# Process for setting up Language for Teaching courses

## Pre-course
- Initial enquiry
- Decision to proceed
- Sign agreement
- Select Local Course Administrator (LCA)

## 1–2 months
- Select trainers to deliver face-to-face teaching sessions
- Recruit course participants and assess English to place in appropriate course
- Submit course register 2 weeks before start of course

## Course set up

## 1–2 months
- Centres already running courses usually join the process here

## Course
- Course starts
- Cambridge English invoices customer

## 6–9 months
- LCA monitors progress
- Trainers deliver face-to-face teaching

## Post-course
- End of course progress test / final qualification if required
- Teachers move to next course if required