

FRONTIER

**TEFL
TRAINING
COURSE**

2015

INTRODUCTION

We run TEFL Training Courses to help you prepare for your teaching project and for those participating in the TEFL BTEC course to complete various assignments that are a requirement for the qualification. It will be held at **Frontier HQ in London or at the YHA youth hostel in Cheshunt, Hertfordshire**. The training will include a series of activities and practice lessons, as well as tests in basic English usage which you should prepare for using the handbook provided. You can look forward to meeting other volunteers and getting to know them whilst helping them improve their teaching skills and boosting your own confidence. Please note that this training is compulsory for anyone wishing to complete the BTEC Qualification as a large number of evidences will be completed, this cannot be completed at any other time. We also welcome other teaching volunteers who are not taking part in the BTEC qualification but would like to undergo some basic TEFL training and practice.

****Please note that we must receive a minimum of three volunteer bookings per course in order to be able to run them. Course dates are therefore subject to cancellation****

DATES

TEFL Training Courses are held monthly and are run across two days.

Upcoming TEFL Training Course dates are:

| | |
|--|---|
| 23 rd – 24 th January 2015 | @ Frontier LHQ |
| 21 st – 22 nd February 2015 | @ Frontier Briefing Weekend, Lea Valley YHA, Cheshunt |
| 19 th – 20 th March 2015 | @ Frontier LHQ |
| 16 th -17 th April 2015 | @ Frontier LHQ |
| 23 rd – 24 th May 2015 | @ Frontier Briefing Weekend, Lea Valley YHA, Cheshunt |
| 25 th – 26 th June 2015 | @ Frontier LHQ |
| 23 rd – 24 th July 2015 | @ Frontier LHQ |
| 8 th – 9 th August 2015 | @ Frontier Briefing Weekend, Lea Valley YHA, Cheshunt |
| 24 th – 25 th September 2015 | @ Frontier LHQ |
| 29 th – 30 th October 2015 | @ Frontier LHQ |
| 14 th – 15 th November 2015 | @ Frontier Briefing Weekend, Lea Valley YHA, Cheshunt |

WHAT'S IT ALL ABOUT?



The purpose of the TEFL Training Course is to get you into a classroom atmosphere, boost your confidence, practice some activities, share ideas with other volunteers and complete a number of the evidences required for completion of the BTEC Certificate. You will take part in:

- Classroom activities
- Planning exercises
- Tests and quizzes
- Presenting your own lesson



HOW TO FIND FRONTIER LONDON HQ

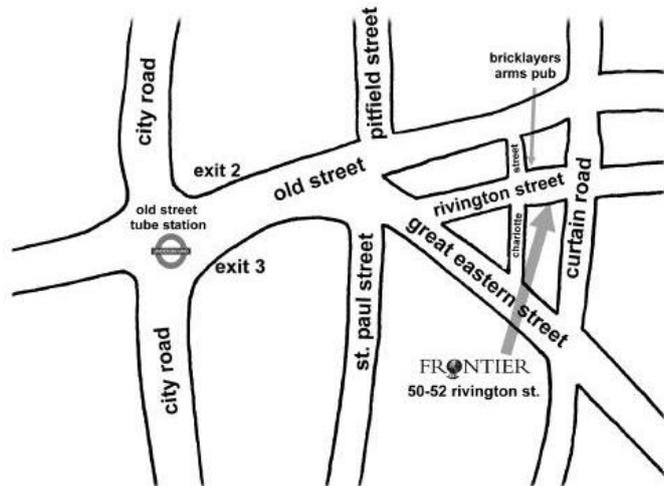
Address: Frontier, 50-52 Rivington Street, London, EC2A 3QP.

Telephone Number: +44 (0) 207 613 2422

How to get there:

By Train

- Take the Northern Line to Old Street station
- Leave the station by Exit 2
- Walk straight down Old Street, past the fire station and the Holiday Inn until you reach Charlotte Street
- Turn right into Charlotte Street
- Turn left at the Bricklayers Arms into Rivington Street
- Frontier is number 50-52 Rivington Street on your right



By car:

- The nearest car park is at the junction of Commercial Street and Shoreditch High Street. Parking here will cost approximately £5 per day.
- Please note that it is difficult to find parking elsewhere and clamping is common.

HOW TO FIND LEE VALLEY YHA

Address: Lee Valley Village YHA, Windmill Lane, Cheshunt, Hertfordshire, EN8 9AJ.

Telephone Number: 01992 628392

How to get there

Train

From Liverpool Street Station (London) to Cheshunt. Cheshunt train station is 200 metres from the youth hostel.

