

## Nationally Accredited Training

The accredited Certificate IV and Diploma of TESOL Courses are provided through a collaboration between TESOL Australia and Language Training Institute (LTI).

Delivery and assessment of the course will be facilitated through LTI, RTO Provider No. 30173.

## Entry Requirements

In order for you to gain entry into LTI's TESOL Courses, you need to provide evidence of a sound level of ability in written and spoken English. One of the below examples of evidence of English proficiency must be provided prior to enrollment in the course. The LTI Admissions Team will then assess if you meet the course entry requirements based on the evidence provided.

### Evidence of English proficiency examples include:

Secondary School transcripts showing a pass level or higher at the completion of Australian senior secondary school (Year 12) or a very high level at the completion of junior secondary school (Year 10)

Completion of a Certificate III or higher level Course in the Australian Qualification Framework (this must have been studied / completed in English)

Enrollment in other courses of study requiring equivalent or above levels of English ability (for example a University Bachelor Degree)

A result from an endorsed test of English proficiency (with an IELTS score of 5.5 or equivalent for 10695NAT - Certificate IV in TESOL entry or 6.0 for 10688NAT - Diploma of TESOL entry)

If you are unable to provide evidence of English proficiency, please contact us to discuss what options are available. You may be asked to complete an entry test or participate in an interview over the phone or face to face.

## 10695NAT - Certificate IV in TESOL Entry Requirements

### (when using English proficiency tests)

If your evidence of English proficiency is an endorsed test, then 10695NAT - Certificate IV in TESOL (Teaching English to Speakers of Other Languages) entrants should have an English proficiency notionally equivalent to a minimum IELTS score of 5.5. Other proficiency tests and associated scores that would indicate equivalent English proficiency may include, but not be limited to:

PTE Academic: 46  
TOEIC: 700  
TOEFL (paper): 525  
TOEFL (CBT): 196  
TOEFL(IBT): 69-70  
Cambridge Exams: FCE  
CEF: B2  
ISLPR: 3

## 10688NAT - Diploma of TESOL Entry Requirements

(when using English proficiency tests)

If your evidence of English proficiency is an endorsed test, then 10688NAT - Diploma of TESOL (Teaching English to Speakers of Other Languages) entrants should have an English proficiency notionally equivalent to a minimum IELTS score of 6.0. Other proficiency tests and associated scores that would indicate equivalent English proficiency may include, but not be limited to:

PTE Academic: 51 - 58  
TOEIC: 750  
TOEFL (paper): 550  
TOEFL (CBT): 213  
TOEFL(IBT): 79 - 80  
Cambridge Exams: FCE-A  
CSWE: IV  
ISLPR: 3

## Course Content

### 10695NAT - Certificate IV in TESOL (Teaching English to Speakers of Other Languages)

#### Core Units

To be awarded the full Certificate IV in TESOL and be fully equipped to Teach English to Speakers of Other Languages, you will complete all of the following units:

All of the below units are to be completed:

TESCIE001 - Create a culturally inclusive learning environment  
TESGAE001 - Use the genre approach to teach English  
TESTEG001 - Teach English grammar  
TESTSP001 - Teach spelling and pronunciation  
TESTSE001 - Teach speaking  
TESTLE001 - Teach listening

TESTRE001 - Teach reading  
TESTWE001 - Teach writing  
TESDRF001 - Develop resource files

## Elective Units

Certificate IV in TESOL students also complete one (1) of the following elective units:

TESECL001 - Teach ESL to early childhood learners  
TESPSL001 - Teach ESL to primary school-aged learners  
TESTAL001 - Teach ESL to teenage learners  
TESMAD001 - Use music, art and drama in TESOL  
TESTEC001 - Use technology to assist ESL learning  
TESWWV001 - Work with volunteers in ESL contexts  
TESCBC001 - Establish community based English classes

You have a choice of any one elective.

