

# THE CAMBRIDGE CELTA COURSE AT THE BERLIN SCHOOL OF ENGLISH

## Taking CELTA in Berlin

The Berlin School of English (BSofE) is a privately owned English school for adults situated in the centre of Berlin close to Checkpoint Charlie. The school was founded in 1991 and enjoys an excellent reputation for high quality teaching standards, both within the school and in many local, national and international companies. The Berlin School of English Teacher Training Centre was founded to support our commitment to training both new and more experienced teachers of English as a foreign language. We have been an approved centre for the **Cambridge CELTA course** – Certificate in Teaching English to Speakers of Other Languages (formerly Certificate in English Language Teaching to Adults) since 2004.

## What is CELTA?

CELTA is one of the world's foremost entry-level qualifications for people who wish to become professional teachers of the English language. More than 10,000 candidates complete a CELTA course each year. The course is offered at over 200 approved centres in over 40 countries. Between them these centres run over 600 courses per year.

## Who is CELTA for?

Candidates come from all walks of life. Many are recent university graduates and others are professionals or teachers in other areas interested in a career change or break. CELTA is suitable for people who wish to teach English as a foreign language in any country, whether in the short term or as a long-term career choice.

Applicants must:

- have an awareness of language and a competence in both spoken and written English appropriate to undertaking the course and teaching at a range of levels. This includes being able to use clear, coherent and error-free written and spoken English in the classroom and in assignments.
- have the potential to develop the necessary skills to become effective teachers and to complete the written assignments and the assessment of practice teaching

It is recommended that candidates be at least 20, but candidates aged between 18 and 20 may be accepted on to the course at the centre's discretion.

CELTA is not only for native English speakers. Many successful CELTA candidates are speakers of other languages with a high level of proficiency in English. The level of English is required for admission to the course is C2 or very strong C1 level on the Common European Framework (this is equivalent to grade A in the Cambridge CAE examination, a pass grade in the Cambridge CPE examination, an IELTS score of at least 7, a TOEFL PBT score of at least 590, a TOEFL CBT score of at least 240, a TOEFL iBT score of at least 100).

All potential CELTA candidates, whether native speakers of English or not, are required to complete an application task and interview prior to acceptance on the course.

## What does the course cover?

CELTA is an entry-level course. This means that it is aimed at teachers with no previous classroom experience. However, some candidates do have experience and wish to obtain a formal qualification and learn more about teaching skills. The course consists of a total of 120 hours in the Training Centre. This time includes:

- methodology seminars
- teaching students
- taking part in post-teaching feedback discussions
- supported lesson planning
- observing fellow trainees teaching
- observing experienced teachers
- one -to-one tutorials

In addition to the time spent in the teacher training centre, candidates should be prepared to spend a minimum of 80 additional hours on reading, research, lesson preparation and the four written assignments.

## How are candidates assessed?

Candidates are assessed continuously during the course. There is no final examination. An external assessor, appointed by Cambridge English, visits each course towards the end to act as moderator.

There are 2 components of assessment:

- **Assessed teaching practice**

Candidates teach for a total of 6 hours, working with classes at different levels of proficiency. The assessment is based on the candidate's overall performance by the end of the 6 hours. Candidates receive written and oral feedback from the observing tutor after each teaching session. Full details of the assessment criteria will be provided at the beginning of the course. They can also be found on the Cambridge English website:

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

- **Written assignments**

There are four written assignments. One assignment focuses on individual learners, one on teaching language skills, one involves work on the language system of English and one is a reflection on classroom teaching. The assignments are marked "pass", "resubmit" or "fail." Candidates receive one opportunity to resubmit assignments which do not meet the required standard.

To be successful, candidates must pass both components. There are three pass grades – Pass, Pass 'B' and Pass 'A'. Successful candidates receive a certificate awarded by the University of Cambridge English Examinations. You will also receive a report on performance and achievement from the Berlin School of English Teacher Training Centre.

## **Course hours**

### ***Intensive course***

The course runs over four weeks (Monday-Friday). Candidates are in the training centre from 9.00 to 17.10 daily (18.00 on some Fridays). Before you begin the course, you must be sure that you are available at all of these times. Teaching practice takes place in the afternoon and feedback on teaching practice usually takes place the following day.

