



Language Training Institute

Language Teaching and Teacher Training

National Registered Training Organisation (Australia) Provider Code: 30173

Pre-enrolment Information

10695NAT – Certificate IV in TESOL (Teaching English to Speakers of Other Languages)

We are hope that this overview will assist you in understanding all about our TESOL Course.

As always, please don't hesitate to contact us if you have any questions or queries.

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Course Content

LTI's TESOL courses are designed by industry professionals to give you the skills, knowledge and real experience to teach English to speakers of other languages anywhere in the world.

To be awarded the full 10695NAT - Certificate IV in TESOL (Teaching English to Speakers of Other Languages) and be fully equipped to Teach English to Speakers of Other Languages, you will complete:

- All 9 core units
- Choose 1 Elective Unit from 7 available electives
- 12 hours of practical placement (6 hours of observation + 6 hours of practice teaching)

CORE UNITS: All of the below units are to be completed:

- TESCIE001 - Create a culturally inclusive learning environment
- TESGAE001 - Use the genre approach to teach English
- TESTEG001 - Teach English grammar
- TESTSP001 - Teach spelling and pronunciation
- TESTSE001 - Teach speaking
- TESTLE001 - Teach listening
- TESTRE001 - Teach reading
- TESTWE001 - Teach writing
- TESDRF001 - Develop resource files

ELECTIVE UNITS: Certificate IV in TESOL students also complete **one (1) of the following** elective units:

- TESECL001 - Teach ESL to early childhood learners
- TESPSL001 - Teach ESL to primary school-aged learners
- TESTAL001 - Teach ESL to teenage learners
- TESMAD001 - Use music, art and drama in TESOL
- TESTEC001 - Use technology to assist ESL learning
- TESWV001 - Work with volunteers in ESL contexts
- TESCBC001 - Establish community based English classes

Please note: Some course locations may only offer a limited number of electives. Students will be advised on a course by course basis what electives are available for their course. [Online Distance education](#) students have a choice of any elective.

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Practical Placement

We want our graduates to be backed by a course that fully prepares them for teaching English to speakers of other languages. This means **not only learning the theory of how to teach English, but also actually teaching it!** This means not only learning about how to teach English as a Second Language, but also actually teaching it!

As part of the course, you get to take part in a practice teaching experience in a real ESL classroom. During your placement you observe an experienced trainer teaching English to speakers of other languages and then actually plan and deliver your own English as a Second Language (ESL) lessons. This is so that you can put the theory of the course into practice and develop your skills as an ESL teacher. Your teaching will be observed by a qualified and experienced ESL teacher who will be able to provide you with **feedback and support to help develop your teaching ability**. At the end of the course, **we want you to feel confident in your ability to teach when you enter an ESL classroom**.

During practical placement you will get to:

- Interact with an observe an experienced ESL teacher
- Get tips about the latest ESL teaching strategies and techniques
- Gather lots of ideas for your own ESL lessons
- Know the students that you will be teaching
- Learner to identify English proficiency level/s and learning needs in real-time with real people
- Test what delivery style works best for you and the ESL students you teach
- Apply what you learn in the course to real life situations
- Teach your own ESL lessons and get feedback on what you can do to make them even better

10695NAT - Certificate IV in TESOL (Teaching English to Speakers of Other Languages) students complete **12 hours** of practical placement (observation & practice teaching) with a minimum of 6 hours practice teaching.

Finding a Placement

LTI will work with you to find a suitable Practical Placement host organisation or teaching situation. We have a network of placement organisations around Australia and some overseas, however, in some cases you may need to take the initiative of seeking out and finding what options are available in your local community. If you source your own practical placement organisation rather than using one of our recommended organisations, you will need to check that options you find meet the Course requirements.

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We have some fixed arrangements with practical placement host organisations within Australia and around the world. Some of these prac locations are listed on this website where we list locations Face to Face Classes. We also may know of institutions that have previously hosted LTI distance students which may be close to you, or which you may be willing to travel to. On the other hand, you may know of institutions in your local area that you'd like to approach.

In some cases you may need to be willing to do things such as:

- Travel some distance each week to the organisation that you will be doing your practical placement with.
- Take some time off from work each week or for a short period sometime during your enrolment, in order to attend your practical placement.
- You may need to allow for travel and accommodation costs if suitable situations are only located a significant distance from home.

