

ITEFLI

www.itefli.com



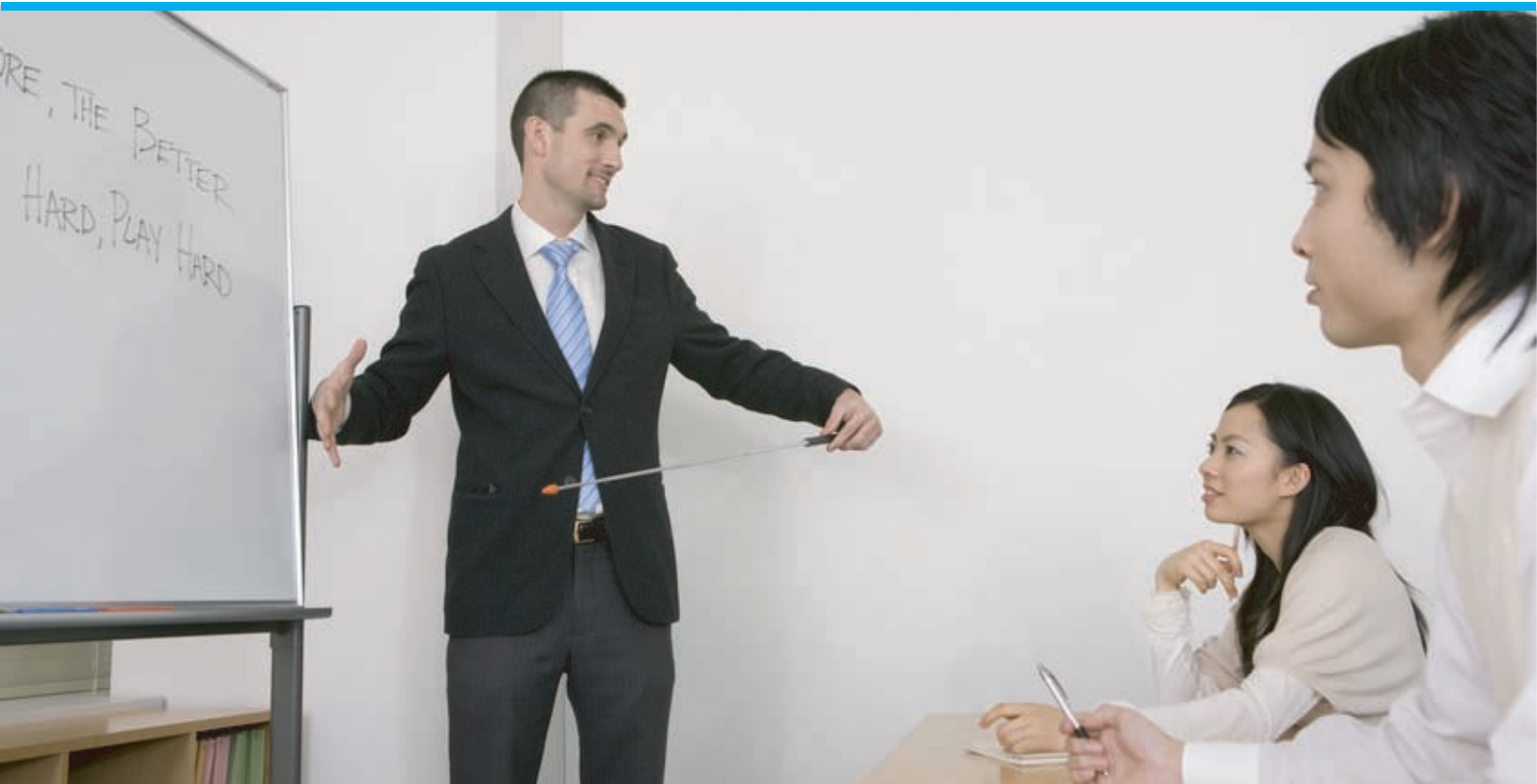
No attendance!
Assignment based!
No exams!