### ***Part-time course***

The course runs over thirteen to fourteen weeks, with meetings on Tuesday and Thursday evenings (17.30 -20.45) and eight or nine Saturdays (10.00 – 17.00). Before you begin the course, you must be sure that you are available at all of these times. Teaching practice takes place in the evenings and feedback takes place immediately after the lessons. (See page 7-9 for the precise dates and times of the part-time courses).

## **Workload**

As previously mentioned, completion of the CELTA course requires at least 80 additional learning hours for lesson preparation, assignment writing, reading and research. This means that during the intensive course most evenings and weekends are taken up with CELTA work. Because of this heavy workload, you should only take the course if you are in good physical and mental health. It is also extremely ill-advised to take on any other work commitments during the intensive CELTA course.

## **Quality Assurance**

All centres which offer CELTA courses are required to submit a training plan, timetable, details of assessment and assignments to Cambridge English in order to become validated. All CELTA tutors must be approved by Cambridge English, and each course is visited by an external assessor appointed by Cambridge English.

## **Course facilities, resources and materials**

There is a room allocated for trainees to prepare lessons. This resource room contains computers, a photocopier, a library of course and resource books and equipment for preparing materials.

## **Pre-Course Tasks**

Once they have registered for the course, trainees receive a copy of *A Grammar Development Course for Teachers of English* by Jeff Mohamed. This material is free of charge. Trainees need to devote 20 to 25 hours of work to the tasks in this book before the course starts.

All trainees must also purchase *The Practice of English Language Teaching (5<sup>th</sup> edition)* by Jeremy Harmer and read some specified chapters. Full details will be given on acceptance onto the course.

## **Pre-CELTA grammar course**

To help trainees prepare for the CELTA course, we also offer a two-day grammar awareness course (10 hours in total) immediately before each CELTA course start date. This course takes place in Berlin.

The course is aimed at people who have a “native-speaker” intuitive feel for English, but who have not previously had to gain explicit knowledge of the grammar of the language. Participants will learn about the most important categories in English grammar and the terminology used to describe them. It will build on topics covered in the pre-course tasks described above.

The fee for this course is €135

If you would like more information about this course, please indicate this on your CELTA application form and we can discuss it in your interview.

## **Accommodation**

We can arrange accommodation for a number of CELTA trainees on each course. Rooms are available in the school’s own apartment at a cost of € 420 for the four weeks of the intensive course for a single room and € 560 for a double room. In cases where the school apartment is fully booked or if you wish to have a private apartment, we can arrange alternative accommodation for you for a small fee (provided you request this at least three weeks before the course start date). If you require accommodation please indicate this on the application form and we will discuss it further at the time of your interview.

## **Health and travel insurance**

We cannot arrange health or travel insurance for CELTA trainees, so it is the responsibility of each candidate to ensure that they have adequate insurance to cover their stay in Germany before leaving their country of residence.

## **Visas**

### **EU citizens**

Citizens of member countries of the European Union can travel to, study and work in Germany. If you are staying for more than 3 months, you must register with the Germany authorities as soon as possible after arriving. If you plan to work in Germany before, during or after your CELTA course, you must apply for a residency permit. This can be done in Berlin.

### **Non-EU citizens**

Nationals of most other countries can travel to Germany as a visitor for a period of up to three months. Stays of longer than three months must be covered by a valid visa. Non-EU citizens wishing to work in Germany must apply for the relevant work permit. In most cases this can be done in Germany. It should be noted that acceptance on to our CELTA course does not in any way reduce your responsibility to ensure you have the relevant papers to cover your stay in Germany.

The following web pages contain helpful information:

<http://berlin.usembassy.gov/> (American Embassy in Berlin)

[www.germanyembassyottawa.org](http://www.germanyembassyottawa.org) (German Embassy in Canada)

<http://www.germanembassy.org.au/en/home/index.html> (German Embassy in Australia)



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## **Job assistance**

The Berlin School of English Teacher Training Centre offers advice to successful CELTA trainees about finding work on completion of the CELTA course. The BSofE is a member of ASSET, an association of 14 select English language schools around Germany, which are in frequent need of qualified teachers. Of course, we can not guarantee that you will find a position on completing the course, but we can offer advice on how to maximise your chances of finding the sort of job you are looking for.

