

PARTNERING WITH



**Language Training Institute**

A Division of Universal Education and Training Ltd RTO No.: 30173

in

Certificate IV in TESOL:

Teaching English to

Speakers of Other Languages

Australian Government Accredited Course Code: 30537QLD

# Information you may like to know about partnering with LTi

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## About LTi

### History

Since Language Training Institute (LTi) began delivering TESOL Courses in 1998, thousands of people around Australia and overseas have been trained to teach English through the LTi TESOL Course and publications. Many LTi graduates have found teaching positions both overseas and within Australia after completing the course. Often these graduates had no previous teaching qualifications or experience prior to completing the Course.

LTi was the first organisation to have a Certificate IV in TESOL accredited by the National Training Authority in Australia. As a result, LTi has released Site Licence Agreements to TAFE and Private Sector Training Providers to enable them to offer this Nationally Recognised Training. LTi is continually developing its TESOL Training programs to ensure that it stays at the cutting edge of the ever increasing global opportunities.

### Company Information

LTi is a not for profit organisation founded by CEO Paul Truasheim, to provide language education on a global scale. Based on the Sunshine Coast of Australia, LTi provides courses throughout Australia and the world.

Language Training Institute is a Division of Universal Education and Training Ltd (ABN 75 090 720 086).

Registered Training Organisation Provider No. 30173

### About the Certificate IV in TESOL

The ***Certificate IV in TESOL*** is an **Accredited Course**, recognised and approved by Government Authorities in Australia. It follows a **competency based approach** to training, which ensures a strong focus on the skills, knowledge and attitudes necessary for TESOL. Competency-based training recognises the developmental nature of acquiring new skills, so the timeframe of assessment has a degree of flexibility. Some students may complete the assessments quickly, while others may take a bit longer than average. The important thing is that ultimately all graduating students attain the required level of competence or skill to Teach English to Speakers of Other Languages.

The Course develops skills through the practical application of the knowledge and understanding gained through completion of **Workbook Tasks, Practice Teaching, and Practice Teaching Tasks**.

The **Workbook Tasks** must be completed satisfactorily. It is not a matter of getting a “grade” or “mark” for some or all of the tasks completed. Students should be given opportunity to repeat Tasks where necessary, or provide further information or clarification until all required Tasks are satisfactorily completed and correct. This process of meeting requirements for all assessment is a part of the competency based approach.

**Practice Teaching** involves a number of activities related to the actual Teaching of English to Speakers of Other Languages. Firstly, students will be required to spend a minimum of 14 hours **observing experienced teachers** as they teach their classes. Students will also need to **prepare their own lessons**, and **do a minimum of 6 hours practice teaching**. In conjunction with their teaching, **they will also need to assess English language learners**. These combined activities (observation, lesson preparation, teaching and assessing) are referred to as **Practice Teaching**. As students engage in their Practice Teaching they will be required to complete **Practice Teaching Tasks (PTT's)** which are related to the Practice Teaching. Students will need to demonstrate competency during **Practice Teaching**. Once again, it's not a matter of getting a "mark" or "percentage" or "result" – they have to show that they teach to the standard required in this Course and thus are "competent". As with the Workbook Tasks, in accordance with a competency based approach, students should be given ample opportunities to develop and improve in order to meet the required standard.

As students progress through the Course, they may also wish to consider their future in TESOL by taking a special interest in learning about how the general knowledge and skills applying to TESOL (as addressed in the **Core Units** of this Course) are varied to accommodate factors such as the age of English language learners, the reasons for which they are studying English, and methods by which they can best learn. The **Elective Units** (of which students must complete two) will help address these considerations.