## 10688NAT - Diploma of TESOL (Teaching English to Speakers of Other Languages)

### Core Units

All of the below units are to be completed:

TESCIE001 - Create a culturally inclusive learning environment  
TESGAE001 - Use the genre approach to teach English  
TESTEG001 - Teach English grammar  
TESTSP001 - Teach spelling and pronunciation  
TESTSE001 - Teach speaking  
TESTLE001 - Teach listening  
TESTRE001 - Teach reading  
TESTWE001 - Teach writing  
TESDRF001 - Develop resource files

### Specialisation Units

TESAMT001 - Apply approaches and methods in TESOL  
TESDTS001 - Design and teach ESL syllabus  
TESAEL001 - Assess ESL learning  
TESEAP001 - Teach English for academic purposes  
TESESP001 - Teach English for specific purposes

## Assessment

The course is structured by a series of tasks that address the various aspects of each unit. These tasks will be completed and assessed as you progress through the course. Your

trainer will give you guidance on how to complete the assessment tasks and also provide you with feedback on your assessment tasks throughout the course.

Unless a special exemption applies, all LTi TESOL Course students are required to submit their assessment via the LTi TESOL On-line Student System (TOSS).

The assessment is competency based. This means that you will be graded as 'competent' (C) or 'not yet competent' (NYC). If you are graded NYC you will be given another opportunity for reassessment and will be provided with specific feedback on areas needing improvement. You need to be assessed as competent in all of the assessment tasks in order to be awarded your qualification.

## Practical Placement

As part of the course, you will take part in a practice teaching experience where you observe an experienced trainer teaching English to speakers of other languages and then actually plan and deliver your own English as a Second Language (ESL) lessons. This is so that you can demonstrate that you have the skills required to put the theory of the course into practice. Your teaching will be observed by a qualified ESL teacher who will be able to provide you with **feedback and support to help develop your teaching ability**. At the end of the course, **we want you to feel confident in your ability to teach when you enter an ESL classroom**.

**The 10695NAT Certificate IV in TESOL** comes with a 6 hr teaching observation and a 6 hr teaching practice, to prepare you in your ESL teaching role. As part of your online theory training, you will have the option of completing the 6 hr teaching observation through guided videos to prepare you for your 6 hr teaching practice. The 6 hr teaching practice is then completed with 5 or more English as a Second Language learners (International students/migrants) in an in-class setting.

### Practice Teaching involves:

- observing experienced English teachers
- doing at least 6 hours of supervised teaching

**Supervised teaching can take place in a number of ways, including the following:**

- you may already be employed in the TESOL industry and be able to do Prac right where you work
- LTi and TESOL Australia may need to work with you to find an institution that will allow you to come in and teach

- you may be able to volunteer to teach in a community English class setting
- it is possible that you could gather a class of English language learners and record yourself teaching them
- you may be able to teach an on-line class
- many excellent overseas opportunities exist and they may lead to you being offered a job at the completion of a successful Practice Teaching experience

**The 10688NAT Diploma of TESOL** comes with a 10 hr teaching observation and a 10 hr teaching practice, to prepare you in your ESL teaching role. As part of your online theory training, you will have the option of completing the 10 hr teaching observation through guided videos to prepare you for your 10 hr teaching practice. The 10 hr teaching practice is then completed with 5 or more English as a Second Language learners (International students/migrants) in an in-class setting.

**Practice Teaching involves:**

- observing experienced English teachers
- doing at least 6 hours of supervised teaching

**Supervised teaching can take place in a number of ways, including the following:**

- you may already be employed in the TESOL industry and be able to do Prac right where you work
- LTi and TESOL Australia may need to work with you to find an institution that will allow you to come in and teach
- you may be able to volunteer to teach in a community English class setting
- it is possible that you could gather a class of English language learners and record yourself teaching them
- you may be able to teach an on-line class
- many excellent overseas opportunities exist and they may lead to you being offered a job at the completion of a successful Practice Teaching experience

## Course Outcomes

Please note: The course is assessed holistically and students must complete all assessment for the whole course to be awarded the full qualification, except for Unit 1 - TESCIE001

-Create a culturally inclusive learning culture, and Unit 9 - TESDRF001- Develop Resource Files.

10695NAT - Certificate IV in TESOL (Teaching English to Speakers of Other Languages) = all 9 Core Units and 1 Elective Unit

10688NAT - Diploma of TESOL (Teaching English to Speakers of Other Languages) = 9 Core Units and 5 Specialisation Units

If a student withdraws from the course after completing the theory of the course, but before they have completed all practical placement, then they may be awarded a few units of competency (depending on assessment items completed).

