



Westminster Kingsway
central London's **College**

Teacher Training Courses at Westminster Kingsway College

2018/19 dates

**Adult Pathways
CELTA courses**

CELTA Teacher Training Course

Thank you for your enquiry about our CELTA teacher training course.

This booklet gives you information about:

- Teacher Training at Westminster Kingsway College
- Our Teacher Training team
- The range of Teacher Training courses we offer
- Dates and fees for our CELTA course
- How to apply.

Please note: Our selection procedure includes a personal interview at the Victoria Centre.

We will not be able to consider your application if you cannot attend this interview.

Please return the completed application form (see pages 11 and 12) and your supporting statement to:

**CELTA Programme Manager
Adult Pathways & Teacher Training
Westminster Kingsway College
Victoria Centre
Vincent Square
London SW1P 2PD**

Tel: 020 7802 8357 / 8378

We look forward to receiving your application.

Why choose Westminster Kingsway College?

- **Our central London location:** courses take place at our Victoria Centre which is a five-minute walk from Victoria mainline and underground stations
- **Our facilities and resources:** the centre has a very well-equipped Learning Centre with IT facilities and an extensive range of teaching and learning materials
- **Our online Virtual Learning Environment ‘Moodle’:** this allows access to a range of support materials on your home PC
- **Our experience:** we have been running teacher training courses for over 25 years and have a well-deserved reputation for extremely high quality, effective teaching
- **Our training team:** we have a team of highly-qualified and experienced teacher trainers. They have all worked in the public and private sectors in the UK and overseas and some are CELTA assessors. You can find out more about them in the “*Trainer Profile*” section
- **Our quality assurance systems:** in addition to external monitoring by Cambridge, we are part of the public sector and are inspected by OFSTED
- **Our success rates:** we have a proven track-record of extremely good pass rates on all our courses
- **The level of individual attention we offer:** our trainers are involved at every stage of your course, from initial enquiry to post-course advice and guidance
- **The profile of our teaching practice groups:** our students are highly motivated and come from a very wide variety of linguistic, geographic and social backgrounds. Some are asylum seekers and refugees whilst others are living and working in London for a relatively short time. This mix of students means that your teaching practice gives you experience to equip you to teach in a range of contexts in both the private and public sector in the UK or overseas. It also helps you decide which sector you would prefer to work in
- **Extremely high level of trainee satisfaction:** see “What CELTA did for me” for comments from past trainees
- **Advice and guidance on employment opportunities:** all our courses include sessions on finding teaching work, and some of our candidates go on to work in Westminster Kingsway and other colleges

If you have any questions, or would like to discuss your application, please contact our main course Tutor, Katerina Ashiotis, on 020 7802 8378 (Tuesdays to Thursdays only). The College is closed over Christmas, Easter and during the summer holidays. During these times, you will hear a voice-message (on extension 8378 only) giving you further information.

You can also contact our Learner Consultants team on **020 7963 4181** or email [**courseinfo@westking.ac.uk**](mailto:courseinfo@westking.ac.uk) for further advice.

About Westminster Kingsway College: Teacher Training

Westminster Kingsway College's Teacher Training courses are based at the Victoria Centre, right in the heart of London, about 5 minutes' walk from Victoria underground and main line station. In addition to Teacher Training courses, the College offers part-time day and evening courses in English/ESOL (English for Speakers of Other Languages). This means that our fees compare favourably with other teacher training providers. Our facilities include a large cafeteria, a very well-equipped Learning Centre and computer access for all learners.

Our Teacher Trainers

All our team are qualified teacher trainers, with extensive experience of teaching EFL and ESOL in a range of contexts, both in the UK and overseas. Some are also Cambridge-accredited external assessors. They are all directly employed by the College and regularly update their teacher training skills and expertise.

Trainer Profiles

Katerina Ashiotis: Katerina started her teaching career as an EFL teacher in the private sector in London soon after leaving college. She travelled, and then taught in Greece for two years in a private school. She then returned to London and worked as an English teacher teaching adults full-time. She worked in three different private schools as an EFL teacher, Senior Teacher and Director of Studies and started teacher training in 1994. Katerina has a Diploma and an MA in Linguistics and in 2002 completed a PGCE in FE (PCET with ESOL Specialism). Parallel to working and training in the private sector she worked as a visiting EFL lecturer at Westminster Kingsway College for over 12 years. She started working at Westminster Kingsway College full-time as an ELT lecturer and teacher trainer in 2002. In addition to the CELTA course, Katerina is also a teacher trainer for Level 3 and Level 5 Education and Training courses (which have recently replaced PTLLS and DTLLS). Most recently, she has been involved in the design and delivery of a number of training programmes for teachers from South Korea, Albania and Malaysia.