Information Brochure

Content

Page

1. About Us.....	3
2. Accreditation.....	3
3. Awards: Certificate / Transcript.....	3
4. Verification.....	4
5. Assignment Feedback.....	4
6. Frequently Asked Questions (FAQ).....	5
7. Enrollment.....	6
8. Contact Us.....	6
9. Certificate in Teaching English as a Foreign Language.....	7
10. Diploma in Teaching English as a Foreign Language.....	11
11. Certificate and Transcript	16



Teaching English as a Foreign Language

About Us

Due to the demands of day-to-day life, it is becoming increasingly difficult for students to enroll for expensive face-to-face TEFL courses. Online courses offer an alternative to face-to-face TEFL Courses. The International TEFL Institute is a respected Online TEFL Course provider. The Courses in Teaching English as a Foreign Language are offered via Self-study and are Internationally Accredited and Globally Recognized.

Accreditation

The International TEFL Institute is a division of TESOL Educational Services and provides internationally recognized and accredited TEFL courses in English Language Teaching to Young Learners and Adults (Registration No: CK2008/176179/23).

Courses offered by the International TEFL Institute are accredited and recognized by the TEFL Training College, which is a global leader in TEFL / TESOL Education and Training. The TEFL Training College is further accredited by Notting Hill College, London. Notting Hill College is a British institute and a member of BILD - The British Institute for Learning and Development; USDLA - United States Distance Learning Association; and the IATEFL - International Association of Teachers of English as a Foreign Language. Notting Hill College is a UK Register of Learning Provider: Number 10028428. **The International TEFL Institute** is a registered and proud member of **Thailand TESOL**. Our members are registered with **Asia TEFL** (SA003).

All TEFL courses at the International TEFL Institute have been created, developed and validated by Jason Geyser; a well respected Expert Author (EzineArticles.com) and popular author of English Language Teaching text books (*English to the World Series*). These books are widely distributed and have been adopted at teacher training colleges and universities. The author has endorsed the use of seven of his text books for this course.

All Tutors have Qualified Teacher status, TESOL / TEFL certification and have experience in lecturing / teaching at University or Schools. Tutors are required to have a minimum of 5 years English Language Teaching experience.

Awards: Certificate / Transcript

On Graduation, you will receive an authorized TEFL Certificate under the seal of the International TEFL Institute. The certificate and Transcript will be sent to you via email -- to be printed in colour by yourself on suitable high quality paper or card. The Certificate and Transcript will be signed by the Academic Registrar and will reflect your individual reference number. These electronic versions of the Certificate and Transcripts will also make it easy to forward copies of these documents to potential employers. .

If you lose your Certificate or Transcript, you can email us to order a replacement.

- Replacement of a Certificate will incur no additional cost.
- Replacement of a Transcript will incur no additional cost.

We will be more than willing to confirm your enrolment with the International TEFL Institute with any potential employer if requested.

Hardcopy of Certificate & Transcript

Please note that a hardcopy of the TEFL Certificate and Transcript may be requested (admin@itefli.com) upon graduation for delivery via courier service. All costs of this additional service are payable by the applicant prior to dispatch. Under no circumstances does the International TEFL Institute accept any responsibility for the loss of these couriered documents in transit. Replacement of hardcopies of these documents will incur an additional cost.

Verification

Often employers may require that you provide an official verification letter from the institution from which your award was issued. The International TEFL Institute will, upon your request, issue you with a verification letter via email. This letter may then be submitted to your employer.

If your employer however requires that the verification letter comes directly from the International TEFL Institute, then we will be more than willing to oblige.

Assignment Feedback

There will be regular assignments but no formal examinations. Each assignment makes up for the total assessment mark and is to be completed once the course readings have been covered. The overall pass mark for the Certificate & Diploma Course is **50%**. Once a student's assignment has been received and marked / assessed by a Tutor, you will receive an Assignment Result Form. The Assignment Feedback Form provides the student with a **Grade (%)**, **Assessment Criteria** and **Tutor Comment**.

Appeals Procedure

If a student wishes to appeal an assignment mark / assessment, the following procedures should be followed:

- A letter of appeal (email) must be sent to the International TEFL Institute within seven (**7**) days of the student having received the Assignment result, outlining the nature of the discrepancy.
- On receipt of the Appeal, the Assignment will be re-marked by an Internal or External Moderator and the result will be forwarded to the Board of Academic Advisors (**B.O.A.A.**) for review. The B.O.A.A. is chaired by the Principal of the College and convened by the Academic Director.