## Certificate IV Course Outcomes

*Below is a basic breakdown of the two possible outcomes for graduates of the 10695NAT - Certificate IV in TESOL (Teaching English to Speakers of Other Languages).*

### **Outcome A**

(for those with no previous teaching experience or qualifications): Participants who do not have the qualifications or experience outlined under Outcome B below will be able to teach English in a less demanding and less professional capacity. For example:

To groups of visiting students on short term study tours

To small groups of migrants in a supervised and limited capacity for the development of general English skills

To overseas students on an individual tuition or small group tutorial basis

Overseas in institutions not governed by Australian standards where predominantly conversational English teaching is required

### **Outcome B**

(for experienced or qualified participants): A participant who already has a Tertiary Level degree and then also completes the Certificate IV in TESOL will find a wider range of employment opportunities.

## Diploma Course Outcomes

*Below is a basic breakdown of the two possible outcomes for graduates of the 10688NAT - Diploma of TESOL (Teaching English to Speakers of Other Languages).*

### **Diploma - Outcome A**

(for those with no previous teaching experience or qualifications):

Graduates who complete the Diploma and do not have any previous qualifications (in any area of training/education) or experience may find employment for the provision of teaching English as a second language in a variety of capacities including the following:

Teaching and/or coordinating English programs to groups of students visiting Australia on short to medium term study or English focus tours

Teaching a variety of English language programs in Australian language schools where a higher education degree is not required

Teaching migrants for the development of general English skills  
Developing English language programs for individual or small groups of overseas students on a tutorial basis (to support existing studies, e.g. at University level)  
Developing English language programs and/or teaching in overseas institutions not governed by Australian standards

### **Diploma - Outcome B**

(for experienced or qualified participants): In addition to the above outcomes, a graduate who already has a Tertiary Level degree and then also completes the Diploma in TESOL may find employment for the provision of teaching English as a second language in a wider range of capacities including the following:

Developing English language programs, especially in conjunction with teaching, at an Australian or overseas language school

Acting in a supervisory capacity at an Australian language school

Teaching in overseas institutions in higher level positions where a university degree is required or preferred in addition to a TESOL qualification

## Distance Education

### Online / Distance Learning

Enroll anytime and study from anywhere in the world. Complete the TESOL Certificate IV or Diploma online at your own pace with the support of a qualified distance trainer to guide you through your studies.

Students are provided with around 700 pages of course materials (in print or on-line) especially written for the LT*i* TESOL course. Assessment work is submitted via the LT*i* TESOL On-line Student System (TOSS).

Practice Teaching is a vital part of doing our TESOL Courses and we provide you with a 150 page Practice Teaching Guide which includes all the paperwork you will need to complete your Prac in a meaningful and professional manner. A good prac experience also looks great on your resume and can position you even better to get that job of your dreams. Read below for more information about the Practice Teaching part of doing our Course online and by Distance Education.

### Course Duration & Study Hours

There is no set schedule for distance learning and the time it takes a student to complete the Course will depend on such factors as:

- ability to study

- how much time can be given to study each day or week
- English language knowledge and competence
- past experience with any kind of teaching
- motivation to finish the Course quickly
- desire to do extra study and research along the way
- other personal factors including health, family, financial and employment circumstances

In the past, some highly motivated students with excellent reading and writing skills have worked intensively to complete the Certificate IV within 4 to 6 weeks. Other students have worked hard to get it done in 3 to 6 months and still others have taken 6 to 9 months, or a year or two.

Unless otherwise stated in any specific Course information, LTi allows students the following maximum time to complete the Courses:

- Cert IV - up to 2 years
- Diploma - up to 2 and a half years

Students that need more than these maximum time frames must apply for an extension and pay an Extension Fee.

## Full Time vs Part Time

Students can choose to be "Full Time" or "Part Time". However, there is no additional fee for changing from Full Time to Part Time. Also, a Part Time student may finish the Course as quickly as a Full Time student.

