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**English portfolio | IPotfoliyo yesiNgesi | Engels-portefeulje**

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## **Teaching English as a Foreign Language (TEFL)**

A certificate of competence short course

### **Sign up for a TEFL certificate through Stellenbosch University's Language Centre to:**

- gain the skills to teach English as a second or foreign language
- earn an income from the comfort of your own home
- be able to work flexible hours
- use your skills to teach English overseas
- teach English in-person and online

### **Course objectives**

Trainees will have developed the following by the end of the course –

- a familiarity with English language teaching theories, methodologies and terminology
- a range of practical teaching skills preparing trainees to teach English to students of various ages and levels
- the ability to effectively plan, prepare and teach communicative, student-centred language lessons
- the ability to reflect on planning and teaching decisions, and to evaluate the effect of those decisions on student learning.

### **Course content**

The following aspects are covered:

- Introduction to the world of TEFL
- Lesson planning
- Teaching methodologies
- Receptive and productive skills
- Pronunciation and phonology
- Activities and resources
- Facilitating learning and communication
- Classroom management
- Language awareness
- Developing and using teaching aids
- Error correction
- Proficiency and placement testing
- Teaching English online

## Prerequisites of the course

- Trainees need a minimum B2/Upper-Intermediate English language proficiency level.
- An undergraduate degree from an English-speaking country or in the process of completing a degree, as many teaching positions require prospective TEFL teachers to have a degree before they apply for a work permit.
- Trainees may be required to take an Online English Proficiency Test prior to the start of the TEFL course if the minimum English language requirements above are not met.

## Course dates

Full time course dates	Registration and payment deadlines
26 June 2023 – 21 July 2023	Friday, 10 June 2023
20 November 2023 – 15 December 2023	Friday, 4 November 2023
Part time course dates	Registration and payment deadlines
16 January 2023 – 6 April 2023	Thursday, 15 December 2022
10 April 2023 – 30 June 2023	Friday, 25 March 2023
24 July 2023 – 15 September 2023	Friday, 7 July 2023
28 August 2023 – 15 December 2023	Friday, 11 August 2023

The TEFL course is presented in two sections: a theory component and a teaching practicum. The theory component will be completed in 4 weeks (full-time) or 12 weeks (part-time) and the additional 5-6 hours of contact teaching will occur at the end of each course.

**Please note that teaching practice is in-person on Stellenbosch campus for both the full-time and part-time course as that fulfils the requirements for TEFL accreditation. If you are not physically in Stellenbosch, arrangements can be made in advance. Please contact the trainer if this applies to you.**

## Requirements and expectations of the full-time TEFL course

Trainees are required to attend all in-person sessions presented on Stellenbosch campus as daily, 8-hour sessions over 4 weeks. Trainees are to submit all activities and assignments by the deadlines given. Trainees will be provided with a course manual and additional digital notes and worksheets.

## Requirements of the Part-time Course

We present this 120-hour, blended learning part-time short course over 12 weeks as follows:

- 2 compulsory video call sessions per week of 2 hours each
- 2.5 hours per week of self-paced reading and research
- 2.5 hours per week to complete activities and assignments
- 5-6 hours of teaching (in-person and online) in the final week of the course

In the part-time course trainees are expected to attend all the synchronous (live) online video call sessions and submit all activities and assignments online by the deadlines given. Trainees will need access to a laptop or desktop computer with a good speaker and microphone and access to a reliable internet connection for the video call sessions.

### **General requirements of the TEFL course**

- Trainees will need to complete and submit the course assignments successfully online. These include (but are not restricted to) lesson planning, self-assessments, written assignments, microteaching, research and presentation with regard to grammar and programme evaluation.
- Trainees are expected to take part in all aspects of the course in an active manner through discussions with peers and the trainer, note-taking and commentary on readings and research. Trainees should also develop and maintain respectful and supportive relationships with fellow trainees, students and trainer/s.
- The pass mark for the course is 60% for both the theory and practical component. Trainees absent for more than 10% of the course will not be eligible for a certificate.
- TEFL trainees will receive an assessment report from Stellenbosch University on completion of the theory component and will receive the TEFL certificate on completion of the additional 5-6 hours of contact (face-to-face) teaching.

### **Course cost**

The cost of the course is R13 727 per participant. The course fee includes a TEFL manual that will be used as a workbook and guide, and digital notes and worksheets. Please note that we present courses only when a minimum of five (5) paid candidates have confirmed. We plan to run two in-class (face-to-face) full-time TEFL courses and four part-time (live, online) TEFL courses in 2023.

### **Course registration and payment**

Fill in [this online form](#) to indicate your interest in the TEFL course. You will then be contacted and sent a link to register and pay for the short course. A payment notification e-mail will be sent to you containing your unique reference number. Please e-mail this proof of payment along with a copy of your South African ID and/or passport to Jeanene Olivier at [olivierj@sun.ac.za](mailto:olivierj@sun.ac.za)

You will be accepted into the course once you have paid the fee in full, completed the online registration and after we have received a copy of your identity document/passport.

**Important: Clients enrolled for a short course do not have the same access and rights as registered students at the University. No access can be provided to computer labs, the library, or any other form of university property.**