CELT-S 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 tecahing 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	Usually for first course only
2	Nominate trainers and agree training requirem	
3	Training for trainers: - Train the Trainer course *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, trainers and schedule	

Course Schedule

Key

(green)	Face-to-face
(blue)	Online
(orange)	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
	2	11	Module 1 self-study	Online self-study on the Moodle course platform; untutored
	3			
	4	2	Module 1 Portfolio Task	Tasks uploaded to the course platform by candidates; assessed by Local Trainer(s) on the course platform
		3	Module 1 Extension	Face-to-face training dleivered by Local Trainer(s); groups of max. 25 trainees for face-to-face workshops
2	1	10	Module 2 self-study	
	2			
	3	2	Module 2 Portfolio Task	
		3	Module 2 Extension	
	4	13	Module 3 self-study	
3	1			
	2	2	Module 3 Portfolio Task	
		3	Module 3 Extension	
	3	0	Study break	Opportunity to catch up on work if required
	4	4	1st Observed Teaching Practice - Development	Observation and feedback by Local Trainer
4	1	11	Module 4 self-study	
	2			
	3	2	Module 4 Portfolio Task	
		3	Module 4 Extension	
	4	13	Module 5 self-study	
5	1			
	2	2	Module 5 Portfolio Task	
		3	Module 5 Extension	
	3	10	Module 6 self-study	
	4			
6	1	2	Module 6 Portfolio Task	
		3	Module 6 Extension	
	2	0	Study break	Opportunity to catch up on work if required
	3	4	2nd Observed Teaching Practice - Development	Observation and feedback by Local Trainer
	4	13	Module 7 self-study	
7	1			
	2	2	Module 7 Portfolio Task	
		3	Module 7 Extension	
	3		TKT Module 1 self-access preparation	
	4	1.5	TKT Module 1 Test	Taken through authorised Cambridge Exam Centre; Entries need to be made a minimum of 6 weeks before the test date
8	1	11	Module 8 self-study	
	2			
	3	2	Module 8 Portfolio Task	
		3	Module 8 Extension	
	4	4	3rd Observed Teaching Practice - Assessed	Observation and assessment by Local Trainer
9	1		Opportunity to catch up; ensure all work submitted	
	2			
	3		Opportunity for re-takes of 3rd Teaching Practice	
	4		Course completion	All results submitted to Cambridge

F2F	36
Online	92
Assessment	21.5
Total	149.5

CELT-S 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 for the recommended 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 tecahing 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	Usually for first course only
2	Nominate trainers and agree training requirem	
3	Training for trainers: - Train the Trainer course *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, trainers and schedule	

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
	2	11	Module 1 self-study	Online self-study on the Moodle course platform; untutored
	3			
	4	2	Module 1 Portfolio Task	Tasks uploaded to the course platform by candidates; assessed by Local Trainer(s) on the course platform
2	1	10	Module 2 self-study	
	2			
	3	2	Module 2 Portfolio Task	
	4	13	Module 3 self-study	
3	1			
	2	2	Module 3 Portfolio Task	
	3	0	Study break	Opportunity to catch up on work if required
	4	4	1st Observed Teaching Practice - Development	Observation and feedback by Local Trainer
4	1	11	Module 4 self-study	
	2			
	3	2	Module 4 Portfolio Task	
	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
5	1	13	Module 5 self-study	
	2	2	Module 5 Portfolio Task	
	3	10	Module 6 self-study	
	4			
6	1	2	Module 6 Portfolio Task	
	2	0	Study break	Opportunity to catch up on work if required
	3	4	2nd Observed Teaching Practice - Development	Observation and feedback by Local Trainer
	4	13	Module 7 self-study	
7	1			
	2	2	Module 7 Portfolio Task	
	3		TKT Module 1 self-access preparation	
	4	1.5	TKT Module 1 Test	Taken through authorised Cambridge Exam Centre; Entries need to be made a minimum of 6 weeks before the test date
8	1	11	Module 8 self-study	
	2			
	3	2	Module 8 Portfolio Task	
	4	12	Modules 5 - 8 Extension	Delivered over 2 days by Local Trainers
9	1	4	3rd Observed Teaching Practice - Assessed	Observation and assessment by Local Trainer
	2		Opportunity to catch up; ensure all work submitted	
	3		Opportunity for re-takes of 3rd Teaching Practice	
	4		Course completion	All results submitted to Cambridge

F2F	36
Online	92
Assessment	21.5
Total	149.5