## Course Entry Requirements

The minimum entry requirements for students enrolling in the Certificate IV in TESOL is that they have a sound level of ability (year 12 English or equivalent) in written and spoken English language usage. This must be evidenced by such things as:

- High School report results from year 12 level English
  - Written documents that the student has produced
  - Evidence of having completed studies at a tertiary level in English
  - Endorsements from a supervisor in your workplace
  - A resume
  - Communication in an interview (as evidence of spoken English ability)
  - Any other evidence of good written and spoken English Language ability that is applicable
  - A result from an endorsed test of English proficiency
- \*\* E.g. An IELTS score of 6.0 if the IELTS score is the ONLY indicator of ability

One of the above items of evidence should be provided by students along with their enrolment form. Without the evidence of English Proficiency the student should not be accepted into the course.

## Trainer Qualifications

There are two pathways that prospective trainers could be qualified to deliver the Certificate IV in TESOL. They should have the following qualifications as a minimum:

### Group A - Qualifications

- A recognised pre-service teaching qualification (3 year Diploma or 4 year Degree)
  - Plus or including -
- A TESOL qualification
  - Plus -
- Certificate IV in Training and Assessment (TAA) or equivalent

## Group B - Qualifications

- A recognised Diploma or Degree (3 year Diploma or 3 or 4 year Degree)
  - Plus -
- An appropriate TESOL qualification
  - Plus -
- At least 800hrs teaching experience
  - Plus -
- Certificate IV in Training and Assessment (TAA) or equivalent

Please note: Trainer's assessing practice teaching must also hold these qualifications.

## Multiple Trainers

It is acceptable for a student to submit assessment items for a unit of competency to any qualified TESOL trainer, even if that trainer hasn't delivered the actual training for the unit (i.e. another trainer taught the student about the unit). This is because all trainers must have an understanding of what the course requirements are be able to assess a student's competency. It is important for trainers to keep in mind that they will need to be recording the student's progress using the required documentation. Please see the Essential Documentation section of this manual for more information.

## Course Resources used in the Certificate IV in TESOL

Each **student** will be provided with a copy the following:

- TESOL Made Practical
- TESOL Made Practical *The Workbook*
- TESOL For All Situations
- TESOL For All Situations *The Workbook*
- TESOL Study and Practice Teaching Guide

Each **trainer** will be provided with a copy the following:

- TESOL Made Practical
- TESOL Made Practical *The Workbook*
- TESOL For All Situations
- TESOL For All Situations *The Workbook*
- TESOL Study and Practice Teaching Guide
- TESOL Trainer's Manual (*under development*)
- TESOL Made Practical Answer Guide (*under development*)
- TESOL For All Situations Answer Guide (*under development*)

## Ordering Resources

To order student or trainer resources simply phone LTi on 1300 660 809 or email your order to [admin@LTI.edu.au](mailto:admin@LTI.edu.au) . Please note:

- A minimum of 5 working days notice is required for orders of 20 sets and under
- A minimum of 10 working days notice is required for orders of 49 sets and under
- A minimum of 20 working days notice is required for orders of 50 sets and over (please note that free customisation displaying your logo on the cover is available for orders of 50 sets or more)

## Advertising TESOL

Language Training Institute is happy to advertise your TESOL course on our website and direct enquiries in your area to you. Any advertising of a Language Training Institute course has to be submitted to LTI for pre-approval as per the Partner's Policies and Procedures Manual.

LTI can provide you with some examples, templates, graphics, and pre-printed advertising materials.

If you are looking for general information about the TESOL course that can be used for marketing purposes, a great place to start is the General Information Page at: <http://www.LTi.edu.au/about-tesol/general-information.aspx>.

## What to do before starting a TESOL Course

Before starting a TESOL course it is important that you carefully read through the *TESOL Trainer's Manual*. The TESOL Trainer's Manual is a guide to trainers on how the TESOL course works, how to conduct the course and what essential forms need to be filled out.

In order for your students to be formally enrolled in the course their enrolment forms will need to be sent to LTI. Once your students have been enrolled you will be sent an enrolment list with your student's names and contact details. Students will individually be sent out acceptance letters. **Enrolment forms must be received by LTI within 3 working days of course commencement.**

## Centrelink Support Payments for Students

LTI and the Certificate IV in TESOL course is register to receive Centrelink support payments and is eligible for students studying with us to receive Youth Allowance, Austudy, ABSTUDY and Pensioner Education Supplement payments (subject to Centrelink approval). If your students wish to receive Centrelink support payments while studying this course, please recommend that they take the course details to Centrelink to enquire about whether you qualify for any support payments. A student's qualification for support payments will depend on the delivery format of your course (i.e. full time or part time and duration).