- The decision of the **B.O.A.A.** is final.
 - If a student's Appeal is upheld, the student will be re-issued with a revised Assignment Result Form.
 - If the student's Appeal is not upheld, the student will be advised in writing (email) and given the opportunity to re-submit a new assignment for assessment. A student may only make one Appeal and one re-submission per Course Module.
- The International TEFL Institute is committed to assisting students in the learning process and will endeavor to assist students in every possible way to meet the Module and Course requirements. The future success of our students and the quality / integrity of our Programme is dependent on fair and transparent Assessment Criteria and Appeal Procedures.

Frequently Asked Questions (FAQ)

Why a Self-study TEFL Award?

Cost and convenience are the advantages of a self-study TEFL Award. These TEFL Awards cost a fraction of on-site programs.

Do I really need a TEFL certificate to teach English abroad?

Although schools in some parts of the world may require only that you be a native speaker, most institutions prefer to hire teachers with some training. And in an increasingly competitive environment, it's an absolute necessity at some schools. In any case, having a TEFL certificate on your C.V. will make the difference between you and another native English speaker, and can increase your chances of working at a better school and/or receiving a higher salary.

Where can I teach with this certificate?

This certificate prepares you for a teaching job in any country you choose. Popular teaching destinations include Japan, Vietnam, Malaysia, Thailand, Indonesia, South Korea, Taiwan, Hong Kong, Singapore, China, the European countries, South America and much more!

Does this certificate enable me to teach ESL / EFL in public / international schools?

As many countries are in dire need of ESL teachers, they will often hire people with a TESOL / TEFL certificate. Often, they require the teacher to have a degree or diploma. Language schools, on the other hand, will employ teachers in possession of a certificate only.

Will your College use the words "online" or "self-study" on the certificate?

We do not use the words "online" or "self-study" on the certificates or diplomas. Your certificate or diploma will be just like any other traditional qualification.

Can I still apply for your certificate and diploma wherever I live?

No matter where in the world you live, you can apply.

What's the ordering process?

Ordering is a simple process. Once you have completed the online enrollment form and paid for your course, you will receive a Username & Password which will allow you to log into the Student Access Area of our website in order to download your Study Guide and course materials

Enrolment

Payment may be made via the Plimus hosted e-Business Platform. Payment options include the following: Credit / Debit Card, e-Check, Direct Debit, Local Bank Transfers, Wire Transfers, Fax Orders, Phone Orders, PayPal and Mail Orders. * Please note that not all payment options may be available in your country. Payments are 100% secure, protected by 256 bit SSL encryption for your peace of mind.

On receipt of payment, you will receive a Username and Password via email in order to access your course materials. You will also be assigned a tutor for the duration of your course.

Contact Us

Website: <http://www.itefli.com>

Email: admin@itefli.com





Certificate in Teaching English as a Foreign Language **Cert. TEFL (120 hrs.)**

Who is the course for?

The Certificate in Teaching English as a Foreign Language is aimed primarily at persons who wish to gain an initial TEFL qualification. This extensive course will equip the prospective teacher with the necessary skills to enter the classroom with the necessary confidence and understanding of relevant techniques and knowledge of teaching methodologies.

Course Aims & Objectives

How will the course prepare you for teaching abroad?

In many ways an online TEFL course is actually more effective than a full-time course. Not only is the online course longer but it also takes a more theoretical approach to teacher training that will benefit you throughout your career. It will give you a solid foundation to build upon, adding experience and further qualifications if and when you desire.

Every module will take you through a different aspect of teaching abroad, giving you all the time you need to take the information in. While the full-time course devotes a significant portion of its study time to planning and giving lessons, the online course ensures that you fully understand TEFL methodology so that when you take up your first teaching position you can apply it in the classroom.

You may find that your first days of actual teaching are challenging but the rewards of an online course extend far beyond simply preparing you for the first week. Indeed, the in-depth content of the online course is something you will come back to again and again. Your thorough understanding of TEFL theory and methodology will be invaluable as you progress through your career and will enable you to quickly develop and excel within your new role.

What's more, the Online TEFL course will enable you to better understand the needs of your class and to assess individual members more effectively to ensure that they are receiving the help that they need. The most prominent debate surrounding Online TEFL courses is the complete absence of practical teaching experience. If you're planning to work abroad for more than a year however, your online course will be perfectly complimented by the practical teaching experience you will receive.

