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**The information contained in this document is correct at the time of printing. ILA Vietnam reserves the right to vary any of the specified information in this document. Please check with ILA Vietnam for the latest details.**

**This version: August 2010**

## Overview

### The course

Teaching English to speakers of other languages can be a highly rewarding career, offering you the chance to live and work abroad. To be successful in this field you will need an internationally recognized teaching qualification.

The Cambridge CELTA is the most widely recognized English language teaching qualification in the world.

This course provides initial training leading to the Cambridge Certificate in English Teaching to Adults (CELTA) - the most widely-recognized international professional qualification for English language teachers.

It is intended for those without previous teaching experience who wish to enter the English language teaching profession, and for teachers with some prior experience but no formal qualification in this field.

It is taught in 35 countries around the world. As such the course content is known and accepted throughout the ELT industry as a benchmark qualification, making it the most widely recognized TESOL / TEFL qualification of its kind in the world. The University of Cambridge Local Examinations Syndicate is responsible for its validation and certification.

Cambridge CELTA graduates can be confident that their qualification will be viewed highly by future employers whether they are looking to work in native English speaking countries or non-native English speaking countries.

### What to expect

The 4-week course is intensive, and requires a full-time commitment. Seminars, workshops and observation of experienced teachers take up roughly half the contact time. Teaching practice takes up the other half, and is conducted in small groups with a teaching practice supervisor. Teaching practice includes guided preparation of the lesson to be taught, and classroom teaching practice followed by analysis, reflection and feedback.

Completion of lesson planning, the four set written assignments and the portfolio of course work take place outside course contact time. Individual and group tutorials are held to monitor and discuss progress.

### The venue

Our teacher training courses take place in the context of a thriving language school, with access to the various resources and facilities of the institution, and to our experienced teachers and trainers. The school itself is right in the middle of HCMC and the facilities are world class.

### Who can apply?

Candidates are usually university graduates or qualified teachers, but must have a minimum standard of education that would allow entry to higher education in their country. You need not have English as your first language provided that your awareness and competence in written and spoken English enables you to follow the course without hindrance. The minimum age is 18.

## About the CELTA Course

### Course Description

- The CELTA course is conducted on a full time basis over 4 weeks at the ILA Training Centre in Ho Chi Minh City, Vietnam.
- It is highly practical and aims to lay a firm foundation upon which a teacher can build with experience.
- Teaching practice is a major focus of the course and is conducted with real students.
- The course deals extensively with analysis of English from a learner's perspective.
- Class sizes are small, with the maximum number of participants being 6 to one trainer and 18 per course.
- The course is designed to equip candidates with the teaching skills to teach adults in a variety of teaching contexts: general English, business English, exam preparation and academic English programmes.

The approaches and techniques learned on the CELTA can be used directly or adapted for teenage classes. However, classroom management issues will be very different with this age group to adults. As children (pre-teenage learners) learn in a completely different way only some of the techniques will be relevant. A YL CELTA extension course (2 week course) will provide teachers with a solid grounding for teaching children and teenagers, particularly in the areas of classroom management and what types of activities and approaches will be of interest to these learners. We will be offering this course regularly in 2009 and 2010.

### Requirements

The course requires:

- a minimum of 120 contact hours between participants and trainers including input, tutorial support, supervised lesson planning, peer observation and feedback on teaching practice.
- 6 hours' teaching practice with foreign learners observed by a trainer.
- 6 hours' directed observation of lessons taught by experienced teachers. 2 of these may be video observation.
- 4 written assignments of between 750 – 1000 words.

### Input sessions

Each morning there are usually two or three workshops or seminars in which all course participants are together. These sessions are essentially practical, looking at ideas that you can immediately use in the classroom. For example, in the first week you might have seminars on "Task Based Learning", "Classroom management" and "Introduction to language analysis". The seminars are mainly on teaching methodology, although some sessions will focus on participants' awareness of the English language.

### Teaching Practice

In the afternoons you work as a group of usually 12 - 18 trainees. In the mornings we split you into smaller teaching practice groups, usually with 5 or 6 trainees. Each group has a tutor whose job is to help you prepare lessons, observe your teaching and lead feedback sessions. You will have two tutors on the course.

You will teach a total of 6 hours on the course. You do not teach every day, but you will teach most days. When you are not teaching you will observe your peers teaching in order to give them helpful feedback on their own work, which, in itself will prove very instructive to you. Your students will be "real, live" foreign students (Vietnamese) in classes especially formed for the teaching practice. Typically the classes will be of young adults of 18 – 26 with typically

between 8 – 16 students. You will teach classes of at least two different levels, including a low level.

Initially you will be given a great deal of help in preparing lessons, but you will become more independent as the course proceeds. We aim for you to be reasonably independent at planning your lessons by the end of the course.

