



London Teacher Training College Preparatory Course for Diploma in TESOL - Classroom Course in Singapore

Teach English – Change Lives, Building International Education in Asia

1. Introduction

Award: Diploma in Teaching English to Speakers of Other Languages (Diploma in TESOL). This is a Level 7 Award on the National Qualifications Framework and Qualifications and Credit Framework for England, Wales and Northern Ireland

Origin of the Award and Developer of the Course:

London Teacher Training College (LTTTC), Dalton House, 60 Windsor Avenue,
Wimbledon, London SW19 2RR, United Kingdom
www.teachenglish.co.uk lttc@teachenglish.co.uk

2. Diploma - Target Participants

The LTTTC Diploma in TESOL is an internationally recognised qualification for those interested in teaching English as a second or foreign language (TESOL/TEFL) and for those already teaching who wish to upgrade their teaching skills and knowledge.

3. Entry Requirements

1. At least five passes in GCE O Level to include a pass in English; **OR** equivalent qualification in own country; **OR** other qualification in English, e.g. IELTS Band 6.5 / TOEFL 600. If you have higher qualifications, you are welcome to join – we have Diploma, Bachelor Degree and Masters Degree holders who come and take this Diploma course.
2. Good level of English for the environment in which you expect to teach.
3. Age - Young adults to retirees welcome. Minimum age 18 years.

If you do not meet these requirements, please contact us and we will forward your details to London Teacher Training College. LTTTC tries to include those who do not quite meet the entry requirements but have the ability to manage with the course content and who have a keen passion to teach.

4. Course Aims

1. Understand how language is acquired
2. Understand what constitutes error in language acquisition
3. Know the principles on which language teaching is based
4. Understand phonetics and phonology
5. Know which methodologies can be used to teach English
6. Know how to use materials and aids to teach English in the class
7. Know how to organise the class
8. Know how to design lesson plans

5. TESOL Trainers

Mr. Kennedy Albar (HEAD TRAINER)

Mr. Kennedy joins us with nine years of experience in teaching English to foreign speakers of the language. He is particularly well-versed in training students for the IELTS Test, a rapidly growing area in TESOL/TEFL. Kennedy brings a wealth of practical classroom experience to his TESOL work in our programme. His Certificate in Teaching IELTS is augmented by the London Teacher Training College Diploma and Graduate Diploma in TESOL. Kennedy is currently pursuing a Masters in TESOL with the University of Birmingham.

Ms Alvina Chin

Ms. Alvina holds a Masters of Teaching (English Language) from University of Brunei Darussalam, a Diploma and Graduate Diploma in TESOL from London Teacher Training College. She has ten years of teaching experience with ESL learners across primary and secondary levels. Alvina has taught the Cambridge O-level English Language, Cambridge IGCSE English as a Second Language and Functional English syllabus. In addition to classroom teaching, she has experience with teacher professional development and worked closely with the Curriculum Development Department of the Ministry of Education, Brunei Darussalam.

Ms Joan Kho Guek Neo

Joan specialises in English literature, speech and drama, public speaking and teaching English to learners of other languages. After graduating from the National University of Singapore (“NUS”) with a BSc and subsequently Masters in Real Estate, Joan also holds worked as a Marketing Manager in the shopping mall industry. She is a part time lecturer at NUS. She obtained a Diploma & Graduate Diploma in TESOL (London Teacher Training College) Joan is particularly passionate about teaching and is constantly aware of the need to continue learning and improving. She attained a Teaching Certificate in Speech and Drama and the Advanced Certificate in Training and Assessment to effectively carry out her teaching roles to both preschoolers and undergraduates.

