



**Teaching  
Programs**

*English  
Language  
Company*



# *Take the Cambridge CELTA at ELC*

*CELTA (Certificate in Teaching English to Speakers of Other Languages) is the world's leading TEFL qualification. Accredited by Cambridge University, the CELTA will open doors to an exciting career in English teaching in Australia and around the globe.*

## *Is the CELTA for you?*

- Are you a native or highly proficient English speaker?
- Do you want to turn a love of languages and travel into a career?
- Are you looking to change your career or take a gap year?
- Are you an experienced teacher who want to further develop your skills?

## ***What is the Cambridge CELTA?***

CELTA is the most widely recognised English teaching qualification in the world. It provides candidates with the practical teaching skills and the confidence needed to begin teaching English from the moment they finish the course. Whether you're a new teacher looking for your first teaching job in Australia or overseas, or you want to prove to prospective employers that you have a recognised certificate, CELTA is the qualification you need:

- CELTA is issued by the University of Cambridge in the UK
- CELTA is Level 5 RQF (UK) which is equivalent to Level 5 AQF (Aus)
- CELTA is required by the majority of accredited language schools in Australia to teach English
- CELTA is the preferred qualification by employers around the world who specialise in English teaching

## ***Teach in Australia or around the world***

You can teach at a language school in Australia with an undergraduate degree (any subject) plus the Cambridge CELTA. The CELTA is also recognised all over the world. So why not teach abroad and really truly get to experience a new country and culture in a way that no tourist can do? Make a career of teaching and take your pick of amazing countries to teach in. You'll never look back.

What's more, there are a huge number of opportunities to teach English online so you'll never be short of work.

Our expert team will provide you with everything you need to know about working in Australia or online as well as equipping you with the know-how to apply for jobs in your dream destination!

## ***Why choose ELC Sydney for your CELTA?***

- ELC's teacher trainers are internationally experienced experts who are passionate about teaching.
- ELC has a reputation for excellent in language teaching. It's a 5-time award winner for Best English School in the Southern Hemisphere.
- ELC is approved by Cambridge as a teaching qualification centre; fully accredited by the Australian Skills and Qualifications Authority and quality assured by English Australia.
- The ELC team have been involved in English teaching and training for the last 30 years and have also worked with governments to develop their English programs and train their local teachers in English teaching methodology.
- Online and face to face, full time and part time course options to suit your schedule and preferred study mode.
- Ideal city centre location at 495 Kent Street, Sydney (very close to Town Hall station).
- Get a taste for working at busy, popular language school.
- Regular start dates.

## ***Course delivery***

### **Face-to-face or online**

You can complete the CELTA face-to-face or online. The content and qualification received is the same for either course format. If you choose a face-to-face course all of your sessions will be at our city centre campus. If you are planning to teach face-to-face then this is the ideal course format for you as you'll gain practical experience in managing students in the physical classroom.

If you choose to study online, your input sessions and teaching practice will all be delivered live online via Zoom. Your practice students could be living in Australia or elsewhere in the world. The online course will give you the expertise to manage online lesson delivery like a pro and is also recognised for face-to-face teaching positions.

### **Full-time or part-time**

The face-to-face course is available as a 4-week full time course or 10-week part-time course. The online course is only available part-time.

## Course timetables

Full-time courses	Part-time courses
<b>Monday-Friday</b> 8.30-11.45am: Input sessions 12.30-1.00pm: Lesson preparation 1.30-3.30pm: Teaching practice 4.00-4.30pm: Feedback	<b>Saturday</b> 8.30am-4.00pm: Input sessions and <b>Tuesday &amp; Thursday</b> 5.15-5.45pm: Lesson preparation 6.00-8.00pm: Teaching practice 8.15-9.00pm: Feedback

## Course details

The course is comprised of just over 120 hours, which include:

- **Input sessions:** Explore teaching methodology such as how to: teach speaking, writing, reading, grammar, pronunciation and vocabulary; analyse language; plan lessons, adapt and create classroom materials; take into account factors affecting motivation, cultural backgrounds and learning styles.
- **Lesson planning:** You'll have time to ask your tutor questions about your teaching practice lessons and receive guidance on how to utilise your teaching materials and create effective plans.
- **Teaching practice:** You'll teach 8 lessons (total six hours) at two different levels with real students. This is assessed.
- **Feedback:** You'll get the chance to discuss your lessons and receive detailed oral and written feedback.
- **Observations:** Watch lessons taught by experienced teachers for 6 hours.
- **Self-study:** Required course reading, lesson preparation and written assignments.