### Teaching Practice Feedback

Usually feedback on the lessons follows directly after and is on the same day as Teaching Practice (though it can also be done the following morning). This is an opportunity for you to reflect on how you taught, to listen to your peers give their views and to hear the tutor's comments.

The aim is to give useful feedback honestly and supportively so that you can learn from your experience and put this into practice when you prepare future classes. The tutor will also give you some detailed written feedback.

### Lesson Observation

Part of the programme will be devoted to lesson observation of experienced teachers. You'll see a normal English language class at work; which will help you to put some of what you're learning into perspective. There will be 6 hours of observation, 2 of which may be video observation.

### Workload

The CELTA course is conducted on a full-time basis with at least 3-4 hours of additional work required per weekday. Trainees will need to work at the weekends during the course. At least 6-12 hours of work should be expected on the weekends.

### Syllabus

#### 1. Learners and teachers and the teaching and learning context

- Cultural, linguistics and educational backgrounds
- Motivations for learning English as an adult
- Learning and teaching styles
- Context for learning and teaching English
- Varieties of English
- Multilingualism and the role of first languages

#### 2. Language analysis and awareness

- Basic concepts and terminology used in ELT for describing form and meaning in language and language use
- Grammar - grammatical frameworks: rules and conventions relating to words, sentences, paragraphs and text
- Lexis: what it means to "know" a word; semantic relationships between words
- Phonology: the formation and description of English phonemes; features of connected speech
- The practical significance of similarities and differences between languages
- Reference materials for language awareness
- Key strategies and approaches for developing learners' language knowledge

#### 3. Language skills: Reading

- Basic concepts and terminology used for describing reading skills

- Purposes of reading
  - Decoding meaning
  - Potential barriers to reading
- 4. Language skills: Listening**
- Basic concepts and terminology used for describing listening skills
  - Features of listening texts
  - Potential barriers to listening
- 5. Language skills: Speaking**
- Basic concepts and terminology used for describing speaking skills
  - Features of spoken English
  - Language functions
  - Paralinguistic features
  - Phonemic systems.
- 6. Language skills: Writing**
- Basic concepts and terminology used for describing writing skills
  - Sub-skills and features of written texts
  - Stages of teaching writing
  - Beginner literacy
  - English spelling and punctuation.
- 7. Planning and resources**
- Principles of planning for effective teaching of adult learners of English lesson planning for effective teaching
  - Evaluation of lesson planning
  - The selection, adaptation and evaluation of materials and resources in planning
  - Knowledge of commercially produced resources and non-published materials and classroom resources.
- 8. Developing teaching skills and professionalism**
- The effective organization of the classroom
  - Classroom presence and control
  - The use of teaching materials and resources
  - Practical skills for teaching at a range of levels
  - Monitoring and evaluation of adult learners
  - Teaching practice and observation
  - Evaluation of the teaching / learning process
  - Professional development: responsibilities and support systems.

### Assessment

Assessment is criterion referenced, integrated and continuous. There is no formal final examination. The course and the assignments are of a highly practical nature. While classroom teaching practice is of the greatest importance, all aspects of performance and work done on the course are taken into consideration, including written work and overall professionalism.

Candidates are informed of their progress during the course by written commentary on their teaching practice and assignments, and by tutorial. The course trainers assess candidates and an external assessor, appointed by Cambridge University, regulates the results to standardize grades.

The CELTA is awarded to candidates who satisfy all assessment criteria and complete all course requirements. The grades of the CELTA are Pass, Pass B, Pass A or "No Certificate Awarded".

### Entry Requirements for Candidates

No previous teaching experience is required, however Cambridge regulations state that candidates:

- must have an awareness of language and a competence in English, both written and spoken, that enables them to undertake the course and prepare for teaching a range of English levels.
- must be at least eighteen years old at the start of the course. It is generally recommended that candidates should be aged 20 and over, but candidates aged between 18 – 20 can be accepted at the centre's discretion.
- must have the potential to develop the necessary skills to become effective teachers and to successfully complete the written assignments and the assessment of practice teaching.
- should normally have, as a minimum entry requirement, a standard of education equivalent to that required for entry into higher education. However, candidates who do not have formal qualifications at this level who can demonstrate their ability to complete the course successfully may be eligible for entry.

All applicants must complete a pre-interview task (see the application pack) and have an interview. This interview can be done over the telephone. The admission procedure is designed to safeguard applicant's interests.

### The written application:

- is designed to challenge you.
- needs to be completed carefully and thoroughly.
- shows you the areas you'll be involved in during the course.
- helps the centre to accept only those candidates who we think can successfully complete the course. This is a requirement by Cambridge.

