

Access Certificate in English Language Teaching

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City & Guilds

1 Giltspur Street

London EC1A 9DD

United Kingdom

T +44 (0)20 7294 2850

F +44 (0)20 7294 3387

General information about City & Guilds may be obtained from Customer Relations at the above address, or on 020 7294 2800, or by e-mailing **enquiry@city-and-guilds.co.uk (UK enquiries)** **international@city-and-guilds.co.uk (international enquiries)**.

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1 Giltspur Street

London EC1A 9DD

United Kingdom

T +44 (0)20 7294 2468

F +44 (0)20 7294 2400

www.cityandguilds.com

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City & Guilds Pitman Qualifications

City & Guilds Pitman Qualifications has over 5000 centres worldwide and is part of the City & Guilds group, one of the largest international vocational awarding bodies in the world. With our head office in London we operate in over 100 countries through seven branch offices and a wide network of agents.

City & Guilds Pitman Qualifications specialises in offering Business and English qualifications that equip individuals with skills that are recognised by employers, educational institutions and professional bodies worldwide.

We offer a range of English Language qualifications covering reading, writing, listening, speaking skills and business English and the Access Certificate in English Language Teaching.

Access Certificate in English Language Teaching

The Access Certificate in English Language Teaching (ACE) has been jointly developed with the Department of Language and Literary Studies in Education at the University of Manchester. ACE has been designed as an initial teaching certificate for non-native speakers of English. This award is suitable for:

- existing English language teachers who need to upgrade their skills and qualifications
- teachers who want to move into English Language teaching
- newcomers to the teaching profession who wish to gain an initial English Language teaching qualification.

The benefits of ACE

Experience

The Department of Language and Literacy Studies in Education at the University of Manchester offers a variety of teaching awards leading up to the Master of Education degree in English Language Teaching (MEd in ELT). Together with City & Guilds Pitman Qualifications they have over 30 years experience of developing qualifications for the English Language market.

International recognition

The experience of the Department of Language and Literacy Studies in Education at the University of Manchester and the international recognition of City & Guilds Pitman Qualifications provides candidates with the opportunity of achieving a high quality qualification that will be recognised worldwide. City & Guilds Pitman Qualifications awards are recognised by over 30 Universities in the UK, professional bodies and many employers around the world.

Progression to further study

Successful candidates who hold a first degree and have at least three years of relevant work experience may apply for entry to the University of Manchester Master of Education Degree in English Language Teaching (MEd ELT).

Route to employment

ACE has been designed by teaching practitioners with the aim of providing an initial teaching qualification to allow candidates to move into the teaching profession or specifically to teach English as a foreign language. City & Guilds Pitman Qualifications specialises in providing vocational qualifications to meet the needs of employers and is dedicated to extending the recognition of its qualifications for the purposes of employment.

Support materials

The ACE qualification is supported by distance learning materials allowing centres to learn and practice their skills at their own pace. The materials have been designed by teaching professionals and are available from City & Guilds Pitman Qualifications.

There are 11 support books covering each module in detail, and can be used as stand alone course materials or alongside a structured programme of teaching.

Flexibility

The programme may be offered as a part-time course lasting up to one year, full-time, or as a 4-6 week intensive course. Centres are given the flexibility to choose a method of delivery that suits their requirements and we offer four examination sessions per year to cater for different speeds of learning.

The ACE qualification

ACE consists of two modules, the first requires approximately 100 hours of study and the second approximately 50 hours of study:

Foundation of English Language Teaching

The aim of this module is to develop an initial understanding of the practical features of English Language teaching and is based on Jeremy Harmer's book

'How to 'Teach English'. In particular it focuses on the following areas:

- Ideas on what makes a good teacher and a good learner
- An introduction to language systems and how they can be taught
- How to teach receptive and productive skills
- Effective classroom management
- Suggested teaching models applied to lesson planning
- Resources available to teachers and learners
- Appropriate teaching techniques

The module is assessed by a multiple choice examination paper consisting of 40 questions and lasting one hour. Candidates will need to achieve a pass mark of 65% to be successful in this part of the qualification.

Supervised teaching practice

This module is assessed by the course tutor and moderated by the Visiting Verifier. The assessment is based on:

- 1 A portfolio of coursework produced by each candidate – a folder with lesson plans, observation sheets, student profiles etc.
- 2 Assessor observation of teaching practice – four lessons each a minimum of 40 minutes.

