



LANGUAGE POINT



**Cambridge Assessment
English**
Centre no. IT237

CELTA (Certificate in Teaching English to Speakers of Other Languages)

The best known and most widely taken initial 'TESOL/TEFL' qualification of its kind in the world for people starting a career in English Language teaching, for people looking for a career change or career break, for people already teaching English but with no formal qualifications.



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About us

- 1 headquarters in Milan
- 1 national coverage with one single contact person
- 25 languages
- Only qualified mother tongue teachers and professionals
- Custom-made projects for schools, companies and privates
- Dedication to quality
- Administrative efficiency
- A wide spectrum of services
- International dimension

We offer a wide range of professional development activities for teachers and educators from different educational environments: public and private schools, school boards and others. The workshops and seminars available are either designed as part of our regular professional development programme or they can be custom designed to meet an organization's specific requirements. Professional development activities can range from 3-hour, half-day, full-day, 2-day workshops/seminars, to on-going year-long programmes (teacher training programmes).

Language Point is accredited by the Ministry of Public Education and as an **Authorised Centre** and an **Affiliated Member** of AISLI, the Italian Association of Language Schools, is authorised for the Training of Personnel in State Schools (DM 177/2000 del 23/01/2004).

What is CELTA?

CELTA (Certificate in Teaching English to Speakers of Other Languages) is an initial teacher training qualification for teaching English as a second or foreign language (ESL and EFL). It is provided by Cambridge English Language Assessment through authorised Cambridge English Teaching Qualification centres and can be taken either full-time or part-time.

CELTA is designed for candidates with little or no previous English language teaching (ELT) experience. It is also taken by candidates with some teaching experience who have received little practical teacher training or who wish to gain internationally recognised qualification. Candidates should have English language skills equivalent to at least C1 of the Common European Framework of Reference for Languages (CEFR) or an IELTS score of 7.5.

CELTA gives equal emphasis to theory and practice. The strong practical element demonstrates to employers that successful candidates have the skills to succeed in the classroom. Courses can be taken full-time or part-time and either face-to-face or online. A full-time, face-to-face course typically lasts between four and five weeks. CELTA is a continuous assessment course (i.e. participants are assessed throughout the course) leading to a certificate qualification.

Candidates who successfully complete the course can start working in a variety of English language teaching contexts around the world.

Why apply to do the CELTA with Language Point?

As a Linguistic Training Institute accredited by the Ministry of Public Education, Language Point is not only committed to providing foreign language courses but also to organising Teacher Training and Refresher Courses for teachers of every level, especially for those wanting to acquire specialised skills in the field of foreign language teaching or for those who wish to broaden their professional development. In accordance with the Council of Europe's directives on foreign language teaching.

Here at Language Point, we ensure that our own teachers and training tutors have access to the latest techniques so that we can always offer a high level of current, targeted training. Innovation is a key part of our ongoing success story. We have always cared about the standard of our *Teacher Training courses* and we strive to ensure our trainees enjoy their course and become the best in their field.

Criteria for entry to the CELTA course with Language Point

Ideally candidates should:

- Have a good standard of education equivalent to that required for entry into higher education (e.g. having gained university entrance qualifications, completed High School, etc.);
- Be aged 20 or over;
- Have a good standard of English which will enable you to teach at a range of levels (*ie have accurate native speaker or, if foreign national, CAE or equivalent*);
- No previous teaching experience required.

Language Point may still accept candidates who do not have formal qualifications at this level and may, at their discretion, accept candidates aged under 20. These candidates will need to demonstrate that they would be able to complete the course successfully.

CELTA Open Days

Language Point wants to offer a CELTA Open Day every three months to everyone interested in the course. Open Days give candidates the opportunity to look around Language Point, meet the staff and CELTA trainers and also speak to past CELTA trainees about the course we run. Candidates can ask the tutors questions about the course, decide if the CELTA is right for them and make a choice about which course would be most suitable ie part time, full time or online.