### Course Fees and Schedules

Please visit our website for course fees and dates at [www.discovereltvietnam.com](http://www.discovereltvietnam.com)

### Applications and Inquiries

1. Download the application pack and complete the application form, application task, and declaration. You can do this by hand or electronically.
2. Forward these [as an email attachment] to Sean Lopez at [celta@ilvietnam.com](mailto:celta@ilvietnam.com) or send them by post to :

**Sean Lopez**  
**Teacher Training Coordinator**  
**51 Nguyen Cu Trinh Street,**  
**District 1, Ho Chi Minh City, Vietnam**

3. Upon reviewing your completed application, we will contact you to arrange a telephone interview.
4. If you have any inquiries, please contact Sean Lopez, at [celta@ilvietnam.com](mailto:celta@ilvietnam.com)

## Supplementary Information

### A Sample Timetable (may vary during actual course)

Date	Sessions			Notes
Day 1	Foreign Language Lesson		Learning/Teaching styles	Set ass 1 (FOL)
Day 2	Classroom management		Lesson Types 1: A Situational Presentation (PPP)	Observing Live Teaching
Day 3	Lesson Plans: How, why, what		Vocabulary 1 Lesson	Observing Live Teaching
Day 4	Lesson Types 2: Using a lesson to develop receptive skills		Language Analysis 1: Introduction	
Day 5	Phonology 1: Introduction to Sounds		Language Analysis 2: The Tense System	Observing videoed Lesson Set ass 2 (LRT)
<b>weekend 1</b>				
Day 6	Lesson Types 3: Guided Discovery from a text		Productive Skills 1: Speaking Accuracy vs. fluency activities	Observing Live teaching
Day 7	Error Correction Techniques		Lesson Types 4: Using a Test-Teach-Test Approach	Set ass 3 (LSRT) Observing Live Teaching
Day 8	Vocabulary 2	Analysing Course books	Phonology 2: Connected Speech	
Day 9	Checking Meaning		Timetabling a series of lessons	<b>Hand in ass 1 (FOL)</b> Prep for tutorials
Day 10	Productive Skills 2: Developing Writing Skills		Tutorials + Lesson Planning Is	
<b>mid course weekend</b>			<b>change level / tutor</b>	
Day 11	Tutorials + Lesson Planning		Phonology 3: Intonation + Consolidation	<b>Hand in ass 2 (LRT)</b>
Day 12	Lesson Types 5: Task Based Learning		Authentic Materials and Ways of Using them	
Day 13	Informal Lesson Planning		Language Analysis 3: Perfect Tenses	Set ass 4
Day 14	Language Analysis 4: Future Forms		Lesson Type 6: Presenting Language through Text	
Day 15	Lesson Planning/Tutorial 3 (if required)		Lesson Planning	<u>Hand in ass 3 (LSRT)</u>
<b>weekend 3</b>				
Day 16	Study Morning		Language Analysis 5: Phrasal Verbs	Assessor's visit week 4
Day 17	Testing and International Exams		Using video in the classroom	
Day 18	Fun activities and Songs	Teaching in Different Contexts	Teaching Literacy Skills	<u>Hand in ass 4 (LFC)</u>
Day 19	Teaching Younger Learners		Continuing Professional Development	Celebration time!
Day 20	Spend this time organising your portfolio		End of course evaluation and administration	Return to the World...

#### Assignments

- 1 = Focus on the Learners (FOL);
- 2 = Language Related Tasks (LRT);
- 3 = Language Skills Related Tasks (LSRT);
- 4 = Lessons from the Classroom (LFC)

### Course Trainers

Our course trainers are highly competent and experienced Cambridge approved teacher trainers. They are employed by ILA specifically to manage and deliver the CELTA course.

As fully trained professionals, with many years experience of ELT classroom teaching, our trainers are both authoritative and informed.

It is perhaps the personal commitment that ILA teacher trainers bring to the courses they teach however, which make them stand out; a good trainer has to be keen to continue developing themselves as trainers, has to respect their trainees and has to love their job to do it well.

### Accommodation

84 is the country code and 8 is the code for Ho Chi Minh City. When calling from inside Vietnam but not Ho Chi Minh City use the 8. When calling from inside Ho Chi Minh City the 8 is not necessary.

Please note that the listing of accommodation here does not constitute a recommendation by ILA. For further accommodation information please visit [www.asiahotel.com](http://www.asiahotel.com) and look in quality guidebooks such as The Rough Guide and Lonely Planet. We take no responsibility for any dissatisfaction with accommodation. This ultimately is the responsibility of the trainee.