Course Aims

For the Certificate in TEFL programme as a whole, the overall aim is to provide a thorough introduction to the theory and practice of teaching English as a Foreign Language. With the Online Learning course, you can enroll and begin the programme at anytime during the academic year – whenever it suits you! This course aims to provide students with new insights into language teaching, providing a deeper understanding of the principles and practice of English language teaching to foreign young learners and adults. The focus of the course is on both practical and theoretical aspects of English Language Teaching and will prepare the prospective teacher for an exciting and rewarding career in many different locations around the globe!

Course Objectives

The general objectives of the course require each student to be able to:

- demonstrate a general understanding of, and familiarity with the world of teaching English as a Foreign Language including general terminology, the profession's qualifications, further training options and career opportunities.
- demonstrate a good grasp and a basic understanding of the communicative approach to teaching English as a Foreign Language.
- write objectives and appropriate lesson plans.

Course Assessment

There will be regular assignments (5), but no formal examinations. Each assignment consists of multiple choice type questions (except the Lesson Plan) and is to be completed once the course readings have been covered. Your assignments must be submitted to your assigned Tutor in Word format. You will receive a percentage. The Pass Mark is 50%.

Pass Mark

50%

Fail

< 50%

Course Content

There are five (5) Modules in the Certificate Course. Each module may be completed in two weeks. This period may be extended (up to 6 months) offering you flexibility and allowing you to work at your own pace. We at The International TEFL Institute understand that life's commitments may not always make it possible to follow a rigid schedule of study.

Module: **The Teaching and Learning of English as a Foreign Language**

- The English Language
- Approaches to Teaching Methodology
- Receptive Skills: Teaching Reading and Listening
- Productive Skills: Teaching Writing and Speaking
- Teaching Phonetics & Phonology
- Teaching Vocabulary (Lexis)
- Teaching Grammar (Syntax)
- Lesson Planning and use of teaching resources and materials
- Classroom Management, Options and Techniques

Module: **Grammar Awareness**

- The Nuts & Bolts of English
- English Tense Forms
- English Tense Functions
- Vocabulary and Phonology

Module: **Teaching Business English**

- Analysing and recognizing the needs of your business students
- Organising effective communication in a business classroom
- Teaching business vocabulary
- Taking into account the cultural differences of your students
- Planning a business lesson

Module: **Teaching English to Young Learners**

- The motivation of young learners
- Activities and games for the Young Learner
- Initial English lessons

- Creating and adapting your materials and lesson ideas
- Teaching methodology

Module: **Teaching English One-to-One**

- Advantages of one-to-one learning
- Discovering your student's needs
- Problems and possible solutions of one-to-one teaching
- Creating and adapting your materials and lesson ideas
- Lesson resources

Course Requirements

Acceptance on a course

✓ The International TEFL Institute does not discriminate against any student for reasons of gender, sexual preference, age, nationality, political, religious or moral beliefs and suchlike. You require a good standard of English. This means that you must be able to read and write English at a higher level such as at Proficiency level. We do not test you on this and you don't have to have any previous qualifications to join our courses – we believe in making education available to as many people as possible.

✓ Basic computer literacy is required.

Computer and software requirements

✓ Internet access and a personal email address.

✓ Microsoft Word / Adobe Flash Player / Adobe Acrobat Reader / Windows Media Player.

 You can download Adobe Flash Player for free by going to www.adobe.com

 You can download Adobe Acrobat Reader for free by going to www.adobe.com

Course Duration

The course may be completed in 4 to 6 weeks. This period may be extended (up to 6 months) offering you flexibility and allowing you to work at your own pace. We at the International TEFL Institute understand that life's commitments may not always make it possible to follow a rigid schedule of study.



Diploma in Teaching English as a Foreign Language **Dip. TEFL (180 hrs.)**

Who is the course for?

The Diploma in Teaching English as a Foreign Language is aimed at persons who are seriously contemplating a career in English Language Teaching or for those who are in possession of a Certificate in Teaching English as a Foreign Language and who wish to further extend their understanding of teaching methodology and techniques or wish to further their career prospects by pursuing Management roles (Director of Studies / Academic Manager / Head of Department).

A student who has completed the Certificate course can complete the Diploma course as an add-on, by completing a further three (3) Modules: Assessment, Technology and ESP; Teacher Development and TEFL Administration and an Extended Essay.

Course Aims & Objectives

How will the course prepare you for teaching abroad?

