

**English Teaching** 

## Process for setting up Language for Teaching courses

Initial enquiry **Pre-course** Decision to proceed Sign agreement 1-2 months Select Local Course Administrator (LCA) Select trainers to deliver face-to-face teaching sessions Course set up Centres already running Recruit course participants and assess courses usually join the English to place in appropriate course process here 1-2 months Submit course register 2 weeks before start of course Course starts Course Cambridge English invoices customer LCA monitors progress 6-9 months Trainers deliver face-to-face teaching End of course progress test / final qualification if required **Post-course** Teachers move to next course if required