#### Budget Accommodation (around US\$ 10 – 15 per night)

- 1) Kim Hotel – 40/18 Bui Vien Street, District 1, Ho Chi Minh City  
Tel: + 84 8 836495  
E-mail: [saigonhotel\\_loan@hotmail.com](mailto:saigonhotel_loan@hotmail.com)
- 2) Phong – 40/14 Bui Vien Street, District 1, Ho Chi Minh City  
Tel: +84 8 8365221
- 3) Tan Mai Phai – 40/14A Bui Vien Street, District 1, Ho Chi Minh City  
Tel: +84 8 8367438
- 4) Ngoc Dung – 225/4 Nguyen Dinh Chieu Street District 1, Ho Chi Minh City  
Tel: +84 8 8342733
- 5) Ngoc Minh Guest House – 283/11 Pham Ngu Lao Street, District 1, Ho Chi Minh City  
Tel: +84 8 836 5215  
E-mail: [ngocminh-hotel@hcm.vnn.vn](mailto:ngocminh-hotel@hcm.vnn.vn)
- 6) Truong Chinh Co., Ltd – 266 De Tham Street, District 1, Ho Chi Minh City  
Tel: +84 8 8370806

#### Accommodation ranged from US\$ 13 – 20 per night

- 1) Vien Dong Hotel – 275A Pham Ngu Lao Street, District 1, Ho Chi Minh City  
Tel: +84 8 8368941
- 2) Dai Loi Hotel – 271 Le Thanh Ton Street, District 1, Ho Chi Minh City  
Tel: +84 8 8226895
- 3) Evergreen Hotel – 261b Hai Ba Trung Street, District 1, Ho Chi Minh City  
Tel: +84 8 8298875

#### Accommodation ranged from US\$20 and above

- 1) Que Hong – 129 – 131 – 133 Ham Nghi Street, District 1, Ho Chi Minh City  
Tel: +84 8 8213547
- 2) Bong Sen 1 – 115 – 119 Dong Khoi Street, District 1, Ho Chi Minh City  
Tel: +84 8 8291516
- 3) Bong Sen 2 – 56 – 66 Nguyen Hue Street, District 1, Ho Chi Minh City

Tel: + 84 8 8244236

### Accommodation ranged from US\$35 and above

- 1) Liberty 4 Hotel – 265 Pham Ngu Lao Street, District 1, Ho Chi Minh City  
Tel: +84 8 8365822
- 2) Oscar Saigon Hotel – 68A Nguyen Hue Street, District 1, Ho Chi Minh City  
Tel: +84 8 829 2959
- 3) Palace Hotel – 56 – 66 Nguyen Hue Street, District 1, Ho Chi Minh City  
Tel: + 84 8 829 2860
- 4) Vien Dong Hotel – 275A Pham Ngu Lao Street, District 1, Ho Chi Minh City  
Tel: +84 8 8368941

### Accommodation ranged from US\$65 and above

- 1) Caravelle Hotel – 19 Lam Son Square, District 1, Ho Chi Minh City  
Tel: +84 8 8234999
- 2) New World Hotel – 76 Le Lai, District 1, Ho Chi Minh City  
Tel: +84 8 822 8888
- 3) Park Hyatt Saigon – 2 Lam Son Square, District 1, Ho Chi Minh City  
Tel: + 84 8 8241234
- 4) Renaissance Riverside Hotel Saigon – 8 – 15 Ton Duc Thang, District 1, Ho Chi Minh City  
Tel: +84 8 8220033
- 5) Rex Hotel – 141 Nguyen Hue, District 1, Ho Chi Minh City  
Tel: +84 8 8292185

## Vietnam information and living costs

### Living in Ho Chi Minh City

Vietnam has its sights firmly fixed on becoming the next Asian Tiger. The pace of growth is phenomenal, but not without its drawbacks. Traffic, pollution and petty theft are the major gripes of resident expatriates. Although minor on an international scale, they do exist and must be taken into account by anyone wishing to spend time here.

Located in the South of Vietnam, Ho Chi Minh City is Vietnam's second city and the country's economic and commercial hub. Despite its population of 8 million people, HCMC, (also known as Saigon), is not large and maintains a small town atmosphere. Extended periods under French rule have left a city of narrow streets and tree-lined boulevards. Dilapidated colonial villas have been taken over by foreign companies and governmental departments and restored to their former glory.

The Vietnamese are extremely warm and friendly people. Westerners are welcomed and integration into the community is commonplace. Teachers are particularly highly regarded and well respected by the Vietnamese.

### Useful Information

#### Accommodation

Accommodation here is mostly shared housing. You can expect to share with 1 - 3 people in a typical Vietnamese style house - 4-metres wide, 3-storeys. The bedrooms are likely to be air-conditioned, while the common living area will have a ceiling fan.

### **Eating**

Eating out is a delight and many westerners find themselves rapidly expanding their waistlines. (See keeping fit). Food from all over the world is available at excellent prices. Vietnamese cuisine is amongst the healthiest in the world and a meal costs from \$1.00 upward. (Pho - traditional Vietnamese soup).

The food is so good that few people bother to eat at home. Many restaurants have a home delivery service.