The Open day is completely free of charge but Language Point requests that candidates email us no less than 14 days prior to the date they wish to attend to book your place. Candidates can select from the list below.

Open days will be held at Language Point on:

- dates to be confirmed after approval
-

How long does it take to complete a CELTA course?

At Language Point the CELTA course can be:

- Completed in 4 weeks as a *Full Time Celta Course*
 - Completed in 16 or 20 weeks as a *Part Time Celta Course* (depending on the calendar)
 - Completed in 20 or 25 weeks as a *Celta Course Online*
-

What's the difference among the 3 courses?

The only difference is the way each course is delivered.

The *Full Time Course* is intensive and requires attendance every day (from Monday to Friday) for a total of 4 weeks.

The *Part Time Course* requires attendance on 1/2 days per week (Saturdays + 4 Fridays) for a total of 16 or 20 weeks.

The *Celta Online* is mostly delivered online but requires attendance of 60-65 hours at Language Point

CELTA course dates at Language Point -

Course dates

Start date (day/month/year)	End date (day/month/year)	Course Type	Duration	Hours per week
4 May 2018	31 May 2018	Full Time	4 weeks	7 hours on Saturdays, with occasional Friday (maximum 3 where required)
4 June 2018	29 June 2018	Full time	4 weeks	30/35 hours per week Monday to Friday
2 July 2018	27 July 2018	Full time	4 weeks	30/35 hours per week Monday to Friday
3 September 2018	28 September 2018	Full time	4 weeks	30/35 hours per week Monday to Friday
25 October 2018	30 November 2018	Full Time	4 weeks	30/35 hours per week Monday to Friday
15 October 2018	31 January 2019	Part Time	4 months	7 hours on Saturdays, with occasional Friday (maximum 3 where required)
The 2019 sessions will be offered soon. Stay in touch!				

Language Point reserves the right to change the days and/or times stated above if required. This will usually occur in order to fulfil the course requirements, accommodate tutor availability and/or candidate preferences. Candidates will be informed of these changes if they occur. The online courses dates will be confirmed soon.

Days Language Point is closed in 2018

30th March – 2nd April
25th April
1st May
2nd June
1st – 26th August
1st November
7th-9th December
22nd December 2018 – 6th January 2019

Closing date for candidate applications and pre course preparation

Candidates should ensure their application arrives 10 weeks or more in advance of the start date of all courses they have selected. This will allow sufficient time for Language Point to process their application, call them to interview, conduct their interview, forward all the necessary documents they will need in preparation for the course and allow sufficient time for candidates to complete the tasks set in their CELTA preparation pack.

Late entries

Late entry candidates are candidates who apply less than 10 weeks prior to the start date of the courses they have selected.

- These candidates will only be offered an interview if they pay the application fee and full fees when they apply;
 - They must take up the place offered to them after interview;
 - They cannot change their course dates.
-

What is covered during the CELTA course?

Your chosen course will:

- Teach you the principles of effective teaching
- Provide a range of practical skills for teaching English to adult learners
- Give you hands-on teaching practice.
- There are five main units of learning:
 - Learners and teachers, and the teaching and learning context
 - Language analysis and awareness
 - Language skills: *reading, listening, speaking and writing*
 - Planning and resources for different contexts
 - Developing teaching skills and professionalism.

You will be assessed throughout the course, with no final examination.

An external assessor, appointed by Cambridge ESOL, moderates each course.

There are two components of assessment:

1. *Teaching practice*

You will teach for a total of 6 hours, working with classes at two levels of ability. Assessments based on your overall performance at the end of the 6 hours.

2. *Written assignments*

You will complete four written assignments:

1. focusing on adult learning;
2. on the language system of English;
3. on language skills;
4. on classroom teaching.

To be awarded the certificate you must pass both components. There are three grades - *Pass*, *Pass B* and *Pass A*.

How much work will candidates need to do?