Candidates must be successful in both sections of the module and must achieve a C grade in each of the sections.

The aim of the module is to develop the practical skills of English Language teaching and focuses on the following areas.

- Classroom management and procedures
- Techniques and methods
- Personal qualities
- Assessment and monitoring
- Use of language

Candidate entry requirements

There are no formal entry requirements, but candidates are expected to be competent in English at City & Guilds Pitman Qualifications Higher Intermediate level or Council of Europe Level C1. Candidates, with a level of English below City & Guilds Pitman Qualifications Intermediate level (or Council of Europe B2 Vantage level) are unlikely to be successful with ACE. ACE is recommended as appropriate for graduates, or mature students qualified, or preparing to be qualified, for University entrance. They should normally be over the age of 20.

Who can offer ACE

Any institution may apply to become an ACE centre but should meet the centre approval criteria:

- 1 The centre must provide proof of being a registered training provider or approved by the state authorities.
- 2 The centre must show it has adequate teaching facilities and resources, and suitably qualified staff to deliver the course.
- 3 The centre must nominate a suitable Visiting Verifier who is then accepted and appointed by City & Guilds Pitman Qualifications.
- 4 Approval for ACE is to be gained in addition to any other programme approval from City & Guilds Pitman Qualifications or City and Guilds.

The role of the visiting verifier

To ensure the reliability, credibility and validity of the award, City & Guilds Pitman Qualifications appoints a visiting verifier to monitor the standards of assessments being carried out by staff.

Visiting verifiers have to:

- Satisfy themselves that the resources at each centre enable candidates to experience all aspects of the syllabus.
- Ensure that the teachers delivering the syllabus are the teachers listed in the Application for approval.
- * Verify that the assessments carried out by the centre and the results obtained are in accordance with the standards required for this award.

Criteria for the appointment of a visiting verifier

In some regions, City & Guilds Pitman Qualifications has permanent verifiers and will delegate one of these to your centre. Elsewhere, centres are required to make a nomination for the role of Visiting Verifier as part of the centre approval process. The person you nominate must:

- 1 Hold a recognised diploma or first degree in English Language Teaching.
- 2 Show evidence of experience in English Language teacher training
- 3 Must NOT be employed by the centre.
- 4 Be able to work with the centre in a fair and impartial manner.
- 5 Accept responsibility for a centre for a minimum of two years

How to apply to become an ACE centre

There are three stages to ACE approval:

- 1 Obtain approval pack from City & Guilds Pitman Qualifications (form at the rear of this leaflet), this includes two syllabuses, two standardisation videos and two video manuals. A charge is made to cover the costs of production and postage.
- 2 Watch and make an assessment of the teacher on the standardisation video.
- 3 Complete centre approval and nominated Visiting Verifier applications forms and submit to City & Guilds Pitman Qualifications with the video assessment.

‘City & Guilds Pitman Qualifications will then evaluate a centre’s suitability to run the course based on both the application form and the video assessment. If the nominated Visiting Verifier does not fulfil the criteria, the centre will be asked to provide details of an alternative verifier.

Approval is confirmed formally by letter, both to the centre and the Visiting Verifier. Once a centre has received this letter it may start the course.

NB Each ACE course should have no fewer than five candidates.

Resources needed to run ACE

To successfully guide candidates through the course, centres should make available the following resources:

- ‘How to Teach English’ – by Jeremy Harmer (Longman: ISBN 0-562-29796-6).
- The Foundations of English Language Teaching (FELT) support materials, which are sent once candidates are registered.
- Access to an adequate English Language Teaching library, (eg the British Council).

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For further information contact

By fax

F + 44 (0) 20 7294 2425

Mailing address

ACE Co-ordinator
City & Guilds Pitman Qualifications
1 Giltspur Street
London EC1A 9DD
United Kingdom

By e-mail

ace@pitmanqualifications.com

Title Mr/Mrs/Miss/Ms/Dr/Professor

First name

Family name

Job title

Name of organisation

Centre number (if known)

Address

Town

Country

Postal/Zip code

Telephone number

Facsimile number

E-mail

Please send me an approval pack

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Published by
City & Guilds
1 Giltspur Street
London EC1A 9DD
United Kingdom
T +44 (0)20 7294 3505
F +44 (0)20 7294 2425
international@pitmanqualifications.com
www.pitmanqualifications.com

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