### **Drinking**

The choice of bars is nearly as great as that of eateries. From the outdoor Bia Hoi, where a litre of freshly brewed beer costs about 25 cents, to the roof-top bar of the Caravelle Hotel, with its exclusive clientele and panoramic views of the city. Nightlife comes alive at the weekends when the whole city seems to take to the streets. The wide variety of bars, discos/nightclubs and restaurants will ensure that you are never bored and give you opportunities to meet up with fellow expats.

### **Travel and Transport: Around the city**

The bus system is improving and many new buses have been added to the city's fleet. However, very little information regarding routes and schedules is published in English and most foreigners don't use the inner city buses. Driving in the city can be hazardous, as the laws of the road are not always observed and traffic can be heavy, especially at peak periods. The city centre is small and most journeys take less than 15 minutes. Because of these reasons most people travel either by automobile or motorbike taxi, which are very cheap. The first two kilometers cost about 12,000VND. Motorbike taxis are even cheaper and often used by foreigners. (10,000 VND for a short trip). Many people however rent their own motorbikes – which are readily available throughout the city - after getting accustomed to the traffic. Helmets for all motorcyclists are mandatory at all times. (1 USD = 19,000 VND)

### **Travel and Transport: Outside of the city**

Roads in the city and between major centers are generally good, but travel to smaller locations can often be time consuming and a little difficult. Cheap and relatively comfortable bus and rail services are available between the main cities. There are flights to most cities and resorts.

### **Theatre and Classical Music**

Live classical music and theatrical performances are also widely available.

### **Keeping Fit**

There is a wide range of sporting activities available to foreigners in HCMC including; football, hockey, rugby, Australian Rules football, swimming, squash, tennis, softball, etc. Many foreigners study martial arts. Private instructors are available at a minimal hourly or monthly fee.

### **Shopping**

#### **Clothes**

For work or leisure, men or women, brand names, (locally made under license) or made to measure. Clothes are very cheap and generally very good quality.

#### **Electronics**

Many large electrical companies now produce in Vietnam. Prices of TVs, videos and Hi-fis are very good.

#### **Pharmaceuticals**

Pharmaceuticals and over the counter medicines are cheap and readily available.

### Dentists

Reliable, modern, clean and inexpensive.

### General

Practically everything is available in Ho Chi Minh City. Costs vary from with those of the West, but as a general rule of thumb, everyday products are cheaper, especially if produced in Vietnam.

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Living Costs

Costs are quoted in USD (1 USD = approx. 19,000 VND). Prices are given in a range.

### Restaurants

Main course in Vietnamese restaurant \$1- \$5

Main course in good foreign owned restaurant \$3 - \$15

Coffee \$0.3 - \$1.25

Coke \$0.15 - \$1.5

Beer (33cl. Bottle) \$0.6 - \$2

### Bars and nightclubs

Beer \$1 - \$5

Coke \$1- \$2

Gin and tonic \$3 - \$5

### Household costs

Maid (cleaning, laundry, etc.) — per month \$25 - \$50

Rent — shared house — per month \$200 - \$400

Rent — shared apartment — per month \$225 - \$650

Rent — room only — per month (inc. elec.) \$175 - \$350

Electricity (inc. air-conditioning) — per month \$20 - \$50

### Getting around the city

Taxi — per km \$0.75

Motorbike taxi — per ride \$0.75 - \$1.5

Motorbike rental — per month \$70

### Shopping

For men

Men's shirts — foreign brand names, made for export \$10 - \$20

Casual trousers — foreign brand names, made for export \$10 - \$30

Trousers — tailor-made \$12 - \$25

Suit — tailor-made \$80 - \$120

Shirt — tailor-made \$10 - \$20

Adidas/ Nike sports shoes \$25 - \$80

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For women

Skirt/ dress — tailor made (not inc. material) \$10 - \$20

Shirt/ blouse — tailor-made (not inc. material) \$7 - \$20

Shoes — hand made \$30 - \$50

### Doctor consultations

Local doctor's practice \$15

Foreign run health centre \$45

## FAQs

### What is THE CELTA?

The CELTA is an initial qualification for people with little or no previous teaching experience and opens up a whole world of exciting teaching opportunities. Because it is awarded by Cambridge ESOL, part of the world famous University of Cambridge, you can rely on its quality and recognition.

The CELTA can also be taken as Module One of the Certificate in Further Education Teaching Stage 3 with the Certificate for ESOL Subject Specialists, which is a qualification for teachers who want to specialize in teaching English in Further, Adult and Community Education in England and Wales. Over 10,000 people successfully complete a CELTA course each year.

### How does THE CELTA relate to TEFL/TESOL?

'TEFL' or 'TESOL' are terms often used to describe qualifications for English Language teachers. The CELTA, the best known and most widely taken initial TESOL/TEFL qualification of its kind in the world, was previously known as CTEFLA and the 'RSA certificate'.