The trainers are supported via the Academic Board by:

Dr. Alan Richardson

Dr. Richardson obtained his Bachelor Degree and Ph.D. at the University of Bradford, UK. He worked in education and research (Senior Research Fellow, University of Leeds) and became a registered teacher in the UK state school system. In 1993, he moved from the UK to be a senior lecturer at Singapore Polytechnic. He obtained a Certificate in Teaching (University of Sheffield, UK in collaboration with Singapore Polytechnic). Since 1998, he has worked at institutions such as MDIS as Academic Director and has taught English at the National University of Singapore (Extension), APMI KAPLAN and other schools. He has taught on the LTTC Diploma in TESOL in Singapore, Malaysia and Myanmar since 2005. He created British Education Centre to specialise in teacher training in 2007.

6. Delivery

There are four modules and a practicum. There is a combination of classroom delivery, discussion groups, workshops, teaching practice and private study. The average trainer: participant ratio is 1:12.

7. Course Structure and Delivery

1. Module 1: Language Theory.

The needs and motivation of learners, nature and varieties of language, acquiring language and the approaches, methods and principles of language teaching.

- Needs of learners
- Nature of language and varieties – historical, geographical and social
- Register and appropriateness of language
- Language acquisition in young learners
- Methodologies and principles of ESOL language teaching
- Teaching development, practicum preparation and trial presentations

2. Module 2: Language Teaching Methodology

The application of approaches, methods, principles and techniques. Uses of a range of teaching materials and teaching aids are covered.

- Applying methods for effective learning - teaching the four skills
- Questioning in class
- Teaching materials and aids - rhyme and song, pictures, flashcards and wordcards, role play, drama, games and puzzles, realia, whiteboards and IT.
- Teaching development, practicum preparation and trial presentations.

3. Module 3: Classroom Planning and Organisation

Arriving at lesson delivery, starting with the syllabus and going on to aims for the lesson and creation of the lesson plan. We also cover effective classroom management.

- Course aims and syllabus
- Evaluating textbooks
- Forms of classroom interaction,
- Classroom management and classroom layout
- Scheme of work and timetabling activities
- Lesson planning - aims, assumptions, materials, activities, interaction, timing, anticipating problems and developing solutions, production of lesson plans
- Teaching development, practicum preparation and trial presentations

4. Module 4: Linguistics and Language Teaching

Phonetic, phonological, lexical and syntactic features of contemporary English.

- Phonetics – production of individual sounds
- Phonology – phonological features in words and longer elements of speech
- Morphology of words
- Vocabulary and semantics
- Grammar, structures and error
- Teaching development, practicum development and trial presentations

5. Practicum

You will build a lesson plan and teaching materials with the help of your tutor and you will gain confidence by delivering trial presentations to classmates in teaching development sessions. After the practicum lesson, the assessor will discuss your teaching and assessment with you in a positive and constructive way.

For the classroom-taught course in Singapore, you may choose from three delivery options, each with some element of private study:

Daytime Classes

Our daytime morning course classes are on Mondays to Thursdays. Classes are 9.30 am to 12.30pm. The course duration is two months.

Afternoon Classes

Our daytime afternoon course classes are on Tuesdays and Thursdays. Classes are 1.30pm to 4.30pm. The course duration is four months.

Evening Classes

Our evening course classes are on Mondays and Wednesdays, 7.00 pm to 10.00 pm. The course duration is four months.

The LTTT Diploma in TESOL course specifies 180 hours total course effort. We provide 125 total classroom/instruction/assessment/practicum/supervised teaching development hours subject to published timetables and expect a minimum of 55 hours private study, total course effort 180 hours.

8. Maximum Completion Time

Maximum completion time is nine months from your commencement date, subject to class availability in published timetables and to us reserving the right to cancel a module delivery if the class size is less than six and to split a class if class size is more than sixteen.

The School may consider one extension of completion time. An approved extension will be subject to payment of a fee of S\$662.50 within three days of the approval by the School, and will run for a further three months from receipt of payment. An application for study extension may be made up to one year after the end of the maximum completion time as defined in the School-Student Contract. Beyond this time limit, an extension application will only be considered subject to the outcome of an interview between the applicant and a trainer of the School and subject to approval of the Academic Director.

