



TEFL COURSE OVERVIEW

The **TEFL Certificate Course** is a **highly intensive teacher-training course** designed to prepare the participants to teach English as a foreign language (EFL) / English as a second language (ESL) to students who do not have English as their native language. The course is **120 in class hours**. During this time trainees learn the theory and practice of language teaching as well as gain practical experience in the classroom. Participants will be asked to teach 6 hours to English language students. The course is run with a minimum of 6 and maximum of 9 participants and applicants are accepted on a "first come first served" basis.

Entry requirements: In order to be accepted onto the course, participants **must be fluent in English and have completed high school**. In the case of mature students, application will be considered on the basis of experience rather than educational qualifications. Prior teaching experience is not necessary. **Access to a computer during the course is highly recommended**. Please note that many recruiting agents require a successful in class TEFL course (not online) as well as a degree in any field.

FULL TIME (FT) TEFL DATES 2020

PART TIME (PT) TEFL DATES 2020

Course	Date from/to	Duration	Course	Date from/to	Duration
Course 1	January 13 th – February 7 th	4 weeks	Course 1	January 27 th – April 4 th	10 weeks
Course 2	March 30 th – April 24 th	4 weeks	Course 2	May 25 th – August 1 st	10 weeks
Course 3	May 4 th – May 29 th	4 weeks	Course 3	Sept 28 th – Dec 5 th	10 weeks
Course 4	July 20 th – August 14 th	4 weeks			
Course 5	August 24 th – September 18 th	4 weeks			
Course 6	November 9 th – December 4 th	4 weeks			

Full Time TEFL Classes begin at 8.00 am daily with a lunch break from 13.00 – 14.00. Teaching practice and classes will be held in the afternoons from 1400 – 1700 daily and participants will be asked to complete assignments and prepare for classes after hours. It is not advisable that trainees work or have any other commitments during this time. **Part Time TEFL** courses run for two evenings (Mondays and Wednesdays) a week from 1800 - 2030 and on Saturdays from 0800- 1600 weekly for 10 weeks.

How to Apply:

Complete the attached application form and either drop it off at our office or email it to us. We will then provide you with the invoice and instruction to provide proof of payment of the relevant fees. We will then provide you with an acceptance letter and a pre-course assignment to complete for the first day of the course.

TEFL Price:

The cost of the **full-time course** is **R9500** per applicant, and the **part-time course** is **R10500**. A deposit of **50%** is required to secure your place on the course. The remaining amount is due **on the first day** of your course. The deposit is non-refundable. If a course is **cancelled** due to minimum numbers, the deposit will be refunded in full. However, if a trainee **fails to complete a course** for any reason, no credit or refund will be provided whatsoever unless timely communication is made with the Director of the school. Please note that these prices are subject to change due to ever increasing costs.

Certification:

A TEFL certificate and teaching report will be given to all those who successfully complete the course. A final grade of **at least a C (55-70%) is required to pass**. For details of the course subjects, tests and assignments please refer to the course outline. Please note that if you do not pass the practical teaching lessons, you cannot pass the course overall. If we pick up a problem early on, we will inform you of it and suggest a solution. We are here to help you pass.

Attendance: Whilst we appreciate that emergencies happen, a minimum attendance of 95% is required in order to successfully pass this course. If a teaching practical is missed, a doctor's note will be required, and the candidate will be required to catch this time up at a cost of R480 for 2 hours as this includes the teacher's assessment and feedback. If you miss any important modules, you can catch these up on the next TEFL course *within a 6-month period pending that arrangements are made in good time*. If you wish to catch up with a lecturer, the cost is R240 per hour. Should 3 months pass after leaving the course without completing it, without any communication from the trainee, records will show the trainee did not complete the course and will therefore have to redo the course and pay the fees in full again. Fees will otherwise be forfeited. The responsibility to communicate with the school lies with the TEFL trainee or a representative of the TEFL trainee.

Absences and Tardies

Trainees are expected to attend and to participate in all classes because each individual's contribution adds to the total learning experience of the group. It is understood that emergencies are inevitable, however due to the intensive nature of the course trainees cannot afford to miss any classes. Punctuality, communication, reliability and preparedness are key qualities of a teacher. Failure to be punctual, reliable or prepared for lectures or practical will not reflect positively on your commitment to becoming a

Place

4 Twin Oaks Centre
142 - 146 Main Road
Somerset West 7130
South Africa

Post

TIES
PO Box 3945
Somerset West 7129
South Africa

Contact

T +27 (21) 852 8859
F +27 (86) 620 8001
E info@english.za.net
W www.english.za.net

Director

Tania Copeland

Company Reg. No

2001/0047423/23

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teacher. Failure to communicate in good time with lecturers or peers will also not reflect positively on you as a developing teacher. We encourage all participants to take these qualities seriously and to ensure high standards are upheld at all times.

Included in the cost of the course is

- Tuition & registration fees
- TEFL Manual
- Grammar File
- Practical Teaching
- Certificate and teaching report
- Support for job placement, database of teachers and recruiting agents

Course Outline

Part 1: Teaching

Lesson planning, learner motivation, language teaching methodology, classroom management, using games and music in teaching, mistakes and feedback, teaching aids and their effective use in the classroom, teaching the receptive skills (listening and reading), teaching the productive skills (writing and speaking), teaching vocabulary, teaching grammar, teaching pronunciation and learning the phonetic script (IPA).

Part 2: Grammar Forum

Participants will be asked to research language for a pre-course assignment. The lecturer will present the participants with a detailed grammar file and will present lectures on various aspects of language, grammar jargon and teaching suggestions when presenting grammar in the classroom.

Part 3: Looking Further

Using course books, syllabus design, teaching children, learner autonomy, exams & assessment, English for special purposes, the developing teacher and finding work

Part 4: Practical Teaching

This component involves observation of lessons taught, and the actual teaching of English as a foreign language to English language students. Participants will teach from the first week of the course. Lessons are assessed by both teaching peers and the lecturers. Trainees will be monitored on their progress. Participants will be expected to write up assessments of the lessons taught, and detailed feedback will be given on all lessons. Lesson plans for teaching practice must be handed in to assessing lecturer before 8:30 on teaching practice days, late hand in will attract a deduction of 1 mark from the planning grade. Teaching practice that is missed will be completed on the following course, an additional fee of R500 is paid to cover the cost of assessors.

Part 5: Portfolio

Participants will be asked to build a portfolio of all information gathered on the course. This will include notes taken on the given lectures, lesson assessments, lesson plans, resource materials, etc. This portfolio must be handed in to the lecturer for grading in the last week of the course.

Part 6: TEFL plus

This is an optional add-on for those who wish or need to gain extra planning and teaching experience. TEFL plus may also involve one-on-one tuition and guidance. Details and price available on application.

IF YOU HAVE ANY QUESTIONS, DO NOT HESITATE TO GIVE US A CALL OR SEND US AN EMAIL.

Updated March 2020

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Contact

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