### Who is The CELTA for?

#### **People starting a career in English Language teaching**

You may be considering a career in English Language teaching and view the CELTA as an entry into a good teaching position in another country, or you may be a graduate wanting a qualification that provides a sound basis in the fundamentals of language teaching practice and gives you the confidence to take control in the classroom.

#### **People looking for a career change or career break**

Increasingly, CELTA candidates are professionals either looking for a new career opportunity or wanting a short break in their existing career. Many seek the exciting opportunities of living and working abroad. Whether you wish to teach English for the short or long term, The CELTA gives you the training you need to help you adjust to a dynamic and challenging new profession.

#### **People teaching English without formal qualifications**

The CELTA can also be a useful qualification for teachers who have little previous formal training. The CELTA sharpens your teaching practice, confirms your ability, and may even lead to internal promotion or a better teaching job.

#### **People who want to work in Further, Adult and Community Education in England and Wales**

The CELTA is also Module One of a two-module course leading to the following qualifications:

- Certificate in Further Education Teaching at Stage 3
- Certificate for ESOL Subject Specialists.

These qualifications meet the UK government's teacher training requirements for people who want to work in this sector.

### What does The CELTA involve?

You can take THE CELTA full time (typically four to five weeks), or part time (from a few months to over a year). (ILA offers a 4-week full time course).

#### **Your chosen course:**

- teaches you the principles of effective teaching
- provides a range of practical skills for teaching English to adult learners

- gives you hands-on teaching practice
- builds your confidence.

### **There are five main units of learning:**

- Learners and teachers, and the teaching and learning context
- Language analysis and awareness
- Language skills: reading, listening, speaking and writing
- Planning and resources for different contexts
- Developing teaching skills and professionalism.

You will be assessed throughout the course, with no final examination. An external assessor, appointed by Cambridge ESOL, moderates each course. There are two components of assessment:

1. Teaching practice  
You will teach for a total of six hours, working with classes at two levels of ability. Assessment is based on your overall performance at the end of the six hours.
2. Written assignments  
You will complete four written assignments: one focusing on adult learning; one on the language system of English; one on language skills; and one on classroom teaching. To be awarded the certificate you must pass both components. There are three grades - Pass, Pass 'B' and Pass 'A'.

### **Who recognizes The CELTA?**

The CELTA is accepted throughout the world by organizations that employ English Language teachers. The CELTA has been accredited by the Qualifications and Curriculum Authority (QCA) at level 4 on the National Qualifications Framework. Cambridge ESOL also works with international ELT organizations to ensure the acceptance of the CELTA globally.

### **Is age important?**

The minimum age for candidates is 18 at the start of the course. There is no upper age limit. Because of the very intensive nature of the course, participants need to be in good health.

### **I don't know grammar - is that a problem?**

Candidates need to demonstrate a competence in English, both written and spoken that will allow them to follow the course and complete all the assessed elements successfully. We also recommend purchase of a grammar text(s) and completion of the pre course task as preparation for the grammar components of the course.

### **Can I work / study / travel while I do the full time CELTA Course?**

Owing to the intensive nature of this course, we strongly advise candidates to postpone any other commitments or trips until course completion. The course will require your uninterrupted attention for the duration. The intensity of the course can be a shock for some.

### **What are the requirements for attendance on the course?**

Attendance of 120 hours is mandatory.

### **Can I take time off? What happens if I'm ill?**

100% attendance is one of the requirements for successful completion of the course. If a participant is forced to miss part of the course because of ill health, a doctor's certificate will be required. Extra work will need to be submitted to the tutor to ensure the criteria are met.

### **Is this the same as the TESOL/TEFL course?**

TESOL (Teaching English to Speakers of Other Languages) and TEFL (Teaching English as a Foreign Language) are umbrella terms for the industry. The Cambridge CELTA is a TESOL and TEFL course. When comparing the Cambridge CELTA to a TESOL course at university, one of the main differences is that the CELTA is very practical in nature, where the university courses tend to be more academic and are designed for you to work at the tertiary level. Please note: as the Cambridge CELTA is taught in 35 countries the CELTA is the qualification that is instantly recognized overseas.

### **Is there a “CELTA way” that you’ll only teach on the course and that you’ll never teach again after the course?**

The techniques and approaches that you learn on the course are all designed for immediate practical use in the classroom. We will not recommend anything ourselves as trainers or put something in an input session that we would not use ourselves in the everyday classroom.

### **There are plenty of people teaching overseas who don't have the CELTA. Why is it a good idea to get it?**

Completion of the CELTA means that when you walk into a 'real' classroom for the first time, you will have some experience. You will have a clear idea of what is expected and how to best support your students in their learning.

Most quality EFL schools around the world recognize the Cambridge CELTA as a prerequisite for employment. Quality schools tend to offer higher standards of professional support, pay and conditions than other schools. It is necessary to contact individual embassies to establish visa requirements.

