

## **CELTA Courses at the British Council Warsaw**

### **Application, Registration and General Course Information for Applicants**

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## **INTRODUCTION**

Only centres approved by Cambridge English Language Assessment can offer courses leading to the award of CELTA. All CELTA courses must be delivered by approved tutors (experienced teachers who have successfully completed a specially designed training and standardisation programme) and all CELTA courses world-wide are externally moderated and inspected by an external assessor appointed by Cambridge English.

Link to Cambridge English CELTA webpage:

[www.cambridgeenglish.org/teaching-english/teaching-qualifications/celta/](http://www.cambridgeenglish.org/teaching-english/teaching-qualifications/celta/)

Link to CELTA syllabus:

[www.cambridgeenglish.org/Images/21816-celta-syllbus.pdf](http://www.cambridgeenglish.org/Images/21816-celta-syllbus.pdf)

Although all courses throughout the world follow the same syllabus and assessment guidelines, the actual course timetable will vary from centre to centre. This document is intended to provide you with more detailed information on the courses we offer at the British Council Warsaw.

Included you will find information on the various aspects of the intensive (4-week), semi-intensive (6-week) and part-time (21-week) British Council Warsaw CELTA programmes; from facilities and resources available to the application and registration procedures.

## **THE BRITISH COUNCIL WARSAW**

The British Council in Warsaw is home to a thriving English language teaching centre. All the teaching staff, some of whom you will have the opportunity to observe teaching our regular classes, have only two things in common; they are all qualified and highly professional. Most are also highly experienced and Delta qualified but, as a CELTA centre, we believe it is important for us to provide opportunities for recently qualified teachers too. Our staffroom is most certainly a cosmopolitan mix of individuals.

We're located in the heart of the city, near Warsaw University of Technology and close to the central train station, in a modern building well served by public transport (metro, tram and bus). All of our 22 classrooms are designed for purpose, spacious, light, air-conditioned and well-equipped with interactive white boards and computers in every room. In short, we believe we have some of the best facilities available.

You can find some photos taken inside the British Council Warsaw [here](#) (These photos were taken with no students present for data protection reasons – it's usually somewhat busier).

## **TUTORS**

We have a team of fully qualified and dedicated teacher trainers permanently based in Warsaw and who have a wide range of experience in both teaching EFL/ESOL and teacher training. Between us we have worked in a variety of different teaching contexts and countries including; the UK, France, Spain, the Middle East, North Africa, Canada, Vietnam, China, Mexico, Brazil and, of course, Poland. There will be at least two tutors on your course, with a maximum trainee to tutor ratio of 6:1 (a Cambridge requirement for all CELTA courses). You can find brief profiles of our tutors [here](#).

## FACILITIES

For the duration of the course you will have full access to our CELTA library. This library contains a range of methodology books, coursebooks and teachers' resource books, as well as dictionaries and grammar reference books. You will be able to refer to these books during the day and borrow them overnight, or until the following week on our part-time courses.

You will also have access to a photocopier, which you can use to make copies of handouts for use in teaching practice, classroom computers and printing facilities. We do not have public Wi-Fi but you will be able to access the internet on the classroom computers which all have a wired connection.

In the recreation area there are some vending machines with hot and cold drinks and snacks. For something more substantial, the café on the ground floor of the building is popular with CELTA and Delta trainees.

## A TYPICAL DAY'S TIMETABLE

Course hours for our intensive 4-week CELTA courses are from 10.00am to 5.30pm, Monday to Friday. Our part-time course takes place over 21 Fridays from 10.00am to 3.30pm. Our semi-intensive 6-week CELTA course runs over 4 days each week, Monday-Thursday, and the course hours are the same as our part-time course, ie. 10.00am – 3.30pm.

Although there are slight variations in the timetable from course to course, typically, a day early in the course will look similar to the following:

<b>Intensive Courses</b>		<b>Semi-intensive and Part-time Courses</b>	
10.00	Teaching Practice	10.00	Teaching Practice
12.15			
	Break	11.30	Break
12.30	Feedback	11.45	Feedback
	Assisted Lesson Planning		Assisted Lesson Planning
2.00	LUNCH	1.15	LUNCH
3.00	Input session 1	2.00	Input session
4.15	Break	3.30	
4.30	Input session 2		
5.30			

## **INPUT SESSIONS**

In the input sessions you will learn about various aspects of teaching EFL. We will have some sessions on language analysis and phonology but most of the input sessions will focus on how to plan lessons and on practical techniques, task and activities for developing language and skills in the English language classroom.

These input sessions are intended to be of direct use in the classroom, containing ideas and activities for teaching, while at the same time exposing you to the techniques and the methodology you will be encouraged to use in Teaching Practice. These sessions are not *lectures*; they are designed to leave plenty of scope for trainee involvement, and trainees are expected to participate actively.

In order to make the most of the time available, you may be given short 'homework' tasks to complete either in preparation for, or following on from, these input sessions.

