

NZLC CELTA Course 2024/2025 Information Pack and Application Tasks

Cambridge

English Teaching

What is CELTA?

CELTA (Certificate in Teaching English to Speakers of Other Languages) is an international recognized teacher training course that will give you the qualification you need to teach English to speakers of other languages in any country, both English and non-English speaking. The CELTA is the most widely recognised qualification in English language teaching and will qualify you to teach English as a foreign language in NZ and overseas.

Certificates are awarded by Cambridge Assessment English. Course tutors are experienced English language teachers who have taught in a wide range of professional situations and are accredited CELTA trainers. All courses are externally moderated by Cambridge English, ensuring that standards are maintained.

Being awarded CELTA is one of the language competency requirements for teaching in Aotearoa New Zealand (<https://teachingcouncil.nz/getting-certificated/for-overseas-trained-teachers/language-competency-requirements/#englishevidence>).

CELTA is an initial TESOL qualification. The terms “TESOL” and “TEFL” are used in different ways by different people and do not refer to specific courses and qualifications.

Here is some common terminology used in the TESOL/TEFL industry:

- **ESL** – English as a **S**econd **L**anguage (has become an umbrella term for many different kinds of teaching contexts)
- **ESOL** – English for Speakers of Other Languages (which has largely replaced the term ESL in the UK)
- **EFL** – English as a **F**oreign **L**anguage (is less used nowadays and describes the study of English in the student’s home country, or for a limited period in an English-speaking country)
- **TEFL** – Teaching English as a **F**oreign **L**anguage
- **TESOL** – Teaching of English to **S**peakers of **O**ther **L**anguages (At NZLC, we use TESOL to refer to a course for non-native speakers of English who want to teach in their home country)
- **TECSOL**– Teaching English to **C**hild **S**peakers of **O**ther **L**anguages (At NZLC, we use TECSOL to refer to a course for non-native speakers of English who want to teach young learners in their home country)

Who is CELTA for?

CELTA is just what you’re looking for if you are:

- Looking for a career change
- Planning on moving or travelling overseas, eager to meet and know people from all walks of life
- Interested in gaining an internationally recognized teaching qualification
- Passionate about getting practical knowledge, hands-on teaching experience and essential classroom confidence
- A recent graduate with little or no teaching experience
- A teacher of other subjects wanting to retrain as an English language teacher

Why study CELTA at NZLC?

"I took the CELTA at NZLC initially because I wanted to do it as soon as possible and NZLC was the school that was offering it the soonest to when I started looking. I didn't think much about the differences between doing it in 5 weeks or 4 weeks beforehand. But now that I've done it, I couldn't imagine doing the 4 week course. The CELTA is stressful and compact and shortening it more sounds extremely intense. - Johnathan P"

- NZLC offers a unique 5-week course instead of the more usual 4-week course, so students have more time to research written assignments and plan lessons. Students can have a greater enjoyment of the whole experience with less pressure/reduced stress.
- NZLC is a Cambridge Assessment English approved centres
- Over 98% passing rate
- Over 80% of our graduates find employment in ELT after completing the course
- A reputable NZQA Category 1 Language School Winner of the ST Star Award English School in the Southern Hemisphere 5 years in a row!
- The largest language school in New Zealand with lots of teaching opportunities available
- In-course and post-course employment support, including job workshops, Q&A session on how to get your first teaching job delivered by NZLC's Academic Department, job placement support etc.
- Be trained by our internationally experienced tutors who have undergone a rigorous selection and training process that is monitored by Cambridge.
- Perfect location right next to the vibrant Viaduct harbour, surrounded by the water and minutes away from Britomart transport station and ferry terminal.

What do our graduates say about the NZLC CELTA course?

(Q. Would you recommend this course to someone who is interested in doing it?)

A. YES!

"You will be stretched in ways you can't imagine. Not only will you develop skills and resources for putting together effective lessons, you will also be exposed to great role modelling from experienced teachers. The course tutors have a wealth of knowledge which they happily share.

A. 120% recommended

"If you want to be an excellent English teacher, this course is worth every dollar. You will gain a strong understanding of how to teach well and manage a classroom and build rapport with your students.

A. Definitely

"The TP and feedback are the most valuable things I got from the course, and it has been a great experience! I gained so much experience in a short period of time with these lessons.

A. Thank you NZLC

"From beginning to end, I have enjoyed every step along the way. Even though it's a lot of hard work it's very doable. Especially in a school like NZLC. Everything was really well organized, every little detail. The course ran very smoothly!

A. Loved it!

"I think anyone who completes this course satisfactorily will feel confident about teaching with the skills they've learned and the experience they've gained.

Who can apply for CELTA?