9. Assessment and Grading

Assessment is by written, open-book examinations, one for each of the four modules. LTTC aims to send your Diploma scroll within eight weeks of receipt of your final successful assessment.

Grade A, Pass with Distinction

The trainee teacher has demonstrated considerable further reading, ability to express original thinking, and shows a sound knowledge of TESOL techniques. The trainee teacher has also indicated an attitude and ability to be able to apply these techniques effectively in the classroom.

Grade B, Pass with Credit

The trainee teacher has read more widely than the course requires, and is able to relate the theoretical issues studied to practical teaching situations.

Grade C, Pass

The trainee teacher has completed the course satisfactorily, has reached an adequate standard in each of the modules and has shown assimilation of the basic principles of TESOL.

10. Class size

We try to keep the class size to a maximum of eighteen for effective workshop participation. We reserve the right to cancel a module delivery if the class size is less than six and to split a class if class size is more than sixteen.

The several hundred TESOL participants we have trained since 2008 are from many countries: America, Australia, Austria, Britain, Canada, China, Bangladesh, Brazil, China, France, Ireland, Italy, India, Indonesia, Japan, Kazakhstan, Kenya, Korea, Laos, Malaysia, Mongolia, Myanmar, Nepal, Netherlands, New Zealand, Pakistan, Philippines, Russia, Singapore, South Africa, Spain, Sri Lanka, Swaziland, Thailand, Tunisia, Turkey, Uruguay and Vietnam.

11. Resources

We have excellent resources in TESOL and other English language course materials.

12. Registration and Course Fees

Registration fee: S\$50

Course fee: S\$2,650.00

GST does not apply

The course fee is payable in four quarters, i.e. S\$662.50 each one paid whenever you start a module.

The course fee includes LTTC fees, tuition for the course, course notes, high quality handouts, your Diploma scroll and administration costs.

Payment is made to British Education Centre Pte. Ltd., and a receipt will be issued. Payment may be by paynow, cheque or by direct bank transfer.

13. Fees Refund Policy

You may apply for a refund by completing a Fee Refund Application Form. A refund decision will be made by us in accordance with the following policy and payment will be made within five working days of receipt of the completed form.

Our Fees Refund Policy is:

1. 100% refund of any module course fees paid up to the end of the first class of the course if you change your mind about taking the course. This refund is subject to you returning the course book, course handbook and any course handouts received.
2. 100% refund of a paid course fee if we fail to commence the course for you on the commencement date enrolled for by your completion of the Application Form and our acceptance of your application, subject to us reserving the right to cancel a module delivery

if the class size is less than six and the right to split a class or cease enrolment for a class if the projected class size is more than sixteen. You may choose to forgo this refund and take the module at a different date.

3. 100% refund of a paid module fee if we fail to allow you to complete that module as timetabled.
4. 100% refund of any course fees paid plus the \$50 registration fee if we fail to offer the modules by classes such that you are not able to complete the Diploma in TESOL course according to our published timetables within the maximum completion time of 9 months. This is subject us reserving the right to cancel a module and an intake if the number enrolled is less than six and the right to split a class or cease enrolment for a module if the number class size is more than sixteen. There is no such refund if the cause of non-completion is due to any action by you, not by us.
5. There is no refund for no-show, defined as not taking any classes of the module. It is at the discretion of the School to offer an alternative commencement date for the module.
6. If you do not attend one or more classes within a module for any reason given by the student, there is no refund or fee offset, or obligation by the School to provide make-up classes though we will endeavor to help you with the missed work.
7. If you decide not to take all the modules of the course, there is no obligation for you to pay course fees for those modules, which will not be taken.

14. Late Payment Policy

There is no fee for late payment. However, please pay at the first of a module, when fees are due - we do reserve the right to de-register a participant if payment is not made on the due date.

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