### **What's the average pass rate for the course?**

The global rates are as follows: 92% of candidates successfully complete the course, 4% at pass A level, 25% at pass B level, and 63% at pass level. 3% of candidates fail and 5% withdraw during the course. These statistics are taken from the Cambridge ESOL website.

### **What if pass but I don't get an A or B? Is a pass good enough?**

It's very important to remember that it is an achievement in itself to get through the very intensive four weeks of the course! While an A or B may affect your employability in your first year of teaching immediately after the CELTA course most employers will just be interested in whether you have the CELTA or not. It is also important to bear in mind that the CELTA is a launch pad for your further development as a teacher as you will continue to develop your teaching ability after the course.

### **Can I fail the course?**

Yes. The application process is rigorous and we will only accept candidates who we think will successfully complete the course. This is a Cambridge requirement. Halfway through the course you will have a face to face tutorial and be given a clear indication of how you are progressing. If

at any point during the course you are failing or not doing as well as expected you will be given a clear indication by your current tutor what you need to do to achieve a pass standard.

### **Why do people fail the course?**

The first, and perhaps main reason, is stress. Not getting enough sleep, poor health (not eating properly, drinking too much), and other commitments outside the course (family, love life, work, social life). Secondly, poor time management skills (if you're up till 4am every day you'll end up a wreck by the halfway stage of the course). A third reason, for candidates who already have teaching experience, is having what the CELTA syllabus considers to be "bad teaching habits" that candidates find difficult to change. Fourthly, we expect your teaching to show a gradual improvement over the four weeks as you gradually incorporate the material from the morning input sessions into your classroom teaching. Not showing this in your classroom teaching may mean that you will not achieve a pass standard by the end of the course. Finally, the CELTA course does require a great deal of time, energy, and hard work so a lack of commitment on behalf of the candidate may also mean a fail.

### **Why does the course cost US\$1500?**

Class size is kept to a maximum of 6 trainees per tutor. The course fee includes the Cambridge ESOL assessment fee. The fee for the course reflects the high tutor-trainee ratio and the fact that the course requires international moderation and controls.

### **Do I have to pay the whole US\$1500 in one go?**

To ensure your place on the course you will need to pay a 500 USD deposit within a month of the date on the letterhead of your acceptance letter. The balance of 1000 USD needs to be paid one calendar month before the start date of the course. If you are applying within a month of the start date of a course then you will need to pay the entire fee in one payment.

### **What qualifications do your teacher trainers have?**

All our teacher trainers have extensive classroom teaching experience with a variety of age groups and levels. They have all previously been EFL teachers and held positions of responsibility and management positions in the field of education. They have at least a first degree, the CELTA (or equivalent) and the DELTA (or equivalent). They have been trained by certified CELTA teacher trainers, assessed by a Cambridge ESOL certified assessor, and are officially approved by Cambridge as certified CELTA ESOL trainers. For further details please see the section entitled The Trainers.

### **Do I have to have an interview in Ho Chi Minh City?**

Candidates who apply from outside Vietnam can be interviewed over the phone. You don't need to call us: we will arrange a suitable time with you and call you. Candidates in Ho Chi Minh City will need to come into the school for a face to face interview. Candidates inside Vietnam will ideally be interviewed face to face at the school but a telephone interview can be arranged. All candidates must be interviewed as part of the application process.

### **What are the stages to the application process?**

Firstly you need to read through the content on the website very carefully and/or download the information pack, and read through this and decide whether you would like to apply. After doing this you need to download the application pack and complete the application form and task. It can be completed by hand or electronically. This should be done carefully and thoroughly as we will base our decision on whether to offer you an interview on your written application. Next you can either e-mail it to us, send it by post, or drop it off at the school. The next stage is to be

offered an interview, which can be done face to face or over the telephone. The final stage is to be formally offered a place on the course.

### **What books can I read about Teaching English as a foreign language?**

When you are accepted onto the CELTA course you are given a recommended reading list in your formal acceptance letter.

### **Is the CELTA course eligible for student loans?**

Not usually. All prospective applicants who require information on loans or grants should request information from the appropriate authorities rather than the centre which is running the CELTA.

### **Is the course fee refundable?**

Only in very exceptional circumstances and solely at the discretion of the Teacher Training Manager and the Director of Academic Programmes at ILA Vietnam.

### **Do I need to have teaching experience in order to attend the course?**

No. The CELTA course is designed as a pre-service course for people with no previous teaching experience.

### **Can I do the course if English is not my first language?**

Yes. All applicants must have an awareness of language and a competence in English; both written and spoken that enables them to follow the course. These are the Cambridge regulations. Candidates whose first language is not English may be given additional tasks at the application stage.

### **Do I need to be able to speak a foreign language?**

No. Some centers may give preference to candidates who have experience of learning a foreign language but this is not a course requirement. Experience of learning a foreign language will be an asset on the course as it will help candidates to be aware of how learners learn a language and the difficulties they may face.

