

# Accreditation Council for TESOL Distance Education Courses

Specimen  
Regulations and  
Syllabus for the

## Certificate of Educational Studies in Teaching English to Speakers of Other Languages (ACTDEC Levels 3 & 4)

*Associate Teacher of ESOL*

*Name of Institution*

*Address.*

This Certificate programme leads to award of the Certificate of Educational Studies in Teaching English to Speakers of Other Languages, Cert.(ES)TESOL.

### **Regulations**

1. Applications for assessment and examination will be accepted by the Centre on the understanding that candidates will be assessed according to the requirements of the agreed syllabus and that they comply with the examination regulations.
2. The candidate's completed Certificate of Educational Studies in TESOL course application form will be accepted as formal application for continuous assessment and examination by the Centre. An entry which has been made in the name of one candidate may not be transferred to another candidate.
3. Examination is by continuous assessment regulated and moderated by the (*name of centre*) subject to the ACTDEC Code of Practice.
4. The pass mark in all parts of the distance-training programme is 50%. Candidates must satisfy the examiners in the case of all modules of the distance programme. Candidates who fail to achieve the overall pass mark of 50% required in the case of each module may re-submit unsatisfactory assignments for regrading at the discretion of the unit tutor, in consultation with the external moderator.
5. The course external moderator's decision is final.
6. The (*name of centre*) Certificate is a foundation level pre-Cert(TM)TESOL qualification testifying to the candidates' command and awareness of English and also their understanding of language teaching methods and techniques. The qualification is awarded by the (*name of centre*) and validated by ACTDEC.
7. Successful candidates will receive a Certificate of Educational Studies in TESOL awarded by (*name of Centre*).

8. Successful candidates may also receive a PDF or printed certificate from ACTDEC if they have registered with the Accreditation Council for TESOL Distance Education Courses and paid for a PDF or printed certificate. For a list of ACTDEC registration fees please refer to Student Fees List on ACTDEC website: [www.actdec.org.uk](http://www.actdec.org.uk)  
ACTDEC registration fees cannot be refunded.

## **Aim of the Course**

For the (*name of centre*) Certificate of Educational Studies in TESOL programme as a whole, the overall aim is to provide a thorough introduction to the theory and practice of teaching English to speakers of other languages.

## **Requirements**

The Examination for the (*name of centre*) Certificate of Educational Studies in TESOL consists of four units.

Candidates are required to successfully complete all the assignments contained in the four units of the distance training programme. [*See syllabus content.*]

## **Syllabus Content**

The following is a select list of units and topics normally covered during the (*name of centre*) Certificate of Educational Studies in TESOL distance-training programme.

*Study Skills: planning and organising study time; various learning techniques; note-taking and filing; distance-learning methodology and procedures.*

*The Study of English: use and usage; syntax and meaning; word classes and word formation; noun, preposition, adjective, and verb phrases; forms and functions of the tenses; cohesion; aspects of lexis; phonetics and phonology, including the articulation of vowel and consonant sounds; stress and intonation, the International Phonetic Association symbols, problems of transcription, etc.*

*The Teaching and Learning of English to Speakers of Other Languages (TESOL): sources and problems of motivation at different age-levels; subject-matter and procedures; teaching-learning approaches, with particular emphasis on humanistic aspects and task-based communicative activities; receptive and productive skills, reading and listening materials; speaking and writing; integration of skills; discovery techniques; 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 organisation.*

## **Course Level**

All the syllabus topics covered in the Preliminary Certificate Level 2 course are covered at this level also but in greater depth and more fully.

## **Length of course**

The ACTDEC Level 3 Certificate of Educational Studies in TESOL course takes a total of 120 hours to complete; the ACTDEC Level 4 takes a total of 150 hours to complete. Since no two people work at the same pace, or have identical commitments and study time, a Certificate programme may take from nine to fourteen weeks to complete.

## **Course entry requirement**

For the Certificate programme a candidate needs to have a good general education up to the generally accepted level for university entrance. (In British terms this will include at least two passes at 'A' level.) Applicants without formal qualifications who have the ability to communicate clearly in English will also be considered.