## **TEACHING PRACTICE (TP)**

This is perhaps the most important part of the course and it is an opportunity for you to put into practice the ideas and concepts you learn about in the input sessions. Teaching Practice will take place in the mornings.

### **Time and Length**

You will typically have 9 or 10 teaching encounters, spread as evenly as possible over the course. For assessment purposes, you are required to teach a total of 360 minutes observed by a tutor. These teaching slots will range from shorter slots (20 minutes) at the start of the course, to longer lessons (40 to 60 minutes) as the course progresses and you gain more practice and confidence. Depending on the number of trainees per course and time constraints, we will also try to offer you extra teaching practice, which will be observed by your fellow trainees but not by your tutor.

### **Students**

You will be teaching volunteer, non-paying, adult students (for the most part Polish) who want to improve their general English proficiency. These students have been placed in two (possibly 3) classes at two (possibly 3) distinct levels. Each class will contain up to fourteen students, and over the course each trainee will spend some time teaching at each level.

On the first day of the course you will observe one of the tutors teaching the TP class and you will be given time to meet and get to know your students before you actually teach them. Your first teaching practice lesson will take place on the second day of the course.

### **Planning and Materials**

At the beginning of the course, in the Assisted Lesson Planning sessions, your tutors will give you detailed guidelines as to what to teach, together with suggestions on how to teach it. This support will be gradually withdrawn as the course progresses and you will be expected to become more independent in your lesson planning as you gain in confidence and experience.

You will not be teaching every day, but it is important to bear in mind that you will need to allow time for lesson planning and preparation of materials in the evenings and at weekends. On the

days that you are not scheduled to teach, you will be observing the lessons taught by the other trainees in your teaching practice group.

## **Assessment of TP**

Each lesson you teach will be observed by your TP tutor, who will be responsible for assessing your progress in TP, and by your fellow trainees.

After each TP session, there will be a group feedback session, where trainees and TP tutor will discuss the day's lessons. This is an important aspect of the course, and you will be expected to contribute actively, commenting both on your own and on other trainees' lessons. In addition to this oral feedback, your tutor will give you personalised written feedback on your lesson.

Teaching practice is hard work, and a good deal of time and effort is required on your part, but it is also generally viewed as the most satisfying, rewarding and enjoyable part of the course!

## **WRITTEN ASSIGNMENTS**

In order to be awarded the certificate, you will have to submit and pass four written assignments. These will be spread over the whole course and each will focus on different aspects of teaching and learning.

The word limit for each assignment is 750–1000 words and so the written work as a whole will be between 3000 and 4000 words.

The assignments are of a very practical nature rather and they are directly related to the classroom and teaching or learning. For example, one assignment ('Lessons from the Classroom') will involve reflection on teaching practice and observation of experienced teachers, and from this you are asked to identify specific areas in your own teaching which should be the focus for future development – i.e. The establishment of a personal action plan.

The other 3 assignments will focus on the following areas:

- Language Analysis
- The design of a listening or reading skills lesson
- Investigating the motivation and learning needs of a particular student (or group of students)

You will be given full guidelines about how to complete the written assignments during the course, and you will receive written feedback on each piece of written work from your tutors.

## **OBSERVATION OF EXPERIENCED TEACHERS**

As part of the course, you are required to observe lessons taught by fully qualified and experienced EFL teachers for a total of six hours (up to three hours of observation can be of videoed lessons). These observation sessions will be spread over the course and, in addition to observing your tutor on the first day of the course, you will observe live classes taught by regular teachers in the British Council and videoed lessons with multilingual classes.

For each observation session, you will be given a task to complete which should help you focus on particular aspects of the teaching and/or learning process. Over the course, you will have the opportunity to benefit from observing different teachers, with different teaching styles, and a variety of different classes, levels and teaching/learning materials.

## OVERALL ASSESSMENT

There is no written or practical examination at the end of the course. Assessment will be made on a continuous basis and the two components of assessment are:

Component 1: Planning and teaching

Component 2: Classroom-related written assignments

Plenty of guidance and help will be given as far as assessment is concerned. In addition to feedback on your teaching practice lessons and written assignments, you will have two one-to-one tutorials with your tutor (roughly 1/3 and 2/3 of the way through the course) to discuss your progress and identify areas to work on.

Towards the end of the course, an external assessor appointed by Cambridge English will visit the British Council and observe the course for one (possibly two) days. Their role is to assess the course you are being offered and to moderate grades. They will observe some teaching practice and look at some of your written work. This ensures that the British Council Warsaw CELTA course meets the required standard in terms of course delivery and that assessment is in line with the criteria set by Cambridge English.

You will receive a copy of the Cambridge English CELTA assessment criteria at the start of the course. To obtain the CELTA Award, you must meet the criteria in both the teaching practice and written assignments.

There are three pass grades; Pass, Pass 'B' and Pass 'A'. Your performance in lesson planning, teaching skills and the written assignments will contribute to the final grade.

