



**Language Training Institute**  
Language Teaching and Teacher Training  
National Registered Training Organisation (Australia) Provider Code: 30173

## Practice Teaching Placement Information for Organisations & Supervisors

### Introduction

Thank you for considering allowing an LTi TESOL Course student to complete the Practice Teaching component of the course with you.

This document provides an overview of the practical placement requirements. More detailed information is available in the student Practical Placement Guide.

### To complete practical placement:



- ▶ A **student must observe an experienced teacher** and document their observations.



- ▶ A **student must teach some ESL lessons** to a minimum of three (3) ESL learners.



- ▶ While the student is teaching, a **Supervisor must document their observations of the student.**



- ▶ A **student compiles documents relating to their prac and submits the documents** (including the supervisors report) to their Trainer for assessing.

# Overview of Practical Placement

## Hours of Observation & Practice Teaching Required

**11021NAT - Certificate IV in English Language Teaching (TESOL):** As part of this Australian Government Nationally Accredited Certificate IV Course students are required to complete a minimum of **12 hours practical placement**. This generally involves a minimum of 6 hours observation and 6 hours of practice teaching. Students may do more than 6 hours of supervised teaching and more than 6 hours of observation because it takes them longer to complete the tasks that they are required to do successfully during their practice teaching.

**11020NAT - Certificate IV in English Language Teaching (TESOL):** As part of this Australian Government Nationally Accredited Diploma Course students are required to complete a minimum of **20 hours practical placement**. This generally involves a minimum of 10 hours observation and 10 hours of practice teaching. Students may do more than 10 hours of supervised teaching and more than 10 hours of observation because it takes them longer to complete the tasks that they are required to do successfully during their practice teaching.

## Overview of Practice Teaching Requirements

Students are required to develop lesson plans and produce or select suitable resources to teach lessons (under the guidance of their LTi Trainer and the Prac Supervisor) which focus on, at some point, each of the four macro skills: speaking, listening, reading and writing.

As the TESOL Course student does their teaching, they will be required to complete specific Practice Teaching Tasks (PTT's) as part of their Course requirements as identified in their course materials.

In addition to teaching, Diploma students are required to undertake some assessment of the students they are teaching.

## Length of Lessons

The length of teaching time on each teaching occasion may vary from a short 10 minute slot through to a whole lesson (e.g. an hour or more). The specific time may be determined by considerations such as:

- The time available within a particular class
- The supervisor's confidence in the TESOL Course student's ability
- The TESOL Course student's own confidence
- The TESOL Course student's previous teaching experience

## Class Size for Practice Teaching

Classes must have a minimum of 3 students, though more is preferred. There must be a "classroom dynamic".

## Practice Teaching Supervisor Requirements

The Practice Teaching Supervisor must have:

- Experience in TESOL (Teaching English to Speakers of Other Languages)
- Approval or authorisation from LTi It is of value if the Practice Teaching Supervisor has one of more of the following:
  - A qualification in TESOL

- An education, training or teaching qualification
- A post-secondary school qualification (eg Diploma or higher education qualification)

**Each time a student teaches, the supervisor needs 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. The PTF form is part of the official documentation submitted by the TESOL student for the assessment related to the completion of their TESOL Course.

To allow for a smooth process and the least amount of interruption to the Supervisor's classroom syllabus, the student may 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 organisation where the student is doing their Practice Teaching
- Someone who comes specially to observe the student teach Practice Teaching Video Recordings

In some situations (e.g. where students have access to classes to teach, but do not have a supervisor) students may be permitted (or required) to provide electronic recordings of their teaching. In this case, their LTI TESOL Course 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 as seen on the recorded material.

## Payment

LTI is willing to pay organisations and / or Practice Teaching Supervisors for their role in taking students. LTI is a not-for-profit organisation and will appreciate any voluntary or supportive position taking in relation to assistance provided to LTI students needing to complete Practice Teaching. The standard amount available for each student is \$250, but consideration can be given if more is required.

**Thank you for the time you have taken to read this information.**

If you have any questions after reading this document, please feel free to contact LTI on 07 5451 0909 or email [lti@unet.org.au](mailto:lti@unet.org.au)