



Preparatory Certificate in English Language Teaching (State Qualified Teachers)

Our English Language Teaching (ELT) training programme for State Qualified Teachers is an intensive 30-hour programme, available online or face-to-face in our Dublin school.

This programme is specifically for State-qualified teachers and for those in their final year of teacher training college. Successful completion will qualify teachers to teach English as a foreign language to secondary level students in Ireland.

Course format:

Two-week Online Course:

Week 1:

- Live Zoom lessons: *Monday to Friday
3pm to 5pm
- 5 hours trainer-directed study

Week 2:

- Live Zoom lessons: *Monday to Friday
3pm to 5pm
- 5 hours trainer-directed study

One-week Face-to-face Course:

- 20 hours face-to-face in our Dublin school
(*Monday to Friday: 9:00 – 13:30)
- 10 hours trainer-directed study

*Please note that on the weeks where a bank holiday falls, the courses will run Tuesday to Saturday.

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 theory of second language learning and acquisition and to look at methodologies and techniques for teaching English as a foreign language to secondary level students. The programme also prepares teachers who may have to teach part or all of their course online.

Methodology

The course is practical. During the lessons the participants are facilitated to do lots of pair work and group work, where they are encouraged to engage in discussion, 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.



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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 and Listening Skills
- Lesson Planning for the Communicative Classroom
- Teaching Pronunciation
- Teaching Teens Online
- Observation of Practising ATC Teachers

Course Assessment:

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

Trainer-Directed Self-Study:

Course Participants are expected to put aside a minimum of one hour per day to explore the course content in more detail (as directed by the trainer) and to complete the assessment tasks for the course, as outlined above.

Course Attendance and Participation Policy:

Successful completion of the Preparatory Certificate for ELT Course requires participants to attend all lessons on the course, including live Zoom lessons on the Online course.

If all lessons 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 ATC Language Schools on successful completion of the course.



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Course Dates 2021:

Two-week Online Course:

March 29th to April 10th 2021

*(please note that this course runs from Tuesday to Saturday on Week 2)

June 8th to 19th

*(please note that this course runs from Tuesday to Saturday on Week 1)

July 5th to 16th

One-week Face-to-face Course:

March 29th to April 2nd

June 8th to 12th

*(please note that this course runs from Tuesday to Saturday due to the Bank Holiday on June 7th)

July 5th to 9th

Course location:

Two-week Online Course:

We use **Zoom** to run our lessons. You need access to a suitable device and a quiet space to participate in these lessons. Course participants will be provided with a protocol document for joining zoom lessons prior to commencing the course.

We use **Google Classroom** to share course documents.

One-week Face-to-face Course:

ATC Language School
34/35 South William Street
Dublin 2.



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How do I pay?

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

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

Please note that all fees must be paid in full when booking the course.

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 them best; state qualified teachers (SQTs). 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 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 extra skills can I expect from this course?

This course will focus on the specific 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.

When will I receive the certificate?

You can expect to receive your certificate within a few days of successful completion of the course. Successful course completion requires full attendance on the course, and an 'Approved' grade on each of your assessment tasks. Course participants may resubmit assessment tasks any number of times, in order to successfully complete the course and receive a certificate of 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.



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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.

***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 Asian and South American students, between the ages of 12 and 18. We will help you to prepare for these positions.

** participants may find that sufficient numbers of students are not travelling to Ireland in 2021 for face-to-face lessons. In this situation schools may offer online lessons. Our training course includes a module on teaching online.*

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