### Assessment

You will be assessed through:

- 6 hours of teaching practice (includes lesson planning, classroom teaching and self-evaluation).
- 4 written assignments (between 750- and 1000 words each), and overall professionalism (there is no final examination).

### Qualification award & course report

Having successfully met all course requirements, you'll be awarded your Cambridge CELTA certificate from Cambridge English which you'll receive 4-6 weeks after course completion. You'll also receive a course report from ELC which you can start using straight away to apply for jobs.

You can learn more about these things here.

- CELTA course syllabus
- Assessment overview
- Assignments
- Teaching practice
- Course grading

## Entry Requirements

Applicants must:

- Be 18 years old or over.
- Have a standard of education required for entry into higher education.
- Have an awareness of language, and a competence in both written and spoken English (non-native speakers must demonstrate an English level of CEFR C1+).
- Complete an application task and interview which will assess your potential to develop the skills required to pass the course.

## Application process

1. Complete the course application <https://form.jotform.com/ELCSydney/celta-application-form>.
2. Once we have received and assessed your application, we will send you an application task and contact you to arrange an interview. These are generally face to face. For applicants living outside Sydney area, the interview can be conducted via Zoom. The interview involves a discussion of the application task, ideas about teaching and learning, details about the course structure and requirements and an opportunity for candidates to ask further questions.
3. Enrolment is subject to successful completion of the interview. You will be advised of the offer of a place via email.
4. Once you have paid your course deposit your place is secured. Payment of full fees is due 4 weeks prior to course commencement.

## **Course dates and fees**

### Course date 2025

Full-time face-to-face	Part-time face-to-face
19 <sup>th</sup> May 2025 - 13 <sup>th</sup> Jun 2025	03 <sup>rd</sup> May 2025 - 10 <sup>th</sup> Jul 2025
15 <sup>th</sup> Sep 2025 - 10 <sup>th</sup> Oct 2025	26 <sup>th</sup> Jul 2025 - 02 <sup>nd</sup> Oct 2025
24 <sup>th</sup> Nov 2025 - 19 <sup>th</sup> Dec 2025	11 <sup>th</sup> Oct 2025 - 18 <sup>th</sup> Dec 2025

### Course fees

Enrolment fee: \$150

Course tuition fee: \$3,295

Cambridge Assessment fee: \$450

**Total: \$3,895**

Course deposit: \$500

- Once you have paid your course deposit your place is secured. Payment of full fees is due 4 weeks prior to course commencement.
- If the course cannot run due to insufficient number of trainees, change of start date or full refund will be offered.
- ELC receives your certificate from Cambridge and mails it to you (or you may collect in person). Postage within Australia is included in your course fees. However, additional fees may be incurred if you wish us to mail your certificate to an address outside Australia.



# Terms and conditions of enrolment

Please carefully read these terms and conditions and seek clarification during the application process if you are unclear about any of them. You will be required to sign them prior to enrolment in the course.

## 1 Acceptance onto the course

- 1.1 Course acceptance is subject to successful completion of the selection process and is at the discretion of the Centre Manager. ELC may accept or reject any application without explanation.
- 1.2 It is recommended by Cambridge that candidates be aged 20 or over, but those aged 18 between and 20 may be accepted at the discretion of ELC.
- 1.3 Applicants without a degree or recognised diploma will be considered. However please note that an undergraduate degree is usually required to teach in accredited language schools in Australia.
- 1.4 Candidates who know in advance that they cannot attend/participate in significant parts of the course cannot be accepted.
- 1.5 A reasonable level of computer literacy is expected for all candidates and essential for those enrolling in an online course.
- 1.6 Due to the integration of theory and practice throughout the course, no exemptions or recognition of prior learning can be accepted.
- 1.7 Cambridge English teaching qualifications are based on the principle of open and equal opportunity for all, irrespective of age, sex, disability, gender reassignment, marriage and civil partnership, sexual orientation, pregnancy and maternity, race, religion and belief, in line with legislation from the UK Equality Act 2010. In addition, please refer to **ELC's access and Equity Policy** [here](#)/on our website.
- 1.8 Candidates must complete the pre-course task provided upon course acceptance and bring it with them on the first day of the course. In addition, online course candidates must attend a webinar to familiarise themselves with the centre's platform for online delivery.

## 2. Course intensity

- 2.1 The course involves 120 contact hours plus a minimum of 120 hours of self-study which includes reading, assignment writing and lesson preparation.
- 2.2 Cambridge stipulates that candidates are expected to attend 100% of the course hours. Any absences must be explained in writing to the course tutor and recorded in the candidate's assessment portfolio and may be required to be substantiated by evidence e.g. medical certificate. Candidates who miss any input session must outline how they have made up this work. ELC will endeavour to reschedule any missed teaching practice. However, this may always not be possible and in this case the candidate may be required to defer the remainder of their course. Note that if taking the part time face-to-face course candidates should be at the school no later than 30 minutes before the start of class.

