



PRACTICAL PLACEMENT INFORMATION FOR PLACEMENT ORGANISATIONS

Dear ESL Trainer,

We thank you for considering allowing an LTI Certificate IV in TESOL student to complete the practice teaching component of the course with you. This letter provides an overview of what would be involved with the practical placement.

Hours Required

CERT IV (Course Code 10317NAT) - As part for the Nationally Accredited Certificate IV in TESOL (Teaching English to Speakers of Other Languages) students are required to complete a **minimum of 12 hours** practical placement, which involves observation and a minimum of **6 hours practice teaching**. Students can do more than 6 hours of supervised teaching and less observation, providing that a combined total of 12 hours is achieved.

DIPLOMA (Course Code 10318NAT) - As part for the Nationally Accredited Diploma of TESOL (Teaching English to Speakers of Other Languages) students are required to complete a **minimum of 20 hours** practical placement, which involves observation and a minimum of **10 hours practice teaching**. Students can do more than 10 hours of supervised teaching and less observation, providing that a combined total of 20 hours is achieved.

Overview of Practical Placement Requirements

Students are required to develop lesson plans and produce or select suitable resources to teach lessons (under the guidance of their trainer and prac supervisor) which focus on, at some point, each of the four macro skills:

- *Speaking*
- *Listening*
- *Reading*
- *Writing*

In addition, it is generally expected that students will teach one (1) grammar rule and one (1) spelling rule.

The length of teaching time allocated to a student may vary from a short 10 minute slot through to a whole lesson of up to 2 hours (or more). Classes must have a minimum of 5 students.

Diploma students also are expected to develop and administer one (1) assessment item (e.g. a test, group activity, or simple exam). Usually the assessment would relate to an area they have taught on during their 10 hours of Practice Teaching. The assessment can be integrated into, or be part of a larger lesson. Diploma students are also required to Teach a series of four (4) cohesive lessons that follow the structure of the Curriculum Cycle (building knowledge of field, modelling text, joint construction, independent construction).

Supervisor Requirements

The placement organisation would need to appoint a qualified ESL teacher to act as the student's Supervisor/Assessor while students are completing practice teaching.

Each time a student teaches, the supervisor would need to complete a Practice Teaching Feedback (PTF) form which is designed to capture and record feedback on the student's performance. The PTF form is completed each time the student completes a portion of the hours of supervised classroom teaching. This Form, when completed by a supervisor, is part of the official documentation submitted by the TESOL student for the assessment related to the completion of the Cert IV in TESOL Course.

To allow for a smooth process and the least amount of interruption to the Supervisor's classroom syllabus, the student would need to be guided towards developing lessons (or lesson segments), which will continue with the current topic or focus, and where possible use the teaching materials currently being used by the class of ESL students at that time.

Practice Teaching Supervisors may be:

- The person who normally teaches the class that students observe and teach during their Practical Placement
- Another person in the organization where the student is doing their Practice Teaching
- Someone who comes specially to observe the student teach

A Practice Teaching Supervisor needs:

- Qualifications in Teaching English to Speakers of Other Languages
- Experience in TESOL (Teaching English to Speakers of Other Languages)
- To be approved by the Certificate IV in TESOL Trainer

In some situations where students have access to ESL Classes to teach, but do not have a supervisor, **they may be permitted to provide electronic recordings of their teaching.** In this case, their TESOL Trainer can then complete the Practice Teaching Feedback Forms, make a formal assessment of the student's teaching, and communicate with the student about their performance based on the TESOL Trainer's observation of the student's teaching, seen on the recorded material.

If you have any questions about practical placement, please contact our office via:

 **Phone:** 1300 660 809

 **Email:** admin@lti.edu.au

Other information about the Course and about LTi can be found at www.lti.edu.au

We thank you for considering placing a TESOL student in your organisation.

Paul Truasheim
Chief Executive Officer