Local Bus Services

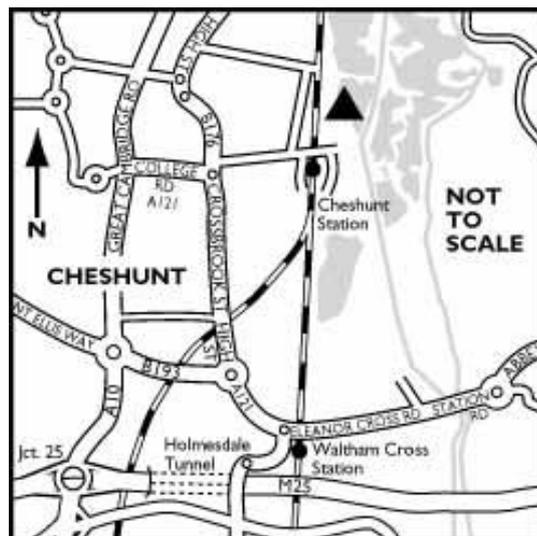
Frequent services from the surrounding area to within ½ mile of youth hostel.

National Express

Goes to Bishop's Stortford 22 miles away.

Car

J25 off M25. For more detailed directions please see map attached to the end of this document.



WHAT'S INCLUDED

- Please arrive to start at 10am promptly on the Thursday (LHQ) or Saturday (Lee Valley YHA).

Frontier London Headquarters:

- Food will be not be provided at . However there is a range of shops, cafes and restaurants within a short distance of Frontier HQ.
- Departure (Friday) will be around 5pm depending on how many attend and the length of presentations.
- Accommodation will be at a local hostel situated within 10 minutes travel of the Frontier HQ in central London.

YHA Cheshunt:

- You will be provided with lunch and dinner on the Saturday and breakfast on the Sunday.
- Departure will be from 3pm on the Sunday depending on attendance and the length of presentations.
- Accommodation will be in shared dormitories at Cheshunt YHA.

The TEFL Training costs £100 which includes training, venue, staff and accommodation. The cost of this is included in the TEFL BTEC fee as it is compulsory in order to complete the BTEC, however, **any volunteer taking part in a teaching project is welcome to sign up!** All volunteers will need to cover their own transport to and from the training course.

TEFL TRAINING COURSE KIT LIST



Please make sure you bring the following with you, and note that some of the activities may be conducted outside, weather permitting!

- Please wear clothes that you are comfortable in, as the course will be very active;
- Towel and toiletries;
- Pen and paper;
- TEFL Handbook
- Paper and pen
- Any resources you may have for your practice lesson
- **Lots of ideas for activities you can try out on the class!**

****We will bring along printed copies of the BTEC TEFL handbook for you****

TEFL BTEC

As a compulsory part of the TEFL BTEC the training course is designed with this qualification in mind and all volunteers will take part in tasks and activities that fulfil evidence requirements for the BTEC. If you would like to take part in the TEFL BTEC you will find information about the qualification and an enrolment form in the TEFL BTEC Pack online.

We would like to reiterate that the TEFL Training Course is compulsory for anyone taking part in the TEFL BTEC as a large number of the assignments are completed during this training session. They cannot be completed independently.

PREPARATION

All teaching volunteers receive a copy of the TEFL handbook on their online area, please let us know if you cannot find this for any reason. Prior to the training course and it is imperative that you study this carefully before attending in order to complete the tests and activities required. Please focus especially on the grammar and terminology sections and remember that you already know it, you speak English everyday! You just might not know the terminology used to describe it.

You will also need to prepare a very short, 10 minute, practice lesson. Please choose your own subject (e.g. body parts, food, directions etc.) and the (imagined) students' English level (beginner, advanced etc.). You just need to prepare a few short activities for the class that you would be able to use for this lesson. Use the handbook to help you with this and remember not to try and cover too much! 5 - 10 vocabulary words, a couple of phrases OR one grammar point is sufficient!!

Please note: We must have received your TEFL BTEC or Training Course payment before the TEFL Training Course, please use the form below to book in, drop ins cannot be accommodated.

If you have any queries please contact the Training Supervisor on training@frontier.ac.uk

We look forward to meeting you!

TEFL TRAINING CONFIRMATION FORM

Please return this form as soon as possible, and at least 6 weeks before your scheduled course.

| | |
|-----------------|----------------------------|
| Name: | |
| Project: | Project start date: |

Please circle as appropriate:

Will you be attending the TEFL Training Course? Yes / No

If yes, which dates?

Are you a vegetarian? Yes / No

Do you have any prior teaching experience? Yes / No

Do you have any other special requirements? Yes / No

If yes, please give details

Please choose one of the following options and delete as appropriate:

A. I will be completing the TEFL BTEC qualification and have already enrolled on the BTEC course and paid the course fee of £300 online / over the phone / by cheque / by bank transfer.

B. I will not be completing the TEFL BTEC qualification but would like to attend the training course and have paid the training course fee of £100 online / over the phone / by enclosed cheque / by bank transfer.

You must have completed either Option A or Option B in order to have a confirmed place on the TEFL Training course.

I confirm that I have received and read the TEFL Pack, TEFL Handbook and TEFL Training Course information.

Signed **Date**.....

Return to: **Training Supervisor, Frontier, 50-52 Rivington Street, London EC2A 3QP, UK** or email to training@frontier.ac.uk