### **Can I do the course by correspondence?**

No. The CELTA is a practical teaching course with its emphasis on continuous assessment of classroom practice. Therefore it is not suitable for distance learning.

### **Will the CELTA prepare me for teaching children?**

The techniques and approaches learned on the CELTA course can be adapted or used directly with teenage learners. However, classroom management issues will be very different with this age group to adults. As children (pre-teenage learners) learn in a completely different way only some of the techniques will be relevant. A YL Extension course (2 week course) will provide teachers with a solid grounding for teaching children and teenagers. Particularly in the areas of classroom management and what types of activities and approaches will be of interest to these learners. We will be offering this course in 2007. Additionally, starting in September 2010, we will offer a YL Extension PT (YLEPT). This course is conducted over 6 weeks (compared to 2 weeks), allowing teachers to continue teaching a majority of their regular classes.

### **Does ILA provide accommodation?**

ILA will introduce trainees to a guesthouse when they first arrive if required. This will be based on the requirements of the trainee (e.g. aircon, private bathroom) and will be for the first night only. After this you will need to arrange accommodation yourself. We will also provide you a list of accommodation to select from so that you can arrange your accommodation before you arrive. (See accommodation section).

### **Can I find accommodation near the school?**

All the accommodation referred to in the accommodation section is around a 15 – 20 minute taxi ride away from the school.

### **Does ILA arrange airport pick up?**

Yes. We will pick you up and take you by taxi to your chosen guest house or hotel. We provide this service free of charge.

### **What kind of visa will I need to get and how will I get it?**

We will arrange a three month tourist visa for you to pick up at the airport. It will cost US\$50. During the course we will arrange a visa extension for you. You will have to pay the visa fee for this extension but we will arrange this for you free of charge.

### **Can I work for ILA after the course?**

After the course you can apply for a job with ILA. However, completion of the course does not automatically guarantee you a job with ILA.

### **If I work for ILA will ILA pay back the course fee?**

Yes, you will receive a partial re-imbusement of the course fee. If you sign a 12 month full-time teaching contract with ILA Vietnam within 3 months of the end date of the course, you will receive a start-up allowance of \$750 if candidates become teachers at ILA after successful completion of the course. This will be paid at the end of the first month of the contract.

### **After completing the course what kind of students can I expect to teach?**

The CELTA course is the most widely-recognized international professional qualification for English language teachers and therefore one of the industry standards, which is why many schools will ask for it.

In countries in which English is not the native language you can expect that roughly a third of the students in a language school will be teenagers, and a third primary or pre-primary age, so after you graduate it is highly likely that you will not exclusively be teaching adults. The global market for EFL is changing so that the balance of students is shifting towards younger learners. Some schools may also specialize in exclusively teaching younger learners.

At ILA our adult students have very high expectations and therefore we would not want to place recent CELTA graduates in this demanding classroom situation unless we are confident that they will be able to deal with the classroom pressures. For this reason we will only employ very recently qualified CELTA graduates in our adult department who have achieved pass A or B standard. Others with a pass grade will, however, be able to transfer to the adult department after an initial 6 month period provided there are vacancies and provided that they have fulfilled all necessary professional development requirements.

### **How can I find a job in English language teaching?**

Cambridge ESOL provides details of future employment and professional development opportunities to all candidates and all successful graduates. In the final week of the course there is a continuing professional development session in which this subject will be addressed.

### **What are the costs of living in Ho Chi Minh City?**

Please see the section called Life in Vietnam, and in particular the costs table.

### **How much is it to travel around Ho Chi Minh City?**

The best way is by taxi as it is much safer, if slower, than travelling by motorbike taxi. The meter generally starts at US\$1 and a trip of about 10 minutes would not cost you more than three dollars. For further details about living in Ho Chi Minh please see the Life in Vietnam section.

### **Is there computer access at ILA? Do I need to bring a laptop?**

There are currently 6 computers that will be available for use for CELTA trainees. If you have a laptop then we would advise you to bring it as it will give you the freedom to work outside the school. We will also provide a printer as well as USB access.

### **What's computer access like in Ho Chi Minh City?**

There are lots of Internet cafés which have ADSL. Prices are generally not more than US\$1 per hour. Some hotels and guesthouses offer this for free. Lots of Internet cafés offer cheap international calls over the Internet. You will be able to work in an Internet café, send your work to your e-mail account and then download it and print it out at ILA.

### **Do I need to bring any of my own materials?**

The school has an excellent range of teaching resources. However, you may want to bring along a couple of examples of an authentic reading or listening text, which you may decide to use in the classroom or for one of the written assignments. Examples of listening texts include your favourite film or TV program, travel programme etc. Examples of reading materials include magazines, newspapers, tourist brochures, leaflets etc.