Language for Teaching Example schedule – Regular workshops

This **8-month schedule** includes **regular face-to-face workshops** after completion of each Unit 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.

We will ask you for your course schedule when you submit your course register before the start of the course. We recommend that schedules are no shorter **than 5 months.**

Pre-Course activity

1	Sign agreement to run courses	Usually for first course only
2	Nominate Local Course Administrator and arrange training	
3	Select teachers to deliver face-to-face training sessions against criteria provided	
4	English level test for candidates to assign to appropriate level - e.g. CEPT	For all courses
5	Submit course register with details of participants and schedule at least 2 weeks before planned start date	

Course Schedule

	Face-to-face
	Online

Month	Week	Time	Content	Notes
			Access to online course and face-to-face training materials for trainers	Familiarisation with course and materials
Month	Week	5	Orientation day for course participants	Introduction to course, schedule, online platform. Led by Local Course Administrator and trainers
1	1	8	Module 1 Unit 1 self-study	Online self-study on the course platform; untutored
	2	2	Module 1 Unit 1 Extension and practice	Face-to-face training sessions delivered by local trainer(s) to extend and practise the areas studied online. Groups of max 25 teachers for F2F sessions
	3	8	Module 1 Unit 2 self-study	
	4	2	Module 1 Unit 2 Extension and practice	
2	1	8	Module 1 Unit 3 self-study	
	2	2	Module 1 Unit 3 Extension and practice	
	3	8	Module 1 Unit 4 self-study	
	4	2	Module 1 Unit 4 Extension and practice	
3	1	8	Module 1 Unit 5 self-study	
	2	2	Module 1 Unit 5 Extension and practice	
	3	0	Study break	Opportunity to catch up on work if required
	4	8	Module 2 Unit 1 self-study	
4	1	2	Module 2 Unit 1 Extension and practice	
	2	8	Module 2 Unit 2 self-study	
	3	2	Module 2 Unit 2 Extension and practice	
	4	8	Module 2 Unit 3 self-study	
5	1	2	Module 2 Unit 3 Extension and practice	
	2	8	Module 2 Unit 4 self-study	
	3	2	Module 2 Unit 4 Extension and practice	
	4	8	Module 2 Unit 5 self-study	
6	1	2	Module 2 Unit 5 Extension and practice	
	2	0	Study break	Opportunity to catch up on work if required
	3	8	Module 3 Unit 1 self-study	
	4	2	Module 2 Unit 1 Extension and practice	
7	1	8	Module 3 Unit 2 self-study	
	2	2	Module 3 Unit 2 Extension and practice	
	3	8	Module 3 Unit 3 self-study	
	4	2	Module 3 Unit 3 Extension and practice	
8	1	8	Module 2 Unit 4 self-study	
	2	2	Module 3 Unit 4 Extension and practice	
	3	8	Module 3 Unit 5 self-study	
	4	2	Module 3 Unit 5 Extension and practice	

Total online		120
Total face-to-face		35
Total		155

Language for Teaching Example schedule – Blocked workshops

This **9-month schedule** includes **face-to-face workshops** delivered in **2-day blocks every 3 months** after completion of each Module of online self-study. This is the recommended course format where regular two-weekly face-to-face sessions are difficult to arrange, e.g. because candidates need to travel long distances for face-to-face training. See the 'regular workshops' schedule above 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.

We will ask you for your course schedule when you submit your course register before the start of the course. We recommend that schedules are no shorter **than 5 months.**

Pre-Course activity

1	Sign agreement to run courses	
2	Nominate Local Course Administrator and arrange training	Usually for first course only
3	Select teachers to deliver face-to-face training sessions against criteria provided	
4	English level test for candidates to assign to appropriate level - e.g. CEPT	
5	Submit course register with details of participants and schedule at least 2 weeks before planned start date	For all courses

Course Schedule

- 🟩 Face-to-face
- 🟦 Online

Month	Week	Hours	Content	Notes
			Access to online course and face-to-face training materials for trainers	Familiarisation with course and materials
Month	Week	5	Orientation day for course participants	Introduction to course, schedule, online platform. Led by Local Course Administrator and trainers
1	1	8	Module 1 Unit 1 self-study	Online self-study on the course platform; untutored
	2			
	3	8	Module 1 Unit 2 self-study	
	4			
2	1	8	Module 1 Unit 3 self-study	
	2			
	3	8	Module 1 Unit 4 self-study	
	4			
3	1	8	Module 1 Unit 5 self-study	
	2			
	3	10	Module 1 Extension and practice	Face-to-face training sessions delivered by local trainer(s) to extend and practise the areas studied online. Groups of max 25 teachers for F2F sessions
	4	0	Study break	Opportunity to catch up on work if required
4	1	8	Module 2 Unit 1 self-study	
	2			
	3	8	Module 2 Unit 2 self-study	
	4			
5	1	8	Module 2 Unit 3 self-study	
	2			
	3	8	Module 2 Unit 4 self-study	
	4			
6	1	8	Module 2 Unit 5 self-study	
	2			
	3	10	Module 2 Extension and practice	
	4	0	Study break	Opportunity to catch up on work if required
7	1	8	Module 3 Unit 1 self-study	
	2			
	3	8	Module 3 Unit 2 self-study	
	4			
8	1	8	Module 3 Unit 3 self-study	
	2			
	3	8	Module 2 Unit 4 self-study	
	4			
9	1	8	Module 3 Unit 5 self-study	
	2			
	3	10	Module 3 Extension and practice	

Total online	120
Total face-to-face	35
Total	155

Language for Teaching Example schedule – Blocked workshops, 5-month version

This **5-month schedule** includes **face-to-face workshops** delivered in **2-day blocks every 6 weeks** after completion of each Module of online self-study. This is the recommended course format where regular two-weekly face-to-face sessions are difficult to arrange, e.g. because candidates need to travel long distances for face-to-face training. See the 'regular workshops' schedule above 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.

