



## **Dip TESOL Course Information**

**August 2015 to May 2016  
Scotland**



# ONLINE DIPTESOL 2015-2016 (Trinity College London)

## Course Information

### 1. About us

The TESOL Training Scotland DipTESOL course provides a supportive environment and reflective professional development for experienced teachers of ESOL, leading to the award of Diploma in TESOL from Trinity College London.

TESOL Training Scotland is an independent Limited Company set up solely for the purpose of the delivery of the Trinity College London Dip TESOL.

Our tutor team consists of a number of Trinity and CELTA-experienced moderators and examiners, whose experience of the syllabus and in running courses in the past lend weight to the strength of the course.

Our approach will be a balance of top-down and bottom up, to meet both the development needs of the teachers and the requirements of the examinations.

The course is designed to encourage the acquisition and development of professional knowledge and expertise, as well as the refinement of practical teaching skills. The aims of the Diploma are as follows:

- to enhance teachers' knowledge of contextual issues concerning the teaching of English to speakers of other languages
- to refine and extend their ability to employ a variety of practical skills
- to develop knowledge and skills to a point where they become effective practitioners in a range of known and unpredicted TESOL teaching situations without supervision
- to recognise and confirm their achievements in the above areas
- to extend their motivation and inform their strategies for continuing professional development
- to contribute to the development internationally of TESOL as a mature, qualified and regulated profession and act as a benchmark for employers and others with concern for the quality of TESOL
- to enhance options for teacher development within Scotland

### 2. Your course directors



Anne Carmichael

Anne has been training on TESOL teacher-training programmes at both certificate and diploma level in Scotland since 1985. She was previously Team Leader for EFL/ ESOL at Aberdeen College. She has run teacher training courses in New Zealand, Malta and Gran Canaria, as well as Aberdeen, St Andrews, Edinburgh. She is currently an examiner/moderator for Dip TESOL courses



Sarah Donno

Sarah has been training on the TESOL teacher-training programmes at both certificate and diploma levels at various colleges in Scotland since 1996. She has taught EFL/ESOL in Indonesia and Turkey, and has run teacher training courses in Slovakia, Hungary, Gran Canaria and Malta. She is currently a Trinity College London moderator for Cert TESOL courses and examiner/moderator for Dip TESOL courses, as well as moderator for the Scottish Qualifications Authority.

Your tutors hold Master's degrees in Education and Applied Linguistics respectively and a Diploma in EFL/ESOL teaching.

### **3. What is the Dip TESOL course?**

The Trinity College Dip TESOL is one of the two internationally recognised advanced (Diploma level) qualifications in EFL/ESL/ ESOL teaching for experienced teachers. It is open to native and non-native speakers with a minimum of 2 year's full time teaching experience.

The course is situated at level 7 in the National Qualifications framework and scale and is equivalent in level to a master's. The advantage of the diploma is the practical teaching element that is involved. The qualification is listed by the British Council as a full qualification under the terms of their course validation and recognition schemes and it is an equivalent to the UCLES/Cambridge DELTA.

The course opens the door to more senior teaching posts such as Director of Studies and teacher training posts.

The Dip TESOL can be converted into a full FE teaching qualification for England and Wales through completion of the Trinity Diploma Top-Up module. In Scotland full teaching qualification status requires the Diploma Top-Up module plus one year's FE teaching in Scotland. We will be offering the SQA PDA in Applied Practitioner Studies from 2013.

### **4. Nature of the course**

A unique feature of this course is the flexibility to deliver the course to suit teachers working throughout Scotland, thus allowing you to remain as far as possible in your own workplaces. Study support will be provided via Moodle and Skype, and teaching observation will be delivered by trained and experienced tutor/observers in each of main cities within Scotland.

Regular seminar/workshops will be held for the face-to-face component approximately every 6 – 8 weeks (a total of eight 5-hour seminars in all). These will prepare you for Units 1 and 4 specifically, and will rotate around locations in Scotland to minimise travel and/or residential requirements.

The delivery of the course will be largely online, using Moodle as the VLE, and Skype for voice contact. This blended learning model is designed to support teachers whilst they are still working, and to provide a flexible learning environment to meet a variety of study needs.