In many ways an online TEFL course is actually more effective than a full-time course. Not only is the online course longer but it also takes a more theoretical approach to teacher training that will benefit you throughout your career. It will give you a solid foundation to build upon, adding experience and further qualifications if and when you desire.

Every module will take you through a different aspect of teaching abroad, giving you all the time you need to take the information in. While the full-time course devotes a significant portion of its study time to planning and giving lessons, the online course ensures that you fully understand TEFL methodology so that when you take up your first teaching position you can apply it in the classroom.

You may find that your first days of actual teaching are challenging but the rewards of an online course extend far beyond simply preparing you for the first week. Indeed, the in-depth content of the online course is something you will come back to again and again. Your thorough understanding

of TEFL theory and methodology will be invaluable as you progress through your career and will enable you to quickly develop and excel within your new role.

What's more, the Online TEFL course will enable you to better understand the needs of your class and to assess individual members more effectively to ensure that they are receiving the help that they need. The most prominent debate surrounding Online TEFL courses is the complete absence of practical teaching experience. If you're planning to work abroad for more than a year however, your online course will be perfectly complimented by the practical teaching experience you will receive.

Course Aims

For the Diploma programme as a whole, the overall aim is to provide an advanced distance training course in the theory, methodology and Management of teaching English as a Foreign Language. With the Online Learning course, you can enroll and begin the programme at anytime during the academic year –whenever it suits you! This course aims to provide students with new insights into language teaching, providing a deeper understanding of the principles and practice of English language teaching to foreign young learners and adults. The focus of the course is on both practical and theoretical aspects of English Language Teaching and will prepare the prospective teacher for an exciting and rewarding career in many different locations around the globe!

Course Objectives

The general objectives of the course require each student to be able to:

- demonstrate a thorough grasp of the main phonological, lexical, syntactical and other aspects of modern communicative English, with particular reference to its roles as a means of communication.
- predict with reasonable accuracy the learning needs of any group of ESOL, ESL, or ESP learners and to modify and update such a needs analysis in the light of observation and testing.
- write instructional objectives and prepare appropriate lesson plans.
- teach English effectively at any level from beginners to advanced.
- discuss intelligently an extensive repertoire of lesson forms.
- monitor his or her own effectiveness as a teacher of English as a Foreign Language.
- manage other teachers, timetabling, course development, assessment, testing, recruitment, policies and procedures, development plans

Course Assessment

There will be regular assignments (8), but no formal examinations. Each assignment consists of multiple choice type questions (except the Lesson Plan and Essay) and is to be completed once the

course readings have been covered. Your assignments must be submitted to your assigned Tutor in Word format. You will receive a percentage. The Pass Mark is 50%.

Pass Mark	50%
Fail	< 50%

Course Content

There are eight (8) Modules in the Diploma Course. Each module may be completed in two weeks. This period may be extended (up to 6 months) offering you flexibility and allowing you to work at your own pace. We at The International TEFL Institute understand that life's commitments may not always make it possible to follow a rigid schedule of study.

Module: **The Teaching and Learning of English as a Foreign Language**

- The English Language
- Approaches to Teaching Methodology
- Receptive Skills: Teaching Reading and Listening
- Productive Skills: Teaching Writing and Speaking
- Teaching Phonetics & Phonology
- Teaching Vocabulary (Lexis)
- Teaching Grammar (Syntax)
- Lesson Planning and use of teaching resources and materials
- Classroom Management, Options and Techniques

Module: **Grammar Awareness**

- The Nuts & Bolts of English
- English Tense Forms
- English Tense Functions
- Vocabulary and Phonology

Module: **Teaching Business English**

- Analysing and recognizing the needs of your business students
- Organising effective communication in a business classroom
- Teaching business vocabulary
- Taking into account the cultural differences of your students
- Planning a business lesson

Module: Teaching English to Young Learners

- The motivation of young learners
- Activities and games for the Young Learner
- Initial English lessons
- Creating and adapting your materials and lesson ideas
- Teaching methodology

Module: Teaching English One-to-One

- Advantages of one-to-one learning
- Discovering your student's needs
- Problems and possible solutions of one-to-one teaching
- Creating and adapting your materials and lesson ideas
- Lesson resources

Module: Assessment, Technology & ESP

- Assessment and testing
- Technology in the classroom
- Marking Schemes
- English for Specific Purposes (ESP)

Module: Teacher Development and TEFL Administration

- Describing Teachers
- Further Teacher Learning
- Observation as a Learning Tool
- Evaluating your Teaching
- The Nature of English Language Schools
- The ESL Manager
- An Overview of the ESL Programme
- Philosophy, Aims and Objectives
- Development Plans and Target Setting
- ESL Policies and Procedures
- Business Practices in Language Schools
- Student Services and Support

Module: **Extended Essay**

Candidates are required to submit an extended essay of approximately 2500 words. A choice of titles is offered.