A minimum of 120 hours for any CELTA course that will include:

- Input
- Supervised lesson planning
- Teaching practice (six assessed hours)
- Feedback on teaching
- Peer observation
- Observation of experienced teachers (minimum six hours)
- Consultation time

Candidates will need to dedicate a minimum of 80 hours for the required reading, research, pre- and post-session tasks, assignments and lesson preparation. It is very important if you can have access to e-mail and the internet for all courses and essential for the CELTA course online.

The Language Point Application procedure

Language Point will run courses for which there is sufficient student intake.

Our application procedure is as follows:

1. CELTA expression of interest received by Language Point;
 2. CELTA *Information Pack* sent by Language Point;
 3. Candidate submits application form, pre interview task, signed "*Terms and Conditions*" and pays the 100€ application fee;
 4. a. Candidate called to interview. Candidate attends interview.
b. Candidate not called to interview. Application fee (100€) refunded.
 5. Candidate sent Conditional/ Unconditional Letter of offer;
 6. Candidate with Conditional Offer has 12 months to meet the conditions stated in their Letter of Offer;
 7. Candidate with Unconditional Offer pays outstanding fees as required within Terms and Conditions;
 8. Candidate is sent CELTA preparation pack;
 9. Candidate starts course.
-

Our CELTA information pack

Following initial enquiry Language Point will send candidates the following documents:

- The CELTA course at Language Point
 - The CELTA application form
 - The CELTA pre-interview task
 - Information about CELTA
 - The Language Point CELTA Terms and Conditions
-

How to apply for the course

The Candidate has to follow these steps:

1. Read the CELTA *Terms and Conditions* and sign to show he/she agrees to abide by these;
2. Select his/her possible start dates;
 - 2.1 The candidate who selects 2 or more start dates can submit the application immediately. This candidate's application will take priority and, providing he/she fulfils the criteria for entry to the course, he/she will be allocated a place on a *first come first serve* basis;
 - 2.2 The candidate who selects only 1 start date should not submit his/her application yet. The candidate should email the chosen courses to Language Point (celta@languagepoint.eu) and wait to hear if there is a vacancy on the course/s selected. Language Point will email immediately if there is a vacancy and the candidate will have to submit his/her application within 48 hours;
3. The Candidate submits his/her application in full (if so the candidate includes the completed "CELTA Application form", a signed copy of *Terms and Conditions*, the completed Pre-task interview, and payment of the application fee);
4. When the written application is assessed, the successful candidate is called to interview while the unsuccessful candidate is not called to interview and is refunded his/her application fee;
5. The Candidate receives a Letter of Offer;
6. The Candidate pays the course fees;
7. The Candidate starts the course.

The applicants have to ensure that all the courses they have selected are an accurate indication of the dates they can attend the CELTA at Language Point. Should this change they need to inform us in writing as soon as possible.

How much will the course cost?

The CELTA course fee is € 1.895 inclusive of the Cambridge English fee.

What to pay and when

To apply you:

1. Pay an application fee of €100 when submitting the application form

To book your place on the course:

2. Pay the course fee of € 1.795
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Other expenses

A 10€ deposit to join the CELTA library entitles trainees to use books and resources from our well-stocked Language Point library during the course. It is also a good idea to buy some books for reference if you wish. A recommended book list will be sent to candidates who are issued an Unconditional Offer.

How do candidates get an interview?

As soon as the candidates complete the application form and the pre interview task and return these to Language Point together with a signed copy of the CELTA *Terms and Conditions* and their payment of the €100 application fee, they can get the interview. The candidates can also bring the documentation with them on one of our Open Days and submit their full application and fee on one of the Open Days.

If your application is successful we will call you in for interview. The interviews will be held in Language Point Milan and the candidates will have the opportunity to meet some of the staff. If the candidate cannot attend a face to face interview it may be possible to conduct a skype interview with him/her. The candidate has to let us know this when he/she submits his/her application.

What if candidates are not offered an interview?

If the application is unsuccessful the candidate will not be called to interview and he/she will be refunded the €100 application fee.

What happens after the interview?

Language Point will tell the candidate if we will make him/her a conditional or unconditional offer of a place. The candidate can ask any question to help him/her determine what he/she needs to do in preparation for the course.