We will ask you for your course schedule when you submit your course register before the start of the course. We recommend that schedules are no shorter **than 5 months.**

Pre-Course activity

1	Sign agreement to run courses	Usually for first course only
2	Nominate Local Course Administrator and arrange training	
3	Select teachers to deliver face-to-face training sessions against criteria provided	
4	English level test for candidates to assign to appropriate level - e.g. CEPT	For all courses
5	Submit course register with details of participants and schedule at least 2 weeks before planned start date	

Course Schedule

☐ Face-to-face
☐ Online

Month	Week	Hours	Content	Notes
			Access to online course and face-to-face training materials for trainers	Familiarisation with course and materials
Month	Week	5	Orientation day for course participants	Introduction to course, schedule, online platform. Led by Local Course Administrator and trainers
1	1	8	Module 1 Unit 1 self-study	Online self-study on the course platform; untutored
	2	8	Module 1 Unit 2 self-study	
	3	8	Module 1 Unit 3 self-study	
	4	8	Module 1 Unit 4 self-study	
2	1	8	Module 1 Unit 5 self-study	
	2	10	Module 1 Extension and practice	Face-to-face training sessions delivered by local trainer(s) to extend and practise the areas studied online. Groups of max 25 teachers for F2F sessions
	3	0	Study break	Opportunity to catch up on work if required
	4	8	Module 2 Unit 1 self-study	
3	1	8	Module 2 Unit 2 self-study	
	2	8	Module 2 Unit 3 self-study	
	3	8	Module 2 Unit 4 self-study	
	4	8	Module 2 Unit 5 self-study	
4	1	10	Module 2 Extension and practice	
	2	0	Study break	Opportunity to catch up on work if required
	3	8	Module 3 Unit 1 self-study	
	4	8	Module 3 Unit 2 self-study	
5	1	8	Module 3 Unit 3 self-study	
	2	8	Module 2 Unit 4 self-study	
	3	8	Module 3 Unit 5 self-study	
	4	10	Module 3 Extension and practice	

Total online	120
Total face-to-face	35
Total	155

Language for Teaching Example schedule – Online only

This **8-month schedule** is for an online only course, when face-to-face sessions are difficult to arrange. This is not the recommended course format, as:
- candidates will not benefit from practice of and feedback on their productive skills - speaking and writing
- candidates may struggle to stay on track with a long course of online only study.

These factors can be addressed to some extent by including remote, online support.
See other schedules for examples of how you can include face-to-face training in various formats. 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.

We will ask you for your course schedule when you submit your course register before the start of the course. We recommend that schedules are no shorter **than 5 months.**

Pre-Course activity

1	Sign agreement to run courses	Usually for first course only
2	Nominate Local Course Administrator and arrange training	
3	English level test for candidates to assign to appropriate level - e.g. CEPT	For all courses
4	Submit course register with details of participants and schedule at least 2 weeks before planned start date	

Course Schedule

	Face-to-face
	Online

Month	Week	Hours	Content	Notes
Month	Week	5	Orientation day for course participants	Introduction to course, schedule, online platform. Led by Local Course Administrator
1	1	8	Module 1 Unit 1 self-study	Online self-study on the course platform; untutored
1	2	8	Module 1 Unit 1 self-study	Online self-study on the course platform; untutored
1	3	8	Module 1 Unit 2 self-study	
1	4	8	Module 1 Unit 2 self-study	
2	1	8	Module 1 Unit 3 self-study	
2	2	8	Module 1 Unit 3 self-study	
2	3	8	Module 1 Unit 4 self-study	
2	4	8	Module 1 Unit 4 self-study	
3	1	8	Module 1 Unit 5 self-study	
3	2	8	Module 1 Unit 5 self-study	
3	3	0	Study break	Opportunity to catch up on work if required
3	4	8	Module 2 Unit 1 self-study	
4	1	8	Module 2 Unit 1 self-study	
4	2	8	Module 2 Unit 2 self-study	
4	3	8	Module 2 Unit 2 self-study	
4	4	8	Module 2 Unit 3 self-study	
5	1	8	Module 2 Unit 3 self-study	
5	2	8	Module 2 Unit 4 self-study	
5	3	8	Module 2 Unit 4 self-study	
5	4	8	Module 2 Unit 5 self-study	
6	1	8	Module 2 Unit 5 self-study	
6	2	0	Study break	Opportunity to catch up on work if required
6	3	8	Module 3 Unit 1 self-study	
6	4	8	Module 3 Unit 1 self-study	
7	1	8	Module 3 Unit 2 self-study	
7	2	8	Module 3 Unit 2 self-study	
7	3	8	Module 3 Unit 3 self-study	
7	4	8	Module 3 Unit 3 self-study	
8	1	8	Module 2 Unit 4 self-study	
8	2	8	Module 2 Unit 4 self-study	
8	3	8	Module 3 Unit 5 self-study	
8	4	8	Module 3 Unit 5 self-study	

Total online	120
Total face-to-face	5
Total	125