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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 of Advanced (CEFR C1) level English language proficiency level. All trainees will be required to take an Online English Proficiency Test.
- An undergraduate degree from an English-speaking country or in the process of completing a degree, if you are planning on teaching abroad as many teaching positions require prospective TEFL teachers to have a degree before they apply for a work permit.

### Course dates (Courses commence in the week of the below start dates)

Full time course dates (4 weeks)	Registration and payment deadlines
5 May – 31 May 2025	Wednesday, 30 April 2025
17 November – 12 December 2025	Wednesday, 12 November 2025
Part time course dates (12 weeks)	Registration and payment deadlines
9 June – 15 August 2025	Wednesday, 4 June 2025
18 August – 7 November 2025	Wednesday, 13 August 2025

The TEFL course is presented in two sections: a theory component and a teaching practicum. Both the theory and practical components will be completed in:

4 weeks (full-time)

12 weeks (part-time) with the contact teaching 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 courses as that fulfils the requirements for TEFL accreditation. If you are not physically in Stellenbosch, arrangements can be made in advance. Please contact us if this applies to you.**

### Requirements and expectations of the full-time (4 weeks) 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 (12 weeks) TEFL course

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

- 2 compulsory online 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 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 online 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 regarding 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 with no valid reasons or prior consent will not be eligible for a certificate.
- TEFL trainees will receive a TEFL certificate from Stellenbosch University Short Courses Division on completion of both the theoretical and practical components.

### Course cost

The cost of the course is R14 100 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 three to four part-time (live, online) TEFL courses in 2025.

### Course registration and payment information

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. After payment has been made, please take a screenshot of the screen confirming payment for your reference. A 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 Michelle Pieters at: michellep@sun.ac.za

You will be accepted onto the course once you have paid the fee in full, completed the short course system 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.**

### If you need additional information, please contact:

Contact office	Person	E-mail
SU Language Centre (Head: English and Professional Communication)	Fatima Halday	fhalday@sun.ac.za

TEFL short course administration	Michelle Pieters	michellep@sun.ac.za
English portfolio administration	Jeanene Olivier	olivierj@sun.ac.za