Entry Requirements

It is important to us that our graduates have an adequate level of written and spoken English ability. This is not only so that they have the skills to complete the course, but also so that they can be successful English as a Second Language teachers.

To gain entry into LTI's TESOL Courses, **you need to provide evidence of a sound level of ability in written and spoken English.** One of the below examples of evidence of English proficiency must be provided prior to enrollment in the course. The LTI Admissions Team will then assess if you meet the course entry requirements based on the evidence provided.

Evidence of English proficiency examples include:

- **Secondary School transcripts** showing a **pass level or higher** at the completion of Australian senior secondary school (Year 12) or a **very high level** at the completion of junior secondary school (Year 10)
- **Completion of a Certificate III or higher** level Course in the Australian Qualification Framework (this must have been studied / completed in English)
- **Enrollment in other courses** of study requiring equivalent or above levels of English ability (for example a University Bachelor Degree)
- A result from an **endorsed English proficiency test** (with an IELTS score of 5.5 or equivalent for 10695NAT - Certificate IV in TESOL entry or 6.0 for 10688NAT - Diploma of TESOL entry)

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If you are unable to provide evidence of English proficiency, please contact us to discuss what options are available. You may be asked to complete an entry test or participate in an interview over the phone or face to face.

If your evidence of English proficiency is an endorsed test, then 10695NAT - Certificate IV in TESOL (Teaching English to Speakers of Other Languages) entrants should have an English proficiency notionally equivalent to a minimum **IELTS score of 5.5**. Other proficiency tests and associated scores that would indicate equivalent English proficiency may include, but not be limited to:

- PTE Academic: 46
- TOEIC: 700
- TOEFL (paper): 525
- TOEFL (CBT): 196
- TOEFL (IBT): 69-70
- Cambridge Exams: FCE
- CEF: B2
- ISLPR: 3

Course Duration & Commitment

You may choose to study the Course via a [Class Location](#) or [Online Distance Education](#).

The Class location pages on our website will have set start dates, close of study dates, session times, location details, etc. Please see our website for information specific to a Class location.

With online distance education you have the flexibility to start whenever it suits you. There is no set schedule and you can study anywhere anytime.

The time it takes a student to complete the Course varies depending on factors such as:

- how much time can be given to study each day or week
- English language knowledge and competence
- motivation to finish the Course quickly
- desire to do extra study and research along the way
- past experience with any kind of teaching
- other personal factors including health, family, financial and employment circumstances

In the past, some highly motivated students with excellent reading and writing skills have worked intensively to complete the Certificate IV within 4 to 6 weeks. Other students have worked hard to get it done in 3 to 6 months and still others have taken 6 to 9 months, or a year or two. It all depends on what works for you, we'll be there to help you every step of the way.

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Full Time or Part Time - your choice!

Most Class Locations are full time Courses (unless specified otherwise).

Online Distance Education students have the flexibility to choose to be enrolled as a Full Time or Part Time student. Changing between Full Time and Part Time is free. We want to support you in whatever way works best.

Study Mode	Duration	Average Hours Per Week*
Full Time	12 months	12 - 14 hrs
Part Time	18 months	8 - 10 hrs

*These hours are calculated based on the official hours allocated to these Australian Government accredited course. Please note that students may complete the Courses in more or less time due to their ability, motivation and many other considerations depending on your personal circumstances.

Students that need more than these maximum time frames must apply for an extension and pay an Extension Fee.

Assessment

The course is structured by a series of tasks that address the various aspects of each unit. These tasks will be completed and assessed as you progress through the course and include tasks such as:

- multiple choice, short answer and long answer questions
- case studies
- creating lesson plans
- recording observations during practical
- teaching English as a Second Language (ESL) lessons
- collating a portfolio of ESL lesson plans, resources and activities

Your trainer will give you guidance on how to complete the assessment tasks and also provide you with feedback on your assessment tasks throughout the course.

Unless a special exemption applies, all LTI TESOL Course students are required to submit their assessment via the LTI TESOL Online Student System (TOSS).

The assessment is competency based. This means that you will be graded as 'competent' (C) or 'not yet competent' (NYC). If you are graded NYC you will be given another opportunity for reassessment and will be provided with specific feedback on areas needing improvement. You need to be assessed

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as competent in all of the assessment tasks in order to be awarded your qualification.

