframe, your certificate becomes null and void.

### **Course Dates 2019:**

#### **Full-time Course:**

18<sup>th</sup> – 22<sup>nd</sup> February

15<sup>th</sup> – 19<sup>th</sup> April

10<sup>th</sup> -14<sup>th</sup> June

1<sup>st</sup> – 5<sup>th</sup> July

#### **Part-time Course:**

25<sup>th</sup> February – 6<sup>th</sup> April

29<sup>th</sup> April – 8<sup>th</sup> June

### **Course Fees: €295**



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## Booking Information

### Where does the course take place?

#### At both our Centres:

Dunluice House,  
Strand Road  
Bray  
Co. Wicklow

34/35 South William Street,  
Dublin 2.

### How do I pay?

By cheque (made out to **ATC Language & Travel**), credit card, debit card or bank transfer:

<b>Account Name:</b>	ATC Language & Travel Ltd.
<b>Account Number:</b>	00691071
<b>Bank Name:</b>	Allied Irish Banks
<b>Bank Address:</b>	37 Upper O'Connell Street, Dublin 1.
<b>Bank Telephone No.:</b>	++353+1+8730555
<b>Bank Swift Code (BIC):</b>	AIBKIE2D
<b>Bank Code:</b>	93-10-55
<b>IBAN:</b>	IE16AIBK93105500691071

Please note that all fees must be paid in full when booking the course.  
The fee is €295 per course including certification.

### Conditions of Enrolment:

#### Cancellation Policy for Participants:

Cancellation within 28 days of course commencement – ATC will refund: 75% of total fees.

Cancellation within 14 days of course commencement – ATC will refund: 50% of total fees.

Cancellation within 7 days of course commencement – ATC will refund: 25% of total fees.

Under no circumstances will the company refund, either partially or fully, any course fees once the participant has commenced their course of study.

#### Cancellation of Course:

Please note that for the course to go ahead we must have a minimum of 6 participants.  
Should ATC need to cancel a course, all course fees will be fully refunded.

#### GDPR:

ATC Language Schools' Data Protection Policies are available upon request.



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## **Frequently Asked Questions:**

### **Who are ATC?**

ATC Language Schools is the largest provider of summer schools teaching English to foreign teenagers in Ireland. We have centres in numerous locations throughout the country and have been running high quality courses for over 35 years. We are fully recognised as a reputable educational institute, with Dept. Education and Skills recognition.

### **Why do we run teacher training courses?**

We recognise that the best teachers for young people are those who know the business best, that is, state qualified teachers (SQT). In our summer schools we prefer to employ those experienced teachers who enjoy the contact with students from other countries. For those teachers we offer a training course which will supplement the skills and knowledge you already have, with the most up-to-date language learning methods, adding to your own communicative teaching abilities.

### **Who is eligible to do the course?**

This course is specifically for state qualified teachers (SQT) and for those in their final year of teacher training college. As proof of identity, we require practising teachers to provide a registration number, and for those who are about to graduate, we require a letter from the college stating that you are enrolled and the approximate date of your graduation.

### **What work options are available?**

Most teachers doing this course will be teaching summer courses of between 2 and 8 weeks in July and August each year in schools all over Ireland. There may also be vacancies for positions at other times of the year. We can organise job interviews on successful completion of the course. We have vacancies in our own summer schools, and we have contacts with other summer schools looking for summer seasonal teachers. The likelihood is that most of the students will be European nationals, with some Asians and South Americans, between the ages of 12 and 18. We will help you to prepare for these positions.

### **What extra skills can I expect from this course?**

This course will focus on the special needs of teachers dealing with multinational groups of students who have been streamed at different levels of English. They are together for a short period of time so the communicative element is paramount. Current communicative teaching methods include TBL (Task-based Learning) and the use of Lexical Methods, as well as a broad range of techniques and activities designed for teenagers in the typical summer school. All activities used have been tried and tested successfully, and prove popular with students.

### **Who are the trainers?**

All trainers are highly qualified teachers and trainers with extensive ELT industry experience. Each course has a minimum of two trainers, liaising to ensure the highest standards.



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### **How is the course externally moderated?**

All ATC Language Schools courses meet ACELS requirements. ACELS (the Accreditation and Coordination of English Language Services), is a service of Quality and Qualifications Ireland operating for the Department of Education and Skills in order to ensure the highest standards of education within the ELT sector. ACELS carries out inspections of all recognised institutions and the courses they provide.

### **When will I receive the certificate?**

Once your submitted coursework has been corrected by your trainers (usually within 5 working days from submission), your final grade, your course attendance percentage, and any previous teacher training qualifications you have received are sent to ACELS for approval and certification by QQI. The average time to receive your certificate is approximately 8 - 10 weeks after course completion.

### **How do I prove I am a qualified teacher?**

When you apply, you must submit to ATC either a copy of your teaching qualification or your Teaching Council Teacher Registration Number (if you are already teaching), or a letter from your head of department to say you will complete your training before this coming July. This proof must be sent with the application form and course fee before acceptance onto the course.

### **How do I know when I am accepted onto the course?**

You will be informed by email, with details of the course and materials needed.

### **What Course Materials will I receive?**

Once you have been accepted onto the course, you will receive an email with a password which gives you access to the teachers' area on our website. Here you will find detailed course notes for each module.

### **How many hours outside of the timetabled hours should I dedicate to the course work?**

This depends on how much work you can get completed during your trainer-directed study sessions. A minimum of 10 hours is recommended to ensure your assessed tasks are completed and submitted in a timely manner. Please note that the demands of the course are great on the full-time, week-long course. You should ensure that you have a quiet space and at least two hours per evening to work on your assessed tasks. You will be given work to take home each evening of the week.

### **Do I need to prepare anything before the course begins?**

You will receive a recommended reading list, as well as a pre-course preparation form, which involves doing some language awareness tasks.