CELTA is suitable for native speakers of English, but is also open to non-native speakers who have native speaker competence in both spoken and written English. Applicants must fulfil the following requirements:

- ✓ be aged 18 +
- ✓ be a native English speaker or have an equivalent level in English (C1+ to C2 or Advanced CAE 'A' or 'B' grade or IELTS 7.5)
- ✓ meet the academic Requirement (University Entrance (UE) or equivalent)
- ✓ have the potential to develop the necessary skills to become effective teachers and to complete successfully the written assignments and the assessment of practice teaching

Who will train me?

Rhian Owen is NZLC's Academic Manager and CELTA tutor. She has over 10 years' experience as a teacher trainer and 8 years' experience as a CELTA trainer. During her ESOL career she has worked for extended periods of time in Japan, Australia and Aotearoa New Zealand. She also has experience teaching a wide range of different courses, including General English, IELTS, Cambridge exams, young learners and Business English. She is passionate about helping teachers with their professional development whether they are experienced or at the start of their career.

Equal opportunities

NZLC is an Equal Opportunities employer and training centre. We welcome applications from all adults regardless of age, race, gender, physical ability or sexual orientation.

What are the career possibilities with CELTA?

Most English speaking countries and non-English speaking countries are very keen to employ Cambridge CELTA trained teachers. CELTA ensures that you have a globally recognised qualification that is accepted as a standard in most parts of the world. Additionally, because of the shortage of teachers with the CELTA, you will be able to be far more selective about where you choose to work and to command better terms and conditions. The CELTA qualification also gives you access to a range of further study options as your career develops – after a few years of practice you can take the Cambridge Diploma in Teaching English to Speakers of Other Languages (Delta). This course will help you move into academic management, teacher training or materials development, for example.

What is the basic CELTA course content?

The core of the course is six hours of teaching practice. In this time, CELTA students teach a variety of lesson types to adult learners of English at two different levels. The supervised teaching practice is supported with guided lesson planning and personalised feedback on lessons. There are seminars or workshops each day, which include demonstration lessons, discussion of teaching principles and techniques, materials evaluation, and language analysis for teaching purposes. Students also observe six hours of teaching by experienced teachers and teacher trainers in language classes at the school or on DVD. In addition, students write four assignments (750 -1000 words each) on language teaching and learning.

Sample course timetable (week 1)

The courses run for **20 days over 5 weeks** from 10:00 – 17:45, Monday to Thursday (if public holiday falls in any days, there will be a class on Friday). As the course is very intensive, you will also need to allow time in the evenings, on Fridays and weekends for planning lessons and writing assignments.

TIME	MON	TUE	WED	THU
10:00 --11:20	Introduction to the Course	Receptive Skills	Vocabulary Teaching	Presenting & Practising Language
11:40—13:00	Language Awareness	Skills Workshop	Phonology	Lesson Planning
13:45—14:25	Introduction to Teaching Practice	Observation Feedback	Teaching Practice Feedback	
14:45—16:45	Lesson Observation	Teaching Practice		
17:00—17:45	Supervised Lesson Planning	Supervised Lesson Planning		

How is the CELTA course assessed?

The course assessment is continuous; there is no final “exam.” The training centre will make the assessment procedure as transparent as possible. Students are able to ask their trainer at any point in the course how they are progressing and what they can do to improve. Students are made fully aware of the criteria for assessment throughout the course and are given tutorial sessions to focus on strengths and to identify areas in need of development.

How is the CELTA course graded?

The grades awarded are Pass, Pass B and Pass A and are based primarily on teaching ability and competence in lesson planning. About 20% or more of candidates are awarded Pass B, 5 % Pass A and 70% Pass.

The written assignments are also taken into account for the final grade. Award of the CELTA requires meeting Cambridge criteria for the ability to teach adult learners of English. On very rare occasions, students can fail the course if they do not meet the standards. In this case they will not be certified. If any student is at risk of failing they are offered additional tutor time and support.

At NZLC we make every effort to be explicit and clear about the grading system. Each lesson is graded with tutor comments explaining the grade and how, if it is appropriate, the grade could be improved for the next lesson. During the course you will have ongoing oral and written feedback and two individual

tutorials with your tutor who will explain how you are progressing and support you. A certificate, issued by Cambridge ESOL, is sent out approximately six weeks after the end of the course.

When are the 2024/2025 NZLC CELTA planned course dates?

- 18 Nov - 19 Dec 2024
- 28 Apr - 29 May 2025
- 15 Sep - 16 Oct 2025

Enrolment is restricted to a maximum and a minimum size, so we recommend submitting your application as soon as possible. On rare occasions NZLC Auckland may cancel a course if the minimum number is not met. This decision will be made 8 weeks before the start of the course. NZLC will notify applicants and you will be entitled to a full refund of any fees paid to NZLC.

Applicants are advised to apply more than two months before the start date to give themselves time to prepare for the course

How much does the course cost?