Sue Knowles: Sue completed a degree in French language and literature at Leeds University then took her TEFL certificate in 1998, and went to teach in various places abroad, including La Reunion, Paris and Ecuador. She worked in secondary schools, private language schools and a University. She returned to the UK for a few years, took the RSA Diploma, and trained as a CELTA teacher trainer in 2005. Sue then worked abroad again in Toronto, Amsterdam, France and Switzerland, holding the post of Director of Studies and working as an online CELTA trainer. She returned to the UK in 2016 and joined Westminster Kingsway College

Our English/ESOL courses and students

Our English/ESOL courses are suitable for adult learners (19+) who are living in the UK either permanently or as refugees or asylum seekers and for European migrant workers.

We offer a variety of courses to meet a wide range of needs. Some courses are more suitable for EU migrant workers and enable students to gain a qualification quickly. Others are more appropriate for students who need to catch up on other skills, such as basic literacy.

All courses are part-time, either day-time or evening, and last either for one term or one semester (18 weeks).

Students study either every day (Monday - Friday) or two evenings per week (Tuesdays and Thursdays). There are two study options on the daytime courses: ESOL Extra/ English for work. On ESOL Extra / English for Work, learners study for 2.5 - 3 hours per day and on ESOL Express they study for 2 hours per day. On the evening courses, hours are the same: learners study for 2.5 hours on two evenings per week.

Qualifications

All the courses lead to an examination: this is usually a Trinity Skills for Life Certificate.

We offer these qualifications at 5 levels from Entry 1 (beginner) to Level 2. Students take an examination in Speaking and Listening, Reading and/or Writing.

The Certificate in Teaching English to Speakers of Other Languages: CELTA

What is CELTA?

CELTA is an initial qualification for people with little or no previous teaching experience. It is the best known and most widely taken initial 'TESOL/TEFL' qualification of its kind in the world.

Who recognises CELTA?

It is accepted throughout the world by organisations which employ English Language teachers. It has also been accredited by the Office of Qualifications and Examinations Regulation (Ofqual) at Level 5 on the Qualifications and Credit Framework for England, Wales and Northern Ireland.

Who is CELTA for?

- **People starting a career in English Language teaching:** The course will give you a firm grounding in the fundamentals of language teaching practice, and the confidence to use these effectively in the classroom.
- **People looking for a career change or career break:** An increasing number of candidates are professionals who would like a new career path or want to take a short break in their existing career, which may involve the opportunity to live and work abroad.
- **People already teaching English but with no formal qualifications:** You may already be teaching English but have no formal teaching qualifications. CELTA will help you improve your teaching, confirm your ability and may lead to internal promotion or a better teaching job.

Who is eligible to apply?

We recommend that candidates have a standard of education equivalent to that required for entry into higher education (normally 2 "A" levels and above). You will also need good numeracy skills. However, we are happy to consider applications from candidates who do not have formal qualifications at this level but who can demonstrate that they have appropriate language competence, skills, and experience. The course is open to both native and non-native speakers of English. If English is not your first language, you must have a command of written and spoken English that enables you to teach across a range of levels and complete the written assignments. In our experience, most successful candidates have English as their first language, or near-native proficiency, and are graduates.

What does CELTA involve?

The course is extremely demanding and requires a high level of commitment. You are required to attend the whole course, and complete homework assignments. You will have to devote a considerable amount of time to course work outside class hours, and we strongly recommend that you do not do any part-time work or other studies during the course. You should also be prepared to accept constructive criticism from your trainers and other trainees and be willing to reconsider your assumptions about teaching and learning.

What does the course cover?

The course aims to teach the principles of effective teaching and a range of practical skills for teaching English to adult learners. You will have hands-on teaching practice, observe experienced teachers and complete four practically-focussed written assignments.

There are five main units of learning:

Unit 1: Learners and teachers and the teaching and learning context

Unit 2: Language Analysis and awareness

Unit 3: Language skills: reading, listening, speaking and writing

Unit 4: Planning and resources for different teaching contexts

Unit 5: Developing teaching skills and professionalism.

How will I be assessed?

You will be assessed throughout the course: there is no final examination. An external assessor, appointed by Cambridge ESOL, moderates each course.