## **Who are the tutors?**

Each CELTA course at the Berlin School of English has at least two designated CELTA tutors, one of whom acts as the course leader.

### **Dominic Braham MA (TEFL) RSA Dip.TEFLA**

Dominic has taught English for over twenty-five years and has been a trainer on CTEFLA and CELTA courses in Britain, Austria, Spain, Poland, the United States and Germany. From 1992 to 1994 he was responsible for the DTEFLA (Diploma) courses at International House, Madrid and has also been a tutor on the British Council/International House distance training DELTA course. From 1994 to 1997 he was Director of Studies for Teacher Training at International House, New York. He has been head of the Teaching Training Centre at our school since 2004. He is a Cambridge appointed assessor for both the CELTA and DELTA qualifications.

### **Gui Henriques BSc, Cambridge DTEFLA**

Gui has taught English for fifteen years and worked as a CELTA trainer in France, the UK, Portugal, the Czech Republic, Spain, South Africa, the Netherlands, Thailand and Australia. He was Head of Teacher Training at Transfer, Paris for five years and has been Director of Studies for International House, Paris. He has extensive experience teaching business English, exam preparation courses and young learners in Europe, the Middle East and the Far East. He has also trained teachers of French. He is a Cambridge appointed CELTA assessor.

### **Helen Down BA, Cambridge DTEFLA**

Helen has taught since 1991 in France, Italy, Poland, the UK, Russia and Germany. She was Director of Studies at the Berlin School of English for two years and of the BEST School of English in Krakow for four years. She returned to Germany in 2007 in order to join our CELTA training team. She has worked as a Cambridge oral examiner for a range of English Language examinations. She is a Cambridge appointed CELTA assessor. She has also taught Polish.

### **Anthony Gaughan BA, PGCE, DELTA**

Anthony is Head of CELTA Teacher Training at HAMBURG SCHOOL OF ENGLISH. He has worked in ELT since 1995, has been a CELTA tutor since 2004 and an assessor since 2006. He is also the moodle online learning platform administrator. He has worked in the UK with large multilingual classes and in Germany with groups and individuals in ESP, business English and EAP settings. He has worked with and designed specialist courses for both Universities of Applied Sciences and the British Council.

**Eoghan Dockrell MA, Cambridge DELTA**

Eoghan has worked in English Language Teaching since 1993. He has taught in the south and west of Germany and has been with the Berlin School of English since 2001. He has taught business English, as well as general English and exam preparation courses. After completing the DELTA qualification in 2005 he became one of the Director of Studies at the school and is an approved CELTA tutor. He has also worked as a tutor for German language and literature at University College Dublin.

**Guy Oorthuys BA (Hons), Cambridge DELTA**

Guy has been an English language teacher for 10 years and has taught in New Zealand, Argentina, and Germany. He currently works as Assistant Director of Studies at the Berlin School of English. He is also a Cambridge speaking examiner.

**Derek Nolan, BA, MSc, DELTA**

Derek has been teaching since 1990 and has taught in Japan, Spain and Poland, where he worked as Director of Studies. After 11 years in Poland he moved to Budapest where he trained up as a CELTA trainer and worked for over 3 years. Since completing a Masters at the University of Glasgow Derek has been working freelance as a CELTA trainer and has taught in China, Russia, the UK, Germany and Switzerland. He is also an oral examiner for Cambridge.

## Course dates for part-time course in spring 2018

The part-time course takes place over 14 weeks. The total number of course hours is the same as for the intensive course. The course takes place on Tuesday and Thursdays (17.30 – 20.45) and on nine Saturdays (10.00 – 13.00 and 14.00 – 17.00).