Course Requirements

Acceptance on a course

✓ The International TEFL Institute does not discriminate against any student for reasons of gender, sexual preference, age, nationality, political, religious or moral beliefs and suchlike. You require a good standard of English. This means that you must be able to read and write English at a higher level such as at Proficiency level. We do not test you on this and you don't have to have any previous qualifications to join our courses – we believe in making education available to as many people as possible.

✓ Basic computer literacy is required.

Computer and software requirements

✓ Internet access and a personal email address.

✓ Microsoft Word / Adobe Flash Player / Adobe Acrobat Reader



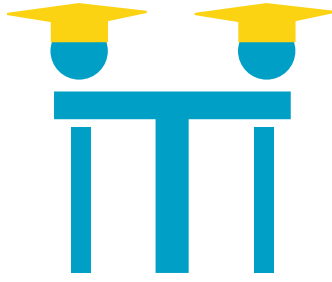
You can download Adobe Flash Player for free by going to www.adobe.com



You can download Adobe Acrobat Reader for free by going to www.adobe.com

Course Duration

The course may be completed in 8 to 12 weeks. This period may be extended (up to 6 months) offering you flexibility and allowing you to work at your own pace. We at the International TEFL Institute understand that life's commitments may not always make it possible to follow a rigid schedule of study.



International TEFL Institute

In accordance with the Rules of the College

Jason Paul Edmunds

has this day been awarded the

Certificate in Teaching English as a Foreign Language

**in evidence of which this certificate is issued
under the Seal of the College**



Principal

Academic Director

Reference Number: GEY680

Dated this twelfth day of June 2007



Reference number: SMI890

The Certificate in Teaching English as a Foreign Language is awarded to candidates who have satisfactorily fulfilled all the requirements of the course. They will have shown potential development after the course, in awareness of language learning problems and of classroom techniques.

Certificate Teaching English as a Foreign Language (120 hrs.)

	Mark
Module: The Teaching and learning of English as a Foreign Language	65%
Module: Grammar Awareness	73%
Module: Teaching English to Young Learners	88%
Module: Teaching Business English	61%
Module: Teaching English One-to-One	94%

Grade: Pass

Module: **The Teaching and learning of English as a Foreign Language:** sources and problems of motivation at different age levels; subject matter and procedures; teaching-learning approaches, with particular emphasis on humanistic aspects and Communicative Language Teaching; receptive and productive skills, reading and listening materials; speaking and writing; integration of skills; language games; oral and written forms of practice and interaction; problem solving activities; simulation and role-play; pair work and group work; audiovisual aids. Lesson planning: instructional objectives; writing lesson plans; teacher and learner activities; classroom management and organization.

Module: **Grammar Awareness:** The Nuts & Bolts of English; English Tense Forms; English Tense Functions; Vocabulary & Phonology.

Module: **Teaching English to Young Learners:** The motivation of young learners; Activities and games for the Young Learner; Initial English lessons; Creating and adapting your materials and lesson ideas; Teaching methodology.

Module: **Teaching Business English:** Analysing and recognizing the needs of your business students; Organising effective communication in a business classroom; Teaching business vocabulary; Taking into account the cultural differences of your students; Planning a business lesson.

Module: **Teaching English One-to-One:** Advantages of one-to-one learning; Discovering your student's needs; Problems and possible solutions of one-to-one teaching; Creating and adapting your materials and lesson ideas; Lesson resources.

This candidate has satisfied the course requirements to be awarded the Certificate in Teaching English as a Foreign Language

*****End of Academic Record*****

Authorised Certifying Officer

Date issued: 6 February 2010



Registrar

Jason Peter Geyser

Issued without correction or erasure

International TEFL Institute, Durban, South Africa, verify@itefli.com.

SAMPLE