There are two components of assessment:

- **Teaching Practice:** You will teach for a total of six hours, working with classes at two ability levels. Assessment is based on your overall performance at the end of the six hours.
- **Written Assignments:** You will complete four written assignments: one on adult learning and learning contexts, one on an aspect of the language system of English, one on an aspect of language skills and one on classroom teaching and the identification of action points.

Assessment and Grading

Grading of candidates is by continuous assessment. There is no final examination.

Successful candidates are awarded the “Cambridge CELTA” at one of the following grades:

“Pass”, Pass “B”, and Pass “A”.

On average, about 60% of our trainees achieve a Pass, 30% achieve a Pass “B” and 5% are awarded a Pass “A”. About 5% do not succeed. While everything on the course is taken into account, and you must complete the written assignments satisfactorily, the most heavily weighted factor is your teaching performance. You will receive written feedback, including an assessment of your teaching, on all the lessons you teach.

You will have at least two individual tutorials to check that your perception of your progress agrees with that of your trainers. If there is a danger that you will fail, your trainers will make this clear and discuss where and how you can improve.

We aim to be as clear and open as possible about your development.

As part of the Cambridge scheme, every course is moderated by an external assessor, who visits the college for one or two days. In addition to checking that we are complying with course regulations, the assessor is available to listen to any points you or your group would like to make. If you feel that we are giving you unfair assessments, you can discuss this with the assessor.

Applying for the course

Selection to the course is based on an interview, lasting approximately two hours and a written task. Please complete the application form at the back of this booklet and submit it with your personal statement to the Programme Manager. You will be given the written task at the interview.

Frequently Asked Questions

Is it a problem that I've never taught before?

No. The course is an introduction to English language teaching. People who already have experience sometimes find it a drawback as it can be difficult to unlearn old habits and learn new techniques.

I have got lots of presence, I know a lot about English and I am used to standing up in front of people and telling them things, so I am bound to be a good teacher, right?

Wrong. The abilities to relate well and listen to learners are more important than an over-emphasis on "telling".

Does it matter if I miss any part of the course?

Yes. 100% attendance is expected other than in exceptional circumstances.

What happens if I am ill during the course?

The Cambridge rules stipulate that if you miss more than 20% of the whole course or any of the 6 hours of assessed teaching practice, you are not eligible for the certificate other than in exceptional circumstances.

Will there be much paperwork?

You will be responsible for maintaining a portfolio of your work during the course and this constitutes your official assessed record. You will also need to be able to keep records and retrieve papers easily.

I have never been able to spell properly: does it matter?

Yes. Learners of English expect their teachers to be able to spell reasonably accurately. Also, Cambridge rules require candidates to be able to write in English that is "essentially free of errors". Part of our interview process is designed to check this.

Will I have to follow any particular methodology?

Our aim is to provide you with a range of techniques and approaches which you will be able to select from.

I have never learned grammar before: is this a problem?

Many native speakers of English know little about the mechanics of their own language and are unconfident about teaching grammar. Part of our selection process is to check that you have the potential to follow the grammar component of the course.

When I have completed my CELTA, what further teaching qualifications should I take?

It depends on your career plans. If you intend to work in Further Education, the Level 5 Diploma in Education and Training (ESOL) will give you the qualification you need. If you want a qualification which has a more international bias, and if you are interested in developing your EFL career more broadly, the DELTA (Diploma in English Language Teaching to Adults) may be more appropriate. We do not currently offer the DELTA course at WKC.

If I am successful in CELTA, can I take the Level 5 Diploma course immediately afterwards?

We recommend that you gain at least 50 hours practical teaching experience before starting the Diploma. You will have to go through a selection process which involves an interview and completion of a task. Also, we can only accept you onto the Diploma course if you already teach, or are planning to teach, in the Further Education sector.

Useful Books

There is no official reading list, but here are some useful titles:

Methodology

Learning Teaching, Jim Scrivener (Macmillan Heinemann).

The Practice of English Language Teaching (4th edition), Jeremy Harmer (Longman).

Grammar

Practical English Usage, Michael Swan (OUP).

Grammar for English Language Teaching, Martin Parrot (CUP).

What CELTA has done for me?