Based on the official hours allocated to these **Australian Government accredited courses**, the following times apply. Please note that students may complete the Courses in more or less time due to their ability, motivation and many other considerations (as outlined above):

### **10695NAT - Certificate IV in TESOL (Teaching English to Speakers of Other Languages)**

Full-time: 12 months allowing 12-15 hours per week

Part-time: 24 months allowing 6-8 hours per week

### **10688NAT - Diploma of TESOL (Teaching English to Speakers of Other Languages)**

Full-time: 18 months allowing 15-20 hours per week

Part-time: 30 months allowing 10-12 hours per week



# LTi Payment and Refund Policy

LTi payment and refund policy states: there is no refund for any payment once it is made. If payment is through a payment plan you can withdraw at anytime without making further payment. A certificate will not be issued until all payments have been made.

## Centrelink

Subject to Centrelink's assessment of individual circumstances, Australian students may be eligible for Youth Allowance, Austudy, ABSTUDY and Pensioner Education Supplement payments. Students need to apply to Centrelink with the course details.

## Course Resources

The Course Fee covers a full TESOL Training Suite which is available online to download. Please note: LTi has a policy of retaining all assessment submitted by students. Therefore, if students have submitted their answers in the Workbooks provided by LTi they will need to return their Workbooks containing the completed assessment to their trainer who will provide them to LTi for record keeping purposes at the end of the course.

## Possible Additional Fees

### Extension Fee

The close of study date varies depending if you chose full-time or part-time. If you are unsure of your close of study date, please contact LTi.

If for any reason an extension is required, you can apply for one by completing a [Extension Application Form](#). Extensions will incur an additional fee which may range from \$250 for 3 months up to the full course fee (depending on circumstances)\*

### Document Reissue Fee

A Document Reissue fee will apply in the event that a student requests the reissue of a Certificate, or Competency Transcript, or Statement of Attainment issued by LTi that they had previously received. The Reissue Fee is \$99\*

# Enrolment Terms and Conditions

1. By enrolling in an LTI course or program a binding agreement shall arise between you and Language Training Institute which shall be governed by the relevant education authorities.
2. By accepting these conditions you agree to the policies and procedures outlined in the Student Handbook.
3. By accepting these conditions you agree to pay the course fees for the course you have selected under this agreement according to the Payment and Refund Policy above.
4. By accepting these conditions you agree to the course details (time-frame, start and close of study dates) specified above, noting that they may be subject to reasonable change. If you are unsure of any of these details, please contact TESOL Australia or LTI.
5. It is your responsibility to be aware of your course completion date and to submit all assessment or apply for an extension prior to this date.
6. If you are under 18 years of age, TESOL Australia and LTI will only process your Enrolment Form once it has been signed by your parent or guardian. By signing the LTI Enrolment Form, your parent or guardian agrees to be bound by the terms contained herein and shall become legally responsible for all payments to TESOL Australia and LTI with respect to your course.
7. The LTI course fee does not cover postage to LTI, nor any materials that are not listed for a course.
8. By accepting these conditions, you agree that for record keeping purposes, LTI will retain a copy of your assessment. If you wish to keep a copy of your assessment, you agree to make a copy prior to submission and take responsibility for any copying cost incurred. LTI will accept soft or hard copies of assessment in place of originals providing that the copy is readable.
9. It is your responsibility to notify LTI in writing of any change to your contact details including; postal address, email address, daytime contact number or mobile phone number. This can be done by completing the Change of Details Form.
10. The TESOL Made Practical For All Situations Textbook and TESOL Study and Practice Teaching Guide which LTI provides to you, shall become your property. However, the content of the Course Materials, including copyright and all other such intellectual property rights contained therein, remain the property of LTI. You may not reproduce for commercial purposes any part of the course or course Materials without the prior written consent of LTI.
11. You are responsible for making practical placement attendance arrangements in consultation with your trainer.
12. Upon receipt of your enrollment, evidence of English proficiency, deposit and upfront payment or payment plan, LTI agrees to:
  - a. Supply to you all materials listed for your course;
  - b. Provide you with access to classes and/or an allocated trainer (depending on delivery type);

- c. Assess your competence (through assessment work or evidence of Recognition of Prior Learning);
- d. Answer academic and non-academic queries you may raise about your course in a timely fashion.

\*All details are subject to reasonable change.