Certificate in EMI Skills – Example schedule – Regular workshops

This **5-month schedule** includes **regular 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:
- holidays / term dates
- busy times for teaching staff 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 3 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 ensure they meet minimum requirement	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
1	1	3	Orientation session for course participants	Introduction to course, schedule, online platform. Led by Local Trainers and Local Course Administrator
	2	5	Module 1 self-study	Online self-study on the Moodle course platform; untutored
	3	3	Module 1 Extension	Face-to-face training session to extend and practise areas studied online. Delivered by local trainers. Groups of maximum 25 participants for F2F sessions.
	4	5	Module 2 self-study	
2	1	3	Module 2 Extension	
	2	5	Module 3 self-study	
	3	3	Module 3 Extension	
	4	5	Module 4 self-study	
3	1	3	Module 4 Extension	
	2	5	Module 5 self-study	
	3	3	Module 5 Extension	
	4	5	Module 6 self-study	
4	1	3	Module 6 Extension	
	2	5	Module 7 self-study	
	3	3	Module 7 Extension	
	4	5	Module 8 self-study	
5	1	3	Module 8 Extension	

F2F	27
Online	40
Total	67

Certificate in EMI Skills – Example schedule – Blocked workshops

This **3-month schedule** includes **two-blocks of two-day face-to-face workshops** after completion of four Modules of online self-study. This is the recommended course format where it is difficult to arrange regular face-to-face workshop, 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:
- holidays / term dates
- busy times for teaching staff 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 3 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 ensure they meet minimum requirement	For all courses
5	Submit course register with details of participants and schedule at least 2 weeks before planned start date	

Cambridge

English Teaching

Course Schedule

 Face-to-face
 Online

Month	Week	Time	Content	Notes
1	1	3	Orientation session for course participants	Introduction to course, schedule, online platform. Led by Local Trainers and Local Course Administrator
	2	5	Module 1 self-study	Online self-study on the Moodle course platform; untutored
	3	5	Module 2 self-study	
	4	5	Module 3 self-study	
2	1	5	Module 4 self-study	
	2	12	Modules 1 - 4 Extension	Delivered by Local Trainers
	3	5	Module 5 self-study	
	4	5	Module 6 self-study	
3	1	5	Module 7 self-study	
	2	5	Module 8 self-study	
	3	12	Modules 5 - 8 Extension	Delivered by Local Trainers

F2F	27
Online	40
Total	67

Certificate in EMI Skills – Example schedule – Online only

This **2-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 above 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:
- holidays / term dates
- busy times for teaching staff such as exam periods.

We will ask you for your course schedule when you submit your course register before the start of the course.

Pre-Course activity

1	Sign agreement to run courses	
2	Nominate Local Course Administrator and arrange training	Usually for first course only
3	English level test for candidates to ensure they meet minimum requirement	
4	Submit course register with details of participants and schedule at least 2 weeks before planned start date	For all courses

Course Schedule

Online

Month	Week	Time	Content	Notes
1	1	5	Module 1 self-study	Online self-study on the Moodle course platform; untutored
	2	5	Module 2 self-study	
	3	5	Module 3 self-study	
	4	5	Module 4 self-study	
2	1	5	Module 5 self-study	
	2	5	Module 6 self-study	
	3	5	Module 7 self-study	
	4	5	Module 8 self-study	

Online   40