## 5. Course content

You will study four main strands during the course. They are:

Language Awareness	Phonology	Teaching & Learning	Personal & Professional development.
<ul style="list-style-type: none"> <li>• Parts of speech</li> <li>• Verb forms</li> <li>• Syntax</li> <li>• Present tenses</li> <li>• Past tenses</li> <li>• Futurity</li> <li>• Perfect tenses</li> <li>• Timelines</li> <li>• Functions</li> <li>• Morphology</li> <li>• Lexical relationships</li> <li>• Word formation</li> <li>• Discourse analysis</li> <li>• Sociolinguistics</li> <li>• World Englishes</li> </ul>	<ul style="list-style-type: none"> <li>• Transcription systems</li> <li>• English vowels</li> <li>• Consonants</li> <li>• Diphthongs</li> <li>• Weak forms</li> <li>• Word stress</li> <li>• Sentence stress</li> <li>• Intonation</li> <li>• Rhythms of language</li> <li>• Features of connected speech (assimilation, elision, linkage)</li> </ul>	<ul style="list-style-type: none"> <li>• Learning styles</li> <li>• Aims and objectives</li> <li>• TESOL methodologies</li> <li>• Lesson staging models</li> <li>• Describing teachers</li> <li>• Classroom management</li> <li>• Concept checking</li> <li>• Context building</li> <li>• Error analysis and correction</li> <li>• Learner training</li> <li>• Teaching vocabulary</li> <li>• Teaching the four skills</li> <li>• Course &amp; syllabus design</li> <li>• Testing &amp; assessment</li> <li>• Young learners</li> </ul>	<ul style="list-style-type: none"> <li>• ELT management</li> <li>• Conducting classroom based research</li> <li>• Assessment of self</li> <li>• Supporting less experienced colleagues</li> <li>• Materials development and evaluation</li> <li>• Overview of professional journals</li> <li>• Overview of professional associations</li> </ul>

## 6. Course & attendance requirements

In order to achieve the qualification, you will have to pass four assessed course components.

### ❖ Unit 1

This is a written examination. The paper is 3 hours long and consists of a choice of short grammar questions and two essays in the areas of language and teaching and personal and professional development. You can take this exam in May, August or November of each year.

### ❖ Unit 2

This is a coursework portfolio for which you have to complete 3 research tasks. The tasks will involve observation of experienced and qualified teachers, reflection on your own teaching and a choice of project related to your own language or teaching interests. These assignments will be assessed by your course tutors and moderated by a Trinity examiner.

### ❖ Unit 3

This is a 30 minute oral interview in the theory and practice of phonology and is conducted by a Trinity examiner. You will have to prepare a short talk on a phonology

topic of your choice that is relevant to your own teaching, and answer some further theoretical and practical questions on phonology.

❖ Unit 4

This is a journal containing records of four internally assessed and one externally assessed lesson(s), each of one hour's duration.

Units 2, 3 & 4 are usually assessed at the same time as they require an examiner from Trinity College.

### Attendance

- ❖ During the online part of the course, you will be expected to contribute regularly to the discussion boards related to each task and complete any individual tasks within the time allocated. Contributions to the Moodle and the discussion boards will be monitored by tutors.
  
- ❖ You will have to put in 100% attendance in the face to face seminars.

## 7. Course Delivery

There are two main aspects to the course. These are the online component and the face to face component. The two aspects complement each other so should not be seen as separate strands of the course.

The online strand:

- ❖ The will involve six-week blocks of online tasks. During this time you will be completing web searches and research and following specific tasks that you will be set. You will be commenting on the tasks and posting some of your work on the discussion boards and these online discussions will be followed by a summary from one of the course tutors. There will be five of these 6 weeks blocks and they will be separated by a buffer week to give you time to catch up on any tasks, or just to take a breather for a week.
- ❖ Each six week block will be followed by a one-to-one tutorial to let you know how you are doing on the course.
- ❖ The classroom research phase which involves the preparation of your portfolio (Unit 2) will also take place during these blocks but will not start until the second block.
- ❖ We estimate you will need about 9 – 12 hours' study time per week – some candidates say they study more than this.

The face to face strand:



- ❖ You will be attending a face-to-face workshop/seminar day every six to eight weeks. These will take place at various locations in Scotland. The seminars will complement the online work and should provide support and encouragement as you will be working with your fellow colleagues on the course. Attendance at these seminars is obligatory.

- ❖ Lesson observations. You will be observed by a tutor on the course at least 4 times during the course. The tutor will come to your place of work to carry out the observations and you will be given detailed oral and written feedback after each lesson.

## 8. IT Skills and Moodle



You will be using a Virtual Learning Environment (VLE) called Moodle throughout the course. You don't need to be a computer whiz to cope with working in an online environment but equally, you should not be a technophobe.