- 2.3 Candidates who are absent for a critical or substantial part of the course, e.g. due to illness or unexpected family commitments, may be eligible for the award provided that all the assessment is successfully completed. A candidate who has not completed the six hours' teaching practice or who has incomplete written assignments may only be considered for an extension or deferral in exceptional circumstances and in accordance with **ELC's compelling or compassionate circumstances policy** (see [here](#)/on our website).
- 2.4 The course is extremely intensive. It is not possible to work whilst doing the full-time course. Even during the part time course candidates are advised to minimise other commitments.
- 2.5 The course is demanding. Candidates who withdraw after the beginning of the course, giving stress-related conditions as a reason, will not be offered a refund of their course fees.
- 2.6 Candidates must confirm they are in good health and provide details of any specific health or learning difficulties upon application.
- 2.7 Candidates must inform the centre in writing before the beginning of the course of any pre-existing medical problems (including stress-related conditions) which may have an adverse effect on their performance during the course.

## 3. Course conduct

- 3.1 Candidates are expected to conduct themselves in a professional and cooperative manner at all times. This includes not wilfully damaging ELC property, showing respect for all students, staff and other candidates and not using discriminatory behaviour or language in regard to nationality, race, sexual orientation, gender identity or religion. Failure to do so may lead to dismissal from the course without refund. The final course report will include references to attendance, punctuality and professionalism on the course.
- 3.2 When using social media candidates agree not to post inaccurate information, information that infringes on the privacy of ELC staff, students or other trainees or use inappropriate language in relation to ELC.
- 3.3 Candidates will be given access to soft copies of all course materials via Google Drive and to some teaching practice materials and professional development resources for the duration of the course. Candidates completing their course face to face will also be able to access hard copies of these from the resources library in the training room.



- 3.4 Candidates are expected to provide their own teaching stationery, excluding reasonable amounts of photocopying for teaching practice lessons.
  - 3.5 While computer facilities are available at school, it is advised that candidates have access to a computer/laptop at home with a word processing program (Microsoft Word, Google Docs, etc.), a presentation program (Microsoft PowerPoint, Google Slides, etc.) and for online courses Zoom.
  - 3.6 Candidates on online courses must ensure they have a quiet space and stable internet connection so that they will not be disturbed when teaching online. Candidates must make tutors aware of any technical issues they are facing at the earliest possible opportunity.
  - 3.7 Candidates must adhere to Australian copyright laws in regard to the use of teaching materials.
  - 3.8 All courses have a minimum of two tutors. Tutors are accredited by Cambridge English to train and to assess on CELTA courses. Tutors are also required to uphold ELC's code of conduct for staff.
  - 3.9 Candidates have progress checks with their tutors at three scheduled points during the course and should use these opportunities to clarify any areas of concern or questions about the course or their progress.
- 4.14 Upon successful course completion candidates are awarded their CELTA certificate by Cambridge. This will usually be issued 4-8 weeks after the course end date. Candidates will also receive a course report from the centre. The final certificate will not outline the course delivery mode (face-to-face or online). However, the course report will do so.

#### 4. Award of qualification

- 4.1 The qualification is awarded to candidates who meet the course requirements and whose performance meets or exceeds the criteria in both assessment components. Completion of the course does not guarantee a pass grade. All assessment requirements must be met.
- 4.2 Candidates must successfully complete both teaching practice and written assignments during the course in order to be entered for the award.
- 4.3 Candidates must complete six hours of observed teaching practice at two different levels. Teaching Practice begins on the first day of the full-time course and in the first week of the part-time course.
- 4.4 Candidates are assessed on their ability to evaluate the lessons of peers as well as their own and give and receive constructive feedback.
- 4.5 Candidates are required to submit four written assignments. Three out of four must pass to be awarded an overall pass grade. Candidates will be given the opportunity to resubmit each assignment once. Please view **ELC's resubmission policy** [here](#)/on our website.
- 4.6 Candidates must adhere to assignment deadlines. Any extension requests must be submitted prior to the assignment deadline.
- 4.7 Written accuracy is required for all written work, so lesson plans, materials and assignments must be proofread before submission. Plagiarism of any written work may lead to disqualification from the award in accordance with **ELC's plagiarism policy** [here](#)/on our website.
- 4.8 Candidates must complete six hours' observation of experienced teachers. For the part-time course this observation is scheduled outside the timetabled 120 hours.
- 4.9 Candidates are required to maintain and submit a digital portfolio of all coursework including all written assignments and materials related to teaching practice.
- 4.10 Assessment is continuous and referenced against planning and teaching criteria throughout the course.
- 4.11 By the end of the course, a candidate's performance must match all of the descriptors at a particular passing grade in order to achieve that grade.
- 4.12 Course grades are decided by the tutors and validated by the Course Assessor. Results are final.
- 4.13 Every CELTA course must be assessed by a Cambridge English-approved assessor normally towards the end of the course.