Course week	Day	Date	Time	Input or Teaching Practice (TP)
1	Saturday	03.02	17.30 – 20.45	Input
2	Tuesday	06.02	17.30 – 20.45	Input
	Thursday	08.02	10.00 – 17.00	Input
3	Tuesday	13.02	17.30 – 20.45	TP
	Thursday	15.02	17.30 – 20.45	TP
	Saturday	17.02	10.00 – 17.00	Input
4	Tuesday	20.02	17.30 – 20.45	TP
	Thursday	22.02	17.30 – 20.45	TP
	Saturday	24.02	10.00 – 17.00	Input
5	Tuesday	27.02	17.30 – 20.45	TP
	Thursday	01.03	17.30 – 20.45	TP
	Saturday	03.03	10.00 – 17.00	Input
6	Tuesday	06.03	17.30 – 20.45	TP
	Thursday	08.03	17.30 – 20.45	TP
	Saturday	10.03	10.00 – 17.00	Input
7	Tuesday	13.03	17.30 – 20.45	TP
	Thursday	15.03	17.30 – 20.45	TP
8	Tuesday	20.03	17.30 – 20.45	Input
	Thursday	22.03	17.30 – 20.45	Input
EASTER BREAK				
9	Saturday	07.04	10.00 – 17.00	Input
10	Tuesday	10.04	17.30 – 20.45	TP
	Thursday	12.04	17.30 – 20.45	TP
	Saturday	14.04	10.00 – 17.00	Input
11	Tuesday	17.04	17.30 – 20.45	TP
	Thursday	19.04	17.30 – 20.45	TP
	Saturday	21.04	10.00 – 17.00	Input
12	Tuesday	24.04	17.30 – 20.45	TP
	Thursday	26.04	17.30 – 20.45	TP
	Saturday	28.04	10.00 – 17.00	Input
13	Wednesday*	02.05	17.30 – 20.45	TP
	Thursday	03.05	17.30 – 20.45	TP
14	Monday**	07.05	17.30 – 20.45	TP
	Tuesday	08.05	17.30 – 20.45	TP

\*Wednesday in this week because of the May 1<sup>st</sup> public holiday

\*\* Monday in this week because of the May 10<sup>th</sup> public holiday

## Course dates for part-time course in autumn 2018

The part-time course takes place over 13 weeks. The total number of course hours is the same as for the intensive course. The course takes place on Tuesdays and Thursdays (17.30 – 20.45) and on eight Saturdays (10.00 – 13.00 and 14.00 – 17.00).

Course week	Day	Date	Time	Input or Teaching Practice (TP)
1	Saturday	15.09	10.00 – 17.00	Input
2	Tuesday	18.09	17.30 – 20.45	Input
	Thursday	20.09	17.30 – 20.45	Input
3	Tuesday	25.09	17.30 – 20.45	TP
	Thursday	27.09	17.30 – 20.45	TP
	Saturday	29.09	10.00 – 17.00	Input
4	Tuesday	02.10	17.30 – 20.45	TP
	Thursday	04.10	17.30 – 20.45	TP
	Saturday	06.10	10.00 – 17.00	Input
5	Tuesday	09.10	17.30 – 20.45	TP
	Thursday	11.10	17.30 – 20.45	TP
	Saturday	13.10	10.00 – 17.00	Input
6	Tuesday	16.10	17.30 – 20.45	TP
	Thursday	18.10	17.30 – 20.45	TP
7	Tuesday	23.10	17.30 – 20.45	TP
	Thursday	25.10	17.30 – 20.45	TP
8	Tuesday	30.10	17.30 – 20.45	Input
	Thursday	01.11	17.30 – 20.45	Input
	Saturday	03.11	10.00 – 17.00	Input
9	Tuesday	06.11	17.30 – 20.45	TP
	Thursday	08.11	17.30 – 20.45	TP
	Saturday	10.11	10.00 – 17.00	Input
10	Tuesday	13.11	17.30 – 20.45	TP
	Thursday	15.11	17.30 – 20.45	TP
	Saturday	17.11	10.00 – 17.00	Input
11	Tuesday	20.11	17.30 – 20.45	TP
	Thursday	22.11	17.30 – 20.45	TP
	Saturday	24.11	10.00 – 17.00	Input
12	Tuesday	27.11	17.30 – 20.45	TP
	Thursday	29.11	17.30 – 20.45	TP
13	Tuesday	04.12	17.30 – 20.45	TP
	Thursday	06.12	17.30 – 20.45	TP