For many of our trainees, success on their course has led to some very positive changes in their lives. This is what two of them told us:

“I was 51 when I did my CELTA course... a bit old, and my only regret is that I didn't do it 20 years earlier. My day job had become excruciatingly unbearable and it was when I was doing Spanish evening classes that I got the idea of doing a CELTA when I realised what a pleasant life my Spanish teacher was having. The 4-week course was intensive but that was part of the enjoyment. The three tutors were very supportive throughout and always gave us frank and honest advice. The students were a friendly mix of people and were always patient and good-humoured with their rather clumsy and inexperienced teachers. It was a very rewarding experience and at the end of the course I felt that I had got my brain back. I would advise it to anyone, but especially those who are free to go abroad and teach, as schools in this country tend to want teachers with experience unless you do a Summer School. Nevertheless, a CELTA is a very versatile extra string to anyone's bow, and with it you should find it way to find a job anywhere in the world.”

Mick Hutchinson

“I did a CELTA course when I was 24 years old. I had just finished a contract as an Events Assistant in the city and was looking for something different to do. I had heard a lot about CELTA and TEFL courses and how useful they were if you wanted to go travelling and even to teach English in your home country. I thoroughly enjoyed myself, and it was a very satisfying as well as challenging experience. However, be warned that for one month it is hard work, but it's well worth it!

“When I completed my CELTA I taught English to Italian students for a while but went back to work in the city. However, I always knew I would use the CELTA at some point and I am now about to spend the summer in Ecuador teaching English!”

Diana Chapman

Course dates and fees

CELTA courses at Westminster Kingsway College are run as either a part-time or full-time programme of study. *It is essential that you are available to attend all classes each week.*

1) Part-time courses

Classes are on two evenings per week (usually Tuesday and Thursday evenings, 6-9pm) for 22 weeks.

2) Full-time intensive courses

Classes are on Monday to Friday, 9.00am - 4.00pm for 4 weeks.

No full-time courses are currently scheduled for the 2018/19 academic year.

Course Dates for 2018/19:

- Part-time/evening (22 weeks) – Starting on **8 January until 27 June 2019**
- Full-time intensive dates – TBC

Course Fees for all CELTA courses

£1,110 for home students, or £1,220 for international students.

Plus £25 registration fee for all students. Course fees include the cost of the examination. The CELTA now qualifies for Advanced Learner Loans. See the following website for further information and eligibility criteria: <https://www.gov.uk/advanced-learner-loan/overview>

Please contact the Learner Consultants team at the College if you require any further information on 020 7963 4181 or email courseinfo@westking.ac.uk.

To apply for the course, please complete the CELTA application form on pages 12 and 13 of this booklet.

Adult Pathways - Teacher Training

Cambridge Certificate in Teaching English to Speakers of Other Languages: CELTA



Westminster Kingsway
central London's College

Application Form

Start date of course you are applying for:

PERSONAL DETAILS

Family Name		Title:	
First name(s)			
Date of birth	Place of birth	Sex	
Nationality		First language(s)	
Address			
			Postcode:
Telephone numbers:	Home	Work	
	Mobile	Fax	
E-mail			
Current occupation			
Are you in good health?			
Do you have any physical disabilities? Please give details			
Do you have any learning difficulties? Please give details			
Please note: Cambridge can make special arrangements for dyslexic trainees, but you will need to submit a recent statement of dyslexia.			

EDUCATION and QUALIFICATIONS

Dates	College/University	Qualification

LANGUAGES

Which languages, apart from English, have you learned? Please comment on your level of proficiency in the three skills: e.g. beginner, advanced, native speaker

Language	Speaking	Reading	Writing

TRAINING

Do you have any formal training as a teacher of other subjects? Please give details

WORK EXPERIENCE

Do you have any teaching experience? Please give subjects, dates, level, schools

What other work experience do you have?

Please give any other information which you think is relevant to your application

PERSONAL STATEMENT

 to support your application

In your normal handwriting (not word-processed) write 250 – 300 words on a separate sheet explaining why you want to do this course and why you feel you could be a successful teacher of English to speakers of other languages.

REFEREES

Please give the names, addresses and telephone numbers of two referees who would be prepared to give relevant support to this application.

Name	Name
Position	Position
Relationship	Relationship
Address	Address
Telephone number	Telephone number

Cambridge Certificate in Teaching English to Speakers of Other Languages: CELTA

Interview Task

Please complete this task carefully as it is an important factor when we make a decision about your application.

Think about these questions, using a grammar book if necessary, prepare your answers in legible hand-written form and bring them to the interview.

1. Learners

Think of some past language learning experience of yours, preferably in a classroom situation, and list the things you found helpful and unhelpful.

2. Language

Look at these examples of a learner's spoken English and try to explain the grammatical rule which is broken.

Example: "I go often to the cinema"

Answer: adverbs of frequency should go just before the main verb.