#### 5. Deferrals, cancellations and refunds

- 5.1 The balance of fees must be paid 4 weeks before course commencement or the place may be offered to another candidate.
- 5.2 Cancellation up to 4 weeks before course commencement – full refund (tuition + assessment fees) minus \$150 enrolment fee
- 5.3 Cancellation within 4-1 week before course commencement – 75% tuition refund, minus \$150 enrolment fee, full assessment fee refund
- 5.4 Cancellation from 7 days prior to after course commencement - there will be no refund of any fees
- 5.5 Deferral to a later course after course commencement will only be considered in compelling or compassionate circumstances. A transfer fee of \$200 is payable if a candidate defers to a later course
- 5.6 Deferred candidates may be integrated into a future course, normally starting no later than six months after the end of the original course for full-time courses and 12 months for part-time courses. When determining if the candidate is required to start the whole course again, ELC will consider how much of the course has been completed, the candidate's performance on the original course and the impact the break may have on the final outcome.
- 5.7 ELC retains the right to change its fees and conditions, cancel or defer courses, and to alter course timetables and class locations at any time without notice.
- 5.8 The Cambridge assessment fee is non-refundable.
- 5.9 A candidate who withdraws from a course does not receive a notification of result from Cambridge.

#### 6. Miscellaneous

- 6.1 ELC will provide information about seeking employment as a teacher in Australia and overseas, however does not guarantee nor arrange such employment.
- 6.2 ELC may sometimes bring available teaching positions in Australia and overseas to the attention of trainees. However, ELC is not responsible for the actions of employers offering these positions.
- 6.3 It is the candidate's responsibility to ensure they confirm their full name and spelling to be used on their final course certificate and report.
- 6.4 ELC may communicate with candidates via phone and email.
- 6.5 Photographs, videos and testimonials provided by candidates and/or taken by ELC may be used for marketing and promotion purposes.
- 6.6 For complaints or appeals refer to **ELC's Complaints and Appeals Policy** [here](#)/ on our website. Cambridge's Enquiries and Appeals Procedure is outlined in the CELTA 5 (official assessment record). Candidates are also given an opportunity to raise any concerns they have with the assessor during the assessment.
- 6.7 This agreement, and the availability of complaints and appeals processes, does not remove a candidate's right to take action under Australia's consumer protection laws.
- 6.8 ELC upholds the security of your personal information in accordance with our **privacy policy** [here](#)/ on our website.
- 6.9 If participating in an online CELTA course, candidates must sign the Technology Specifications and Online Course Requirements document.

## Indemnity and Release

- On behalf of myself, my executors, administrators and assigns, I agree to waive and release all claims against English Language Company Pty Ltd (ELC), its directors and appointed representatives for any loss, accident, delay or expense, bodily injury or death which I may cause or suffer in connection with or resulting from attendance or participation in any of ELC's programs, accommodation arrangements, transfers, recreational and cultural activities.
- The course is demanding and sometimes stressful. Candidates, who withdraw after the beginning of the course, giving stress-related conditions as a reason, will not be offered a refund of their course fees.

## Agreement and permissions

- ☐ I have read, understood and agree to ELC's conditions of enrolment outlined in this document.
- ☐ I give permission for my personal information to be available to ELC and Cambridge Assessment English in order to conduct the daily operations of the school and the delivery of the CELTA course.

I have enrolled in the following course and understand the implications of choosing this option in regard to location, mode of delivery, technical requirements and time commitments. Please tick:

- ☐ A full-time face-to-face course (and I declare I have no outside commitments (e.g. work), or if I do, I acknowledge that I have been advised against them).
- ☐ A part-time face-to-face course (and I declare that my outside commitments are manageable (e.g. I have rearranged my work schedule)).
- ☐ A part-time online course.

I understand that I need to declare anything before the course begins that may affect my ability to do the course or my performance on the course. Please tick:

- ☐ I do not have anything to declare.
- ☐ I have something to declare.

\_\_\_\_\_  
Candidate signature

\_\_\_\_\_  
Candidate name (print)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date