Total of NZ \$3,800 (or NZ \$3,700 with early bird discount) including GST, including:

- Enrolment Fee: \$250
- Material Fee: \$100
- Cambridge ESOL Fee: \$400
- Tuition Fee: \$3,050 (or \$2,950 with early bird discount)

Course participants are not normally eligible for student loans but any enquiries should be directed to the appropriate authority.

Early bird special: Receive a \$100 discount if you book (and pay the \$500 deposit) 7 weeks before the start date.

What accommodation is available in the area?

The school can arrange homestay accommodation.

2024 (Homestay Placement Fee \$375 + Homestay half board \$370/w).

2025 (Homestay Placement Fee \$380 + Homestay half board \$380/w).

Enrolment procedure

Step 1 – Complete application tasks

Complete the application tasks on p8 – 12 (p8 – 11: type directly on this form, p12: scanned copy or photo of handwriting of this task completed on a sheet of paper) and email it to training@nzlc.ac.nz or send it to the Teacher Training Department at NZLC Auckland. NZLC Auckland is happy to accept copies of completed application tasks from other Cambridge CELTA centres.

Step 2 – Interview

If your application task meets the required standard, we will send you a pre-interview task and arrange for an interview at the school. If you are not in the area and are unable to come to Auckland, we can arrange a Skype interview.

While acceptance onto the course does not guarantee a pass grade, the interview process is designed to ensure that only applicants likely to succeed on the course are accepted. For applicants whose knowledge of English may be inadequate for the CELTA course, NZLC offers the TESOL course and the option to obtain a teaching certificate by sitting the Cambridge Teaching Knowledge Test (TKT).

Step 3 – Enrol

- NZLC will send the course acceptance email with [NZLC Enrolment form](#)
- Send the enrolment form to: akenrol@nzlc.ac.nz
- NZLC will send an offer letter and an invoice which outlines the chosen fees and services requested by the student. If NZLC has any doubts or questions about the enrolment, NZLC staff will communicate in advance. The first day information can be found on the offer letter.

Step 4 – Payment and Flight Details

A deposit of \$500 is required to secure a place. The balance of \$3300 (or \$3200 with early bird discount) is due 4 weeks before the course starts. Failure to pay the fees may mean that applicants forfeit a place. It may be possible for applicants to transfer their application to a future course, but only if their place on a course can be filled.

HOMESTAY PLACEMENT (if requested to NZLC):

Please note that the processing of an application for homestay **will not begin until we have received the fees and the flight details** with your arrival and departure date. Please send this information at a minimum of 4 weeks prior to the course start date to akenrol@nzlc.ac.nz

Step 5 – Pre Course tasks

Once a deposit of \$500 is paid, NZLC will send you the pre-course task which students need to complete before course commencement.

Step 6 – Confirmation

Once NZLC receives the full payment and subject to meeting all other entry criteria, the NZLC Enrolment Department will send a receipt of payment and a COE (Confirmation of Enrolment) stating the student’s name, date of birth, period of study, course type and accommodation period. These documents can be used when applying for a visa.

NZLC Cancellation, Withdrawal, Changes and Refund/Penalty Policies and Procedures

(A written request must be sent to NZLC in all cases)

4 weeks or more before course/services commencement:

Enrolment Fee	No Refund
Homestay Arrangement Fee	<ul style="list-style-type: none"> • No homestay arrangement process started: 100% Refund • After homestay arrangement process has started with confirmation of flight details and payment (regardless if the homestay confirmation was released): No Refund • Homestay dates/duration change request*: If the confirmed homestay family cannot accept the revised date/s, an additional full Homestay Arrangement Fee is required. If the confirmed homestay family can accept the revised date/s, \$100 homestay dates/duration change fee* may apply.
Homestay Fees	100% Refund
Tuition Fee	100% Refund
Airport transfer/Insurance	100% Refund
All other arrangement fees incurred	No Refund (except Textbook/Material Fee)

Less than 4 weeks before courses/services commencement:

Enrolment Fee	No Refund
Homestay Arrangement Fee	No Refund Homestay dates/duration change request*: If the confirmed homestay family cannot accept the revised date/s, an additional Full Homestay Arrangement Fee is required. If the confirmed homestay family can accept the revised date/s, \$100 homestay dates/duration change fee* may apply.
Accommodation Fees	<ul style="list-style-type: none"> • 2 – 4 weeks’ notice: No penalty • Less than 2 weeks’ notice: 1 week penalty <p>If there is any doubt that the arrival date will change from the original schedule, NZLC needs to be advised immediately in order to request one of the options below. (The above penalty fees apply for A, C and D):</p> <p>A. Change the start date (e.g. due to visa status). Please send us the reason and how you want to change it, and NZLC will check the availability. NZLC requires at least 4 weeks' notice to arrange homestay. \$100 homestay dates/duration change fee* applies for each request.</p> <p>B. Follow the student’s original schedule – for cases where the visa may come back just in time or close to the planned arrival date. (No refund applies for any days missed if student arrives after the original start date).</p> <p>C. Cancel the homestay option with NZLC and make own arrangements.</p> <p>D. Put the homestay arrangement process on hold to avoid the maximum cancellation penalty. As soon as the student’s visa has been approved, please contact NZLC to check the availability of homestay before purchasing travel tickets. Please note that NZLC might take up to 4 weeks to place students in homestay once visa approval notification has been received.</p>
Tuition Fee	100% Refund
Airport transfer/Insurance	<ul style="list-style-type: none"> • At least 2 working days’ notice prior to arrival: 100% Refund • Less than 2 working days’ notice prior to arrival: 50% Refund • Less than 24 working hours’ notice prior to arrival: No Refund • Student did not arrive with provided flight details (No Show): No Refund. To schedule a new pick-up time, re-arrangement fee will be at 50% of the original arrangement fee.
All other arrangement fees incurred	No Refund (except Textbook/Material Fee)

After courses/services commencement:

Enrolment Fee	No Refund
Homestay Arrangement Fee	No Refund
Homestay Fees	<ul style="list-style-type: none"> • 2 or more weeks' notice: 100% refund. Homestay dates/duration change request fee* of \$100 applies. • Less than 2 weeks’ notice: No Refund
Tuition Fee	<ul style="list-style-type: none"> • Courses less than 5 weeks: Students who withdraw within the first 2 days of the course will be entitled to a refund of 50% on the tuition fees. • Courses of 5 weeks or more but less than 3 months: Students who withdraw within the first 5 days of the course will be entitled to a refund of 75% of the tuition fees. • Courses of 3 months or more (International students only): Students who withdraw within the first 10 working days of the course will be entitled to a full refund of the total tuition fee, less a deduction of costs incurred by NZLC, up to a maximum of 25% of the fees paid. • Courses of 3 months or more (domestic students only): Students who withdraw within the first 8 days of the course will be entitled to a full refund of the total tuition fee, less a deduction the lesser of 10 percent of the fees paid or \$500. • Note: multiple courses on one enrolment form are treated as a whole.
Airport transfer/Insurance	No Refund (the return airport transfer fee is refundable)
All other arrangement fees incurred	No Refund

CELTA Application Tasks

NZLC Auckland Teacher Training Department

Level 3, 242 Queen street, Auckland, New Zealand 1010

Ph: (+64 9) 303 - 1962

E-mail: training@nzlc.ac.nz

Please complete the application tasks and return it to NZLC Auckland as soon as possible either by post or by email. Once it has been received, we can contact you about an interview.

First name		Family name	
Course start date dd / mm / yyyy	1 st choice	2 nd choice	
How did you hear about the NZLC Auckland CELTA course? Please include details			
Date of birth	dd / mm / yyyy		
Gender			
Nationality			
Mother tongue			
Email address			
Current address			
Telephone number	Home: Mobile:		
Interests/hobbies			

Education and qualifications

Secondary/high school and higher education

School/college/university	Qualification and grades obtained	Dates

Languages

<p>Knowledge of other languages please include level of proficiency and any qualifications obtained</p>
<p>If English is not your first language please indicate level of proficiency and any qualifications obtained</p>

Work Experience

<p>Experience in teaching English as a foreign language please give details of schools/institutions, dates and levels taught <i>(Please note that this is not a requirement for the CELTA course)</i></p>

Other work experience please include names of company and dates

Please use a separate sheet or attach a CV if you need more space

Do you have any medical conditions or learning difficulties that may affect your ability to complete the course?
If yes, please give details.

Referees

Name	Name
Position	Position
Contact email/phone number	Contact email/phone number

Teaching Ideas

Briefly describe an occasion when you had a successful or unsuccessful learning experience. Comment on why.	
Describe some ways in which you could ensure your learners stay motivated in class.	

<p>Briefly outline your reason(s) for wanting to do the CELTA Course and your future plans.</p>	
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Language Analysis

What is the difference in meaning between the following? How could you help clarify this for learners?

<p>she's curious and she's nosey</p>	
<p>he's been to Australia and he's gone to Australia</p>	
<p>When he arrived we made dinner and when he arrived we had made dinner</p>	
<p>she's slim and she's thin</p>	

Writing Task

You need to complete a piece of writing answering the following 3 questions. It should be **handwritten** and either scanned and e-mailed as an attachment or posted to the Centre.

250 words

Describe the skills you hope to develop on the CELTA course.

What do you expect to be your strengths on the course and what might you find difficult?

Why do you think you are suited to English language teaching?

I understand and accept the NZLC CELTA information and enrolment procedure.

Name: _____

Signature: _____

Date: dd / mm / yyyy