An unconditional offer is made to candidates who at interview are considered to be strong enough to attend the course on the start dates they have selected.

Following the interview the candidate will need to pay the full fees to confirm his/her place on the course and receive the CELTA preparation pack so he/she can start to prepare for the course.

A conditional offer will usually require candidates to fulfil certain conditions in order to be able to attend the CELTA course on one of their chosen start dates or on alternative start dates in the future. Conditional offers ensure that all candidates are given the best opportunity to achieve their best possible results on completing the course.

Refunds, changes and withdrawals

The candidates can see our CELTA *Terms and Conditions* regarding refunds, changes and withdrawals. If they have any queries regarding these they can let us know before they submit their application.

How to find us

THE CENTRE

The legal and operative office of Language Point is found in the heart of Milan's commercial centre. 35 Piazza Aspromonte is situated in a park-like square just steps away from the famously chaotic shopping area in Corso Buenos Aires. Public transport services this location very well, as it is found between Metro stops Loreto (MM1-2) and Piola (MM2). This location functions as Language Point's Executive Centre and offers linguistics consulting for every possible client need or request, following each project with utmost precision and diligence, assisting you in achieving your results to the highest standards.

How to get to Language Point

By CAR

From Linate Airport: take the Tangenziale Est toward Milano until the roundabout for A4/Brescia/Venezia/Linate. Take the A51 and Uscita 6 (Exit 6) toward Viale Forlanini. This eventually becomes Viale Corsica and from there turn right into Viale Campania. Going up Viale Campania, you will pass Piazzale Susa, and the next large exchange is Piazza Piola. Going around Piazza Piola, exit in 4A – Viale Gran Sasso. Turn right into Via Filippino Lippi; you will find yourself in Piazza Aspromonte in 50 metres.

From Malpensa Airport: Take Motorway A8 toward Milano until the A4 exit on the left for Tangenziale Est /Milano/E66/Venezia/Viale Zara. Take the Cormano exit in the direction of Viale Rubicone. Stay to the left and follow the signs for Milano. Keep going on Viale Fermi and this will bring you into Via Populonia. Turn right into Via Gioacchino Murat. Turn left into Viale Marche and follow it through; it will become Via Lunigiana and this will become Viale Brianza. Keep right when you arrive in Piazza Loreto; when you've crossed the piazza, take your first right - Via Giovanni Ricordi and then your first left, which is Piazza Aspromonte. Language Point is no 35.

By PUBLIC TRANSPORT

Transport lines map [ATM](#)

From both MILANO - CENTRO and MILANO - STAZIONE CENTRALE: Take the underground to the Loreto - MM1 Linea Rossa (Red line) /MM2 Linea Verde (Green line). Take the Via Pecchio exit or walk towards Via Pecchio when exiting the underground. Language Point in Piazza Aspromonte, 35 is about 150 meters from the underground.

From LINATE or MALPENSA Airports: take the airport shuttle to the centre of Milan - Stazione Centrale and follow the Public Transport directions above.



Our contact details

Contacts & Office Hours

LANGUAGE POINT

Aspromonte Square, 35

20131 Milan - Italy

T +39 02 29521559 F + 39 02 87387922

E info@languagepoint.eu | esami@languagepoint.eu | celta@languagepoint.eu

Skype: language.point

Follow us on: Twitter: <https://twitter.com/languagepoint>

Facebook: www.facebook.com/languagepoint and/or www.facebook.com/CELTAatLP and/or www.facebook.com/LPCELTAtrainees to keep in touch with trainees from your course and get updates on jobs, CPD (Continuing Professional Development) opportunities, resources etc.

SECRETARY OFFICE HOURS

Monday	9:30am-1:00pm	2:00pm-6:30pm
Tuesday	9:30am-1:00pm	2:00pm-5:30pm
Wednesday	10:00am-1:00pm	2:00pm-7:00pm
Thursday	9:30am-1:00pm	2:00pm-6:00pm
Friday	9:30am-1:00pm	2:00pm-6:30pm