

Accreditation Council for TESOL Distance Education Courses

Specimen
Regulations and
Syllabus for the

Preliminary Certificate of Educational Studies in Teaching English to Speakers of Other Languages (ACTDEC Level 2)

TESOL Assistant

Name of Institution

Address

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 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 three 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*) Preliminary Certificate is a foundation level pre-certificate 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*) validated by ACTDEC.
7. Successful candidates will receive a Preliminary Certificate of Educational Studies in TESO awarded by the (*name of Centre*) and validated by ACTDEC.
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
ACTDEC registration fees cannot be refunded.

Aim of the Course

For the (*name of centre*) Preliminary Certificate programme as a whole the overall aim is to provide a basic introduction to the teaching of English to speakers of other languages for those who are unfamiliar with the field.

General Objectives

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

1. demonstrate a general understanding of, and familiarity with, the world of teaching English to speakers to other languages including general terminology, the profession's qualifications, further training options and career opportunities.
2. demonstrate a basic understanding of the communicative approach to teaching English to speakers of other languages.
3. write objectives and appropriate lesson plans.

Requirements

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

Candidates are required to successfully complete all the assignments contained in the three/four units of the distance training programme.

Syllabus Content

The following is a select list of units and topics normally covered during the Preliminary Certificate distance-training programme.

The World of ELT: *survey of ELT; qualifications; associations and organisations; finding employment; career opportunities.*

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; introduction to phonetics and phonology.*

The Teaching and Learning of English to Speakers of Other Languages (TESOL): *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.*

Length of course

The ACTDEC Foundation Level 2 Preliminary Certificate course takes a total of 70-100 hours to complete. Since no two people work at the same pace, or have identical commitments and study time, a Preliminary Certificate programme may take from four to eleven weeks to complete.

Course entry requirement

For the Preliminary 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.