



## 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 – Diploma of 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.

### **11057NAT – Graduate Certificate of English Language Teaching (TESOL):**

As part of this Australian Government Nationally Accredited Diploma Course students are required to complete a minimum of **60 hours practical placement**. This generally involves a minimum of 45 hours observation and 15 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. The hours must take place over at least 22 days in a supervised capacity.

## 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

Practical placement will typically involve an average of 2-3 hours teaching and observation each day, however, can be for shorter or longer periods providing that the above minimum requirements are met. The length of teaching time on each teaching occasion may vary from a short 20 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

A Supervisor must be present during placement to monitor the sessions and provide feedback. Formal assessment of practice teaching will be conducted by TESOL Course Assessors based on the feedback provided by Supervisors.

### The Practice Teaching Supervisor must have:

- a qualification equivalent to or higher than the TESOL Students enrolled course
- a minimum of 2 years experience in teaching English as a Second Language (ESL)
- Approval or authorisation from LTI

An overview of the Supervisor’s qualifications will be recorded on the Practice Teaching Feedback Form.

Please contact LTI if you are unsure about the equivalency of a Supervisor’s qualifications.

Practice Teaching Supervisors may be:

- The person who normally teaches the placement class
- Another person in the organisation where the student is doing their placement
- Someone who comes specially to observe the student during placement

In some case electronic recording may be permissible if a Supervisor is unable to be present. Permission to electronically record the placement must be obtained from both the placement organisation and each class participant. The electronic recordings will then be provided to the LTI TESOL Course Trainer to make a formal assessment of the student’s teaching and communicate with the student about their performance based on the on the recorded material. The recordings must be high-quality, with the participants' voices easily audible and discernible. The recordings must also show video footage of the student teaching with facial expressions and body language clearly shown. The option of recording sessions must be discussed with the Trainer before placement is commenced.

## Supervisor Feedback Requirements

**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.

## Payment

LTi is willing to pay organisations and / or Practice Teaching Supervisors for their role in taking students. The standard amount available for each student is \$250, but consideration can be given if more is required. 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.

**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)