

CELT-P Example schedule – Regular workshops

This **9-month schedule** includes **regular monthly face-to-face workshops** after completion of each Module of online self-study. This is the recommended course format where it is possible; if this is difficult to arrange, e.g. because candidates need to travel long distances for face-to-face training, see the 'blocked workshops' schedule below for an alternative format. Other formats are possible within the criteria below.

When you plan your schedule, you must take into account:

- school holidays / school term dates
- busy times for teachers such as exam periods
- times when observed teaching practice will not be possible

We will ask you for your course schedule when you submit your course register before the start of the course. We will not normally accept schedules that are shorter than 6 months or longer than 12 months.

Pre-Course activity

1	Sign agreement to run courses			
2	Nominate trainers and agree training requirements			
3	Training for trainers: - Train the Trainer course And / Or - Induction and Standardisation	Usually for first course only		
4	Nominate Local Course Administrator and arrange training			
5	English level test for candidates to ensure minimum B1 level - e.g. CEPT			
6	Submit course register with details of participants, trainers and schedule, 2 weeks before course start date	For all courses		



English Teaching

Course Schedule

Assessment Assessment Assessment Assessment Time Content Notes	
Trainers and Local Course Administrator 2	
1 Module 1 Self-Study A Module 1 Portfolio Task A Module 1 Extension Module 2 Self-Study 1 Module 2 Self-Study 2 Module 2 Portfolio Task 3 Module 2 Portfolio Task 3 Module 2 Portfolio Task 4 Module 2 Portfolio Task 3 Module 3 Portfolio Task 4 Module 3 Portfolio Task 5 Module 3 Portfolio Task 6 Module 4 Portfolio Task 7 Module 4 Self-Study 4 Module 5 Self-Study 4 Module 6 Self-Study 5 Module 5 Portfolio Task 7 Module 6 Portfolio Task 8 Module 6 Portfolio Task 9 Module 6 Portfolio Task 1 Module 6 Self-Study 1 Module 6 Self-Study 2 Module 6 Portfolio Task 1 Module 6 Portfolio Task 1 Module 6 Portfolio Task 2 Module 6 Portfolio Task 3 Module 6 Portfolio Task 4 Module 6 Portfolio Task 4 Module 6 Portfolio Task 5 Module 6 Portfolio Task 6 Module 6 Portfolio Task 7 Module 6 Portfolio Task 8 Module 6 Portfolio Task 9 Module 6 Portfolio Task 1 Module 6 Portfolio Task 2 Module 7 Portfolio Task 3 Module 7 Portfolio Task 4 Module 7 Portfolio Task 4 Module 7 Portfolio Task 5 Module 7 Portfolio Task 6 Module 7 Portfolio Task 7 Module 7 Portfolio Task 8 Module 7 Portfolio Task 9 Module 7 Portfolio Task 1 Dodule 7 Portfolio Task 2 Module 7 Portfolio Task 3 Module 6 Portfolio Task 4 Dodule 7 Portfolio Task 9 Module 7 Portfolio Task 1 Dodule 7 Portfolio Task 1 Dodule 7 Portfolio Task 2 Module 7 Portfolio Task 3 Module 7 Portfolio Task 4 Dodule 7 Portfolio Task 9 Deportunity to catch up on work if required 1 Dobservation and feedback by Local Trainer	form. Led by Local
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2 Module 7 Portfolio Task	
3 Module 7 Extension	
7 3 1.5 TKT: Young Learners self-access preparation Taken through authorised Cambridge Exam	Centre: Entries
need to be made a minimum of 6 weeks be	
4 10 Module 8 self-study	
2 Module 8 Portfolio Task	
8 Module 8 Extension	
10 Module 9 self-study	
2 Module 9 Portfolio Task	
3 Module 9 Extension	
9 2 4 3rd Observed Teaching Practice - Assessed Observation and assessment by Local Train	ner
3 Opportunity for re-takes of 3rd TP / catch up	·
4 Course completion All results submitted to Cambridge	

F2F 39
Online 90
Assessment 23.5
Total 152.5



CELT-P Example schedule – Blocked workshops

This **9-month schedule** includes **face-to-face workshops** in 2 blocks of 2 days each, in the middle of the course and towards the end of the course. This is recommended where, for example, candidates have to travel long distances for face-to-face training. See the 'regular workshops' schedule above for the recommended format. Other formats are possible within the criteria below.

When you plan your schedule, you must take into account:

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	Training for trainers:			
	- Train the Trainer course	Usually for first course only		
3	And / Or			
	- Induction and Standardisation			
4	Nominate Local Course Administrator and arrange			
	training			
5	English level test for candidates to ensure minimum			
	B1 level - e.g. CEPT	For all courses		
6	Submit course register with details of participants,	FOI all Courses		
6	trainers and schedule			



English Teaching

Course Schedule

Key		Face-to-face Online		
		Assessment		
Month	Week	Time	Content	Notes
1	1	4	Orientation day for course participants	Introduction to course, schedule, online platform. Led by Local Trainers and Local Course Administrator
	3	11	Module 1 self-study	Online self-study on the Moodle course platform; untutored
	4	2	Module 1 Portfolio Task	Tasks uploaded to the course platform by candidates; assessed by Local Trainer(s) on the course platform
2	2	9	Module 2 self-study	
_	3	2	Module 2 Portfolio Task	
	4 1	9	Module 3 self-study	
3	2	2	Module 3 Portfolio Task	
	3	0	Study break	Opportunity to catch up on work if required
	4	4	1st Observed Teaching Practice - Developmental	Observation and feedback by Local Trainer
	2	10	Module 4 self-study	
	3	2	Module 4 Portfolio Task	
4	4	12	Modules 1 - 4 Extension	Face-to-face training dleivered over 2 days by Local Trainer(s); groups of max. 25 trainees for face-to-face workshops
	1	10	Module 5 self-study	
5	2	2	Module 5 Portfolio Task	
	3	11	Module 6 self-study	
	1	2	Module 6 Portfolio Task	
6	2	4	2nd Observed Teaching Practice - Developmental	Observation and feedback by Local Trainer
	3	10	Module 7 self-study	
7	1	2	Module 7 Portfolio Task	
	2	1.5	TKT Module 1 self-access preparation TKT Module 1 Test	Taken through authorised Cambridge Exam Centre; Entries need to be made a minimum of 6 weeks before the test date
	3	10	Module 8 self-study	
	4		•	
	1	2	Module 8 Portfolio Task	
8	3	10	Module 9 self-study	
	4	2	Module 9 Portfolio Task	
9	1	15	Modules 5 - 9 Extension	Delivered over 2 days by Local Trainers
	2	4	3rd Observed Teaching Practice - Assessed	Observation and assessment by Local Trainer
	3		Opportunity for re-takes of 3rd TP / catch up	
	4		Course completion	All results submitted to Cambridge

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