Grades on a particular course are based on achievement of the assessment criteria by candidates on that course; there is no percentage distribution of grades within a particular course. Nevertheless, to give you some idea of the *global* distribution of grades, here are the figures published by Cambridge English for the year 2017:

Pass	67.3%
Pass B	23.0%
Pass A	5.4%
Fail	0.7%
Withdrew	3.7%

## APPLICATION AND INTERVIEW PROCESS

Should you decide to apply for the course at The British Council Warsaw, you will need to complete and return our CELTA *Application Form and Pre-Interview Task* available for download as a word document [here](#).

We will make a preliminary assessment of your suitability for the CELTA course based on your Pre-Interview Task. If your task is of a suitable standard, we will contact you to arrange a follow-up interview. Interviews are conducted face-to-face at the British Council for local applicants and via Skype for applicants who are unable to attend the interview in person in Warsaw.

The interview will be conducted by one of the CELTA tutors and will last roughly 45-60 minutes. It is designed to give us an idea as to how you will do on the course and for you to have the opportunity to ask any questions you might have.

We only accept candidates who meet the Cambridge English CELTA entry requirements and who, following the interview, demonstrate the potential to successfully complete the course and be awarded the Certificate. You will be told during the interview whether or not we can offer you a place on the course.

Once this selection procedure, the written application and interview, have been completed successfully, we will e-mail your further information about:

- Pre-course work, preparation and reading
- Registration procedures

## **PREPARATION FOR THE COURSE AND READING**

There is no set book on which the course is based. The materials used during the course have been developed by the course tutors. However, most CELTA candidates find it helpful to have their own copy of a good general methodology book and a good language reference book to refer to before, during and after the course. We will send you some suggestions.

We will also send you a pre-course task, which should be completed before the beginning of the course. This task is not part of the assessment and we do not collect it; it is purely intended to provide a good orientation and introduction to a range of areas that we will be looking at over the course.

## **REGISTRATION**

Places on our CELTA courses are usually limited to 12 participants on our intensive 4-week courses and to 10 participants on our semi-intensive and part-time courses. Once a particular course is full with the maximum number of participants, we are not able to accept further registrations for that course. Therefore, we recommend early application and registration to ensure you are able to secure a place on your first-choice course.

After successfully completing the interview, we will e-mail you details about registration. To register for a particular course, you will need to:

1. Complete a Registration Declaration.
2. Pay the relevant course fees by bank transfer or by debit/credit card in person at customer services.

To register for a course, you will need to pay a 1500 pln non-refundable registration deposit. The balance of course fees is then due 1 week before the course starts. You can, of course, pay the full course fee at the time of registration if you prefer.

Applicants who pay the full course fee at least one calendar month before the course start date, are eligible for a 200 pln discount which they can deduct from the published course fee.

## **POST-COURSE**

Once the course has finished, we will give you a letter confirming completion of the course and your provisional grade that has been recommended to Cambridge English. This will be a formal letter from the British Council Warsaw and can be presented to employers should they ask for evidence that you have completed a CELTA course.

Once results have been agreed by the CELTA award committee in Cambridge, you will receive a formal certificate from Cambridge English. Typically, CELTA certificates arrive at the British Council 6-8 weeks after the course has finished. We ask local candidates to collect these in person. Certificates for candidates who are not based in Warsaw are dispatched by registered post.

With your certificate, you will also receive an end of course report written by your tutors which you can use as a written reference when applying for teaching work. We will also be happy to act as referees when you are applying for teaching posts after the course.

## **ADDITIONAL INFORMATION**

### **For applicants requiring accommodation**

We are not able to arrange accommodation for our CELTA trainees in Warsaw. However, there are many options with easy access to the British Council and, in the past, our CELTA trainees have not had any difficulty finding suitable accommodation for the duration of the course.

We are, of course, able to offer advice.

### **For applicants requiring visas to enter Poland**

The British Council is not able to arrange visas for CELTA trainees.

However, once offered a place on the course and once all course fees have been paid, we are able to prepare an *invitation letter* which can be included as part of any visa application. This invitation letter will be addressed to your local Polish Consulate, state the purpose of the visit and that all course fees have been paid.

Applicants who need to apply for a visa should check visa requirements at their local Polish Consulate and ensure that they have sufficient time for their visa to be processed before the start of the course.

## **FINALLY**

Participation on the CELTA course requires a good deal of time, energy, effort and commitment. The course is challenging, hopefully enjoyable, and it will certainly provide a sound practical and theoretical base for anybody wishing to start or develop their career teaching English as a foreign or second language.

We hope that this booklet has been informative and that it has helped you gain a greater understanding of what the CELTA course at the British Council Warsaw will be like.

Please, do not hesitate to [contact us](#) if you would like any further information. Should you wish to apply for a place on the course, we look forward to receiving your application, and to meeting you at the interview.