"You do not must eat here"

"what means this word?"

In the following examples:

- correct the mistake
- name the correct tense if you can
- explain why the amended version is correct

"I'm often eating spaghetti"

"I've been to the cinema on Thursday"

"I can't come to your birthday party because I will go on holiday"

Why is it wrong to say these sentences?

"I'm afraid I forgot my homework at home"

"I can't come to class next week because I'm coming back to Spain for a week"

3. Meanings

How could you get over the meaning of these words to a low level class? Do not think only in terms of verbal “dictionary” definitions.

- steep
- a cartoon
- a pullover
- depressed
- accident-prone

4. Student confusion in language selection

Language that is similar, but has subtle differences in meaning and causes problems for most students: Look at the following examples and comment on the differences in meaning, use and time.

- “They have gone to Spain on holiday”
- “They have been to Spain on holiday”

- “I am having a holiday next June”
- “I am going to have a holiday next June”
- “I think I will have a holiday next June”

- “Clearly, he could not see”
- “He could not see clearly”

- “The ship sank when the helicopter arrived”
- “The ship had sunk when the helicopter arrived”
- “The ship was sinking when the helicopter arrived”

- “Fred stopped to look out of the window”
- “Fred stopped looking out of the window”

5. Teaching skills

You have a class of 20 adult intermediate students and you can lay out the classroom as you wish. What seating arrangements would you use and why?

6. Motivation

What motivates students? What can you do to keep motivation high?

Teacher Training with Westminster Kingsway College

Teaching is one of the most rewarding professions and it provides you with the opportunity to interact with people of all ages and from all walks of life. Westminster Kingsway College offers a number of teaching courses that will help you to progress into teaching as a career and develop your skills for the classroom.

Careers at a glance:

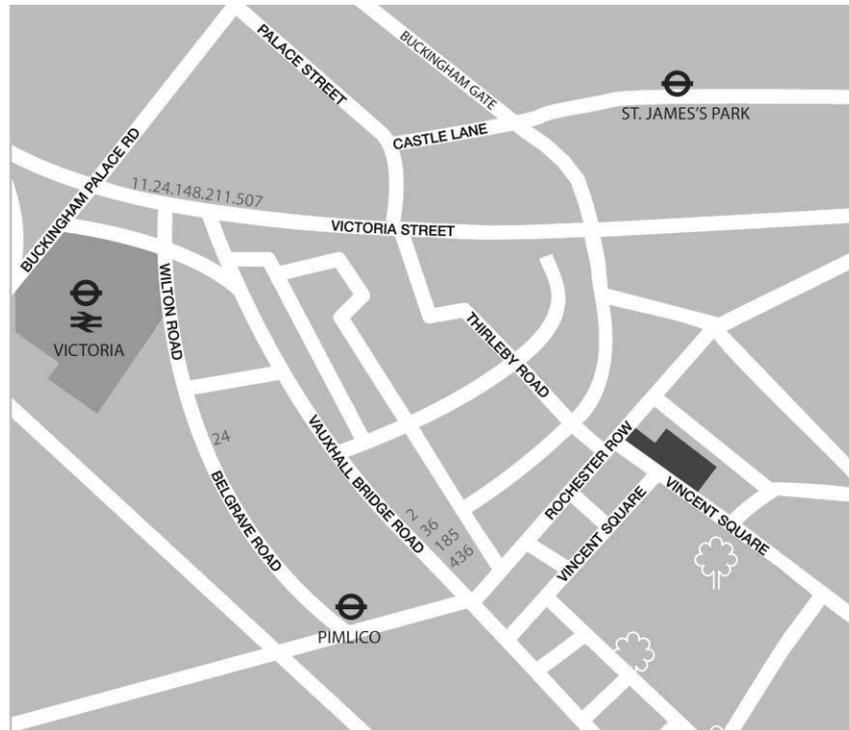
- **Teacher**
- **Lecturer**
- **Head teacher**
- **Social Worker**
- **Researcher**
- **School Administrator**

Teaching Courses at Westminster Kingsway College:

This is a selection of the teaching courses at the College – contact us for further details.

- **CELTA: Certificate in Teaching English to Speakers of Other Languages**
- **Award in Education and Training**
- **Diploma in Education and Training (DET)**

Visit www.westking.ac.uk for further details about Westminster Kingsway College.



Westminster Kingsway College
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Website www.westking.ac.uk
Email courseinfo@westking.ac.uk

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Facebook.com/WestminsterKingsway