## What to do throughout the course

The TESOL Trainer's Manual has been developed to guide trainers through what the requirements for the course are, the paperwork they and students need to complete, example of how they may run lessons plus many more helpful tips.

## What to do at the end of a course

Once a student has been deemed competent the trainer will need to complete a certificate request for that student. Certificate request are to be submitted alongside the student's TESOL Made Practical workbook, TESOL For All Situations Workbook, TESOL Study and Practice Teaching Guide and Practice Teaching portfolio for each student.

## Essential Documentation For Class Delivery

Please refer to the below table for a list the documentation required for students the complete the Certificate IV in TESOL within a class group:

Student or Course	Documentation	When it is required	Purpose
<b>Each Course</b>	Training and Assessment Strategy	Prior to course advertising and commencement	To document who will deliver the training, where, when and how it will be delivered.
	Student Attendance Sheets	At the end of face to face delivery	To show class/student attendance
	Core Units Assessment Record	A photocopy is to be provided when a Certificate is requested.	To show each student's completion of the required tasks and to show the class progress overall
	Elective Unit Assessment Records	A photocopy is to be provided when a Certificate is requested.	To show each student's completion of the required tasks for their chosen elective unit and to show the class progress overall
<b>Each Student</b>	Enrolment form	Prior to the student commencing the course	To formally enroll the student in the course
	Vocational Placement Agreement (green form)	Prior to the student commencing practical placement	Cover the legalities of vocational placement including public liability insurance
	Student Observation and Practice Teaching Log (yellow form)	When a student has completed a minimum of 14 hours observation and 6 hours practice teaching.	Evidence of time spent at placement institution.
	Practical Placement Checklist	When a student has completed practical placement	To provide feedback to a student on their lesson planning and teaching.
	Student Assessment Evidence	When a student(s) certificate is requested	For moderation and validation of student work <i>Please note: Student assessment will not be returned. Lti recommends that students make a copy of any work they would like to keep.</i> <i>Copies/scans/electronic versions are accepted in place of originals.</i>
	Certificate Request	When a student's certificate is requested. Please note that multiple students can be on the one certificate request (providing they have completed the same units).	To notify LTi that a student(s) is competent in all aspects of the course
	So Far Feedback Form	A third of the way through the course	To collect and review feedback to determine aspects which work well or need improvement.
	End of Course Feedback Form	At the conclusion of study	
<b>Each Trainer</b>	Trainer Feedback Form	At the end of the course	Course quality monitoring.

## **LTi Contact Details**

### **Head Office**

**Email:** admin@LTi.edu.au  
**Phone:** 1300 660 809  
**International Ph:** +61 7 5442 3511  
**Fax:** 07 5442 3599

### **National TESOL Director – Gaileen Peters**

*Please contact Gaileen for information about the delivery or assessment of the TESOL Course.*

**Email:** gaileen.p@LTi.edu.au  
**Phone:** 07 4633 4857  
**International Ph:** +61 7 4633 4857

### **Training Administrator – Daria Truasheim**

*Please contact Daria regarding any administrative matters.*

**Email:** daria.t@LTi.edu.au  
**Phone:** (07) 5442 3511  
**International Ph:** +61 7 5442 3511  
**Fax:** 07 5442 3599

### **Accounts Administrator – Bev Hayden**

*Please contact Bev regarding any accounts or payment matters.*

**Email:** accounts\_admin@LTi.org.au  
**Phone:** (07) 5442 3511  
**International Ph:** +61 7 5442 3511  
**Fax:** 07 5442 3599

### **Chief Executive Officer – Paul Truasheim**

*Please contact Paul regarding any contract matters.*

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