There will be an induction session on how to use Moodle but you need to feel comfortable working at a computer. You should be able to send and receive emails, including emails with attachments, and you need to be able to download and install some of the free software that is available online. As long as you are comfortable working with packages such as Word and PowerPoint and are able to use colour and graphics on your computer than you will be able to cope with working on Moodle. There will be a great deal of online reading materials throughout the course so you will have to get used to reading on line, or else be prepared to print off a great deal of information.

In order to use Moodle effectively, you will need a reliable and fairly fast PC (no less than 2 GHz) and have a stable and fast internet connection. A broadband connection is essential as there will be sound and video files to download.

## 9. Support from tutors

You will be well supported by the course tutors throughout the course. This will include:

- ❖ workshops/seminars every 6 – 8 weeks and tutorials after every block. In the workshops you will be able to meet with your fellow colleagues on the course and also meet your tutors face to face to discuss any concerns or issues.
- ❖ extra tutorials via Moodle, Skype or telephone will be scheduled if you need them.
- ❖ regular feedback from tutors via the Moodle discussion boards which will give a clear indication of how you are progressing on the course.
- ❖ You will be able to email tutors or post a query on Moodle at any time. Tutors will be checking the discussion boards on Moodle and responding to any queries as and when they occur.
- ❖ You will get individual oral and written feedback on all your externally assessed assignments and on all your observed teaching sessions.
- ❖ Our team of tutors is highly experienced and mobile.



## 10. Course and exam dates

The course runs for a full academic year, although this is flexible depending on your own situation and you may take up to 18 months to complete all sections of the course.

The course dates for 2015-16 are 29<sup>th</sup> August 2015 to 20<sup>th</sup> May 2016

Possible written examination dates for 2015 - 16 are: May, August, November. The practical examinations are arranged by agreement with Trinity and candidates. We require a minimum of two candidates to organize a practical examination session.

**Workshop dates** are as follows (NB compulsory attendance) :

29th Aug 2015  
3rd Oct 2015  
21st Nov 2015  
23<sup>rd</sup> Jan 2016  
19th March 2015  
May 2016 TBA

## 11. Course and exam fees

The early registration tuition fee, payable to TESOL Training Scotland in full before the start of the course is currently £2000, but we advise you to apply early before the fee rises. If you wish to pay in instalments, then we can send you a list of options. Please ask for our fees schedule.

Candidates are responsible for finding their own classes for observation and assessment purposes throughout the course. Classes for tutor observation must have a minimum of 8 students. Classes for your research assignments must have a minimum of 6 students.

Candidates who wish to extend their period of study in order to complete work for Unit 2 or for re-presentation of the Teaching Journal will be asked to pay an additional fee of up to £200.

Refunds of fees will be considered only in exceptional circumstances where candidates are unable to proceed through ill-health (supported by medical evidence), or other serious circumstances. Course fees will not, however, be refunded in full, once a candidate has started the course.

The examination fees, payable to Trinity 6 weeks before the exam are currently (2014 rates):

Examination Part	Fee
Part 1	£34
Part 2	£53
Part 3	£84
Part 4	£163

These fees are notified to us by Trinity in the early part of each year.

If you are likely to receive funding from your school or college, please email us the contact name and address for invoicing.

**Salary Sacrifice Scheme:** [http://www.hmrc.gov.uk/specialist/salary\\_sacrifice.htm](http://www.hmrc.gov.uk/specialist/salary_sacrifice.htm)  
SAAS Awards may also be available for eligible candidates: [www.saas.gov.uk](http://www.saas.gov.uk)  
Please download the application forms and send to us to verify acceptance on the course.

## **12. Prescribed books.**

You will need to have your own copy of our compulsory texts which you will use for both pre-course and while-course work. You will need to supplement this reading with wide-ranging web-based reading which will be built into the course.

The approximate cost of the prescribed books is £130. Our set texts are available in Amazon Listmania under TESOL Training Scotland.

## **13. Still interested?**

You need to have the following qualifications and teaching experience in order to enrol on the course:

- ❖ A degree or equivalent level qualification.
- ❖ An initial level teacher training qualifications is desirable but not essential.
- ❖ A minimum of 2 year's full time documented teaching experience (960 hours of teaching).
- ❖ A high level of competence in English.
- ❖ You will also have to attend an interview, either in person, or by telephone, with one of the course tutors.

## **14. Any further questions?**

Please contact Anne [anne@tesoltrainingscotland.co.uk](mailto:anne@tesoltrainingscotland.co.uk) for any further information you may require.