Both the Certificate IV and Diploma courses have holistic assessment. This means that students must complete all assessment for the whole course to be awarded the full qualification (except for Unit 1: *TESCIE001 - Create a culturally inclusive learning culture*, and Unit 9: *TESDRF001 - Develop Resource Files*).

Students must also complete [Practical Placement](#) in order to be awarded the full qualification.

If a student withdraws from the course after completing the theory of the course, but before they have completed all practical placement, then they may be awarded a few units of competency (depending on assessment items completed).

Course Outcomes

The Certificate IV in TESOL will teach you to:

- understand culture and analyse the impact that culture has on learning English as a Second Language
- analyse the English language and apply the genre-based approach to teaching it
- plan and deliver English grammar, spelling and pronunciation, speaking, listening, reading and writing lessons
- evaluate English speaking, listening, reading and writing skills
- provide specific feedback and strategies on how to improve English skills
- develop resource files to assist the teaching of English

The potential employment opportunities for graduates will vary depending on:

1. Existing qualifications and experience.
2. The country they want to teach English in
3. The level of English they want to teach (e.g. conversational English vs. academic level English)

Because this can vary so much between individuals, different countries and institutions, we recommend that potential course participants research the requirements for whatever country, and particular employment opportunities that may interest them. One of the best ways to do this is by performing a job search.

Some potential employment opportunities involving the delivery of accredited English Courses in Australia may only be possible where the graduate also holds a Vocational Education teaching qualification such as the TAE40116 - Certificate IV in Training and Assessment or equivalent.

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General Employment Possibilities

Below is some general information about the types of employment opportunities that may be available after completing one of our TESOL Courses.

Employment possibilities for those with no previous teaching experience or qualifications:

Graduates who do not have previous qualifications or experience may be able to teach English in a less demanding professional capacity, for example teaching English as a Second Language:

- To groups of visiting students on short term study tours
- To small groups of migrants in a supervised and limited capacity for the development of general English skills
- To overseas students on an individual tuition or small group tutorial basis
- Overseas in institutions not governed by Australian standards where predominantly conversational English teaching is required

Employment possibilities for those with a Tertiary Level degree or teaching experience:

In addition to the above outcomes, graduates who already have existing qualifications or experience may be able to teach English as a second language in a wider range of capacities including the following:

- Teaching English at a National ELT (English Language Teaching) Accreditation Scheme (NEAS) accredited training Centre in Australia
- Teaching in overseas institutions in higher level positions where a university degree is required or preferred in addition to a TESOL qualification

Extensions

If you need more time to complete your studies, you will need to [apply for an extension](#) before your end of study date. In most cases an extension fee will apply.

Why is there a fee for extending?

When you're actively enrolled with us, it like occupying a seat in a classroom. There are costs associated with having active students, including our employing our great Trainers, who can only look after a limited number of students at one time.

If you have extenuating circumstances which severely impacts your ability to complete your studies by your close of study date, then LTI may waive the extension fee.

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Course Resources

Digital copies of the LTI Course materials are provided free to any LTI student. Printed copies are available at discounted prices if preferred.

The digital TESOL Course Resources you will be supplied with include:

- **Study Guide** contains general directions about what to do to complete the Course.
- **TESOL Practical Placement Guide** contains general directions about what to do to complete the practical placement component of the TESOL Course.
- **TESOL Made Practical For All Situations** is the textbook for all the units of both the Certificate in TESOL and Diploma of TESOL courses and is designed to correspond to the workbook. The chapters that relate to workbook units in the Diploma of TESOL are included as a bonus to Cert IV students. The textbook contains information about the essential theory and the practice of Teaching English to Speakers of Other Languages. This publication provides TESOL course students with what is required for completion of the workbook tasks and theoretical underpinning for practice teaching.
- **Certificate IV & Diploma TESOL Core Units Workbook Units 1- 9** contains all the theoretical assessment tasks for the core units of the TESOL course (Certificate IV or Diploma). Note: students are also required to complete Practical Teaching Tasks.
- **Certificate IV Elective Units Workbook Units 15 – 21** once you select your elective unit, you will be supplied with the theoretical assessment tasks for your chosen elective. Note: the elective chapters of the textbook are made available to all students. Some students choose to read through the elective chapters before deciding which elective to complete.

TESOL Online Student System

The LTI TESOL Online Student System (TOSS) contains the material published in the student workbooks. The online system guides students through the Course with through a series of tasks designed to develop and assess students knowledge of TESOL. The robust system provides tutorial videos and facilitates online submission, marking and feedback for Course assessment.

When you enrol with us, we will create an account for you in our TESOL Online Student System.

Both face-to-face and online distance students use the system.

In the system, you will find the following many resources and activities, including:

- Video tutorials
- Additional resources such as:
 - Example videos of ESL teaching practices
 - ESL Worksheets
 - Grammar activities
 - Lesson plan examples
 - ESL Resource links
 - Additional readings (external website links, PDFs, etc.)

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- Workbook Tasks – editable Word / PDF versions
- Practical Placement Tasks –editable Word / PDF versions
- Online assessment submission, feedback and marking facilities

Please find the following video links which we have developed to help students navigate the system:

- How to login – <https://youtu.be/n8GnYJ4ly7Q>
- How to access materials – <https://youtu.be/1N6yuwBxlwM>

Please let your Trainer know if you require any further assistance navigating the system.

Technology Requirements

In order to successfully complete the Course it is recommended that you have the following:

- Access to a computer with the following installed:
 - Windows XP or newer
 - Microsoft Office or Openoffice
 - Internet browser (recommended: Google Chrome, Firefox or Safari)
- Internet Access
- Basic computer knowledge including:
 - How to turn a computer on and off
 - Using a mouse and keyboard
 - Ability to browse the internet
 - Ability to upload and download files
 - Basic Word document skills (including creating, typing in, and saving documents)
 - Ability to email documents as attachments
- Access to a printer and scanner (some mobile phone apps allow scanning)

If you do not already have access to the above technology, then you may find that it may be available through your local library.

Trainer Support

Our TESOL Trainers are highly qualified, experienced and passionate about TESOL. They are eager to share their experience with their students.

When you enrol in the Course, your Trainer will contact you to introduce themselves. They'll be there to support you through your studies. You can email to ask them a question at anytime and can arrange extra one on one support if needed.

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Enrolment Terms & Conditions

1. By enrolling in an LTI course or program a binding agreement shall arise between you and Language Training Institute which shall be governed by the relevant education authorities.
2. By accepting these conditions you agree to the policies and procedures outlined in the [Student Handbook](#).
3. By accepting these conditions you agree to pay the course fees for the course you have selected under this agreement according to the [Payment and Refund Policy](#).
4. By accepting these conditions you agree to the course details (time-frame, start and close of study dates, location, session times, etc.) specified on the relevant class information page (e.g. [Online Distance Learning](#) page or one of the [Course Locations](#) pages), noting that they may be subject to reasonable change. If you are unsure of any of these details, please [contact LTI](#).
5. It is your responsibility to be aware of your course completion date and to submit all assessment or [apply for an extension](#) prior to this date (extension fees may apply).
6. If you are under 18 years of age, LTI will only process your Enrolment Form once it has been signed by your parent or guardian. By signing the LTI Enrolment Form, your parent or guardian agrees to be bound by the terms contained herein and shall become legally responsible for all payments to LTI with respect to your course.
7. The LTI course fee does not cover postage to LTI, nor any materials that are not listed for a course.
8. By accepting these conditions, you agree that for record keeping purposes, LTI will retain a copy of your assessment. If you wish to keep a copy of your assessment, you agree to make a copy prior to submission and take responsibility for any copying cost incurred. LTI will accept soft or hard copies of assessment in place of originals providing that the copy is readable.
9. It is your responsibility to notify LTI in writing of any change to your contact details including; postal address, email address, daytime contact number or mobile phone number. This can be done by completing the [Change of Details Form](#).
10. The TESOL Made Practical For All Situations Textbook and TESOL Study and Practice Teaching Guide which LTI provides to you, shall become your property. However, the content of the [Course Materials](#), including copyright and all other such intellectual property rights contained therein, remain the property of LTI. You may not reproduce for commercial purposes any part of the course or course Materials without the prior written consent of LTI.
11. You are responsible for making [practical placement](#) attendance arrangements in consultation with your Trainer.

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12. Upon receipt of your enrollment, evidence of English proficiency, deposit and upfront payment or payment plan, LTI agrees to:

- a. Supply to you all materials listed for your course;
- b. Provide you with access to classes and/or an allocated Trainer (depending on delivery type);
- c. Assess your competence (through assessment work or evidence of Recognition of Prior Learning);
- d. Answer academic and non-